

**UTTAR PRADESH SHASAN
UTTAR PRADESH PRAVIDHIK
SHIKSHA PARISHAD
NOTIFICATION**

NO. Parishad/XIV(1) 97-4011

July 14, 1997

In exercise of the powers under section 23 of the Uttar Pradesh Pravidhik Shiksha Adhiniyam, 1962 (U.P. Act no. 17 of 1962) read with section 21 of the Uttar Pradesh General Clauses Act, 1904 (U.P. Act no.1 of 1904) and in supersession of all existing regulations and orders on the subject, the Board with the approval of the government, makes the following regulations regulating recruitment and conditions of service of teaching and non-teaching staff appointed in an institution, powers, duties and functions of the Principal and the committee of management of an institution, the principles under which approval to a Scheme of Administration for an institution be accorded.

THE UTTAR PRADESH PRAVIDHIK SHIKSHA

Institution Receiving Grant in Aid from the Government Regulations, 1996

PART I-General

1- **Short title, Application and Commencement-** (1) These regulations may be called the Uttar Pradesh Pravidhik Siksha Institution Receiving Grant in aid from the Government Regulations, 1996.

2- They shall apply to all institutions;

3- They shall come into force at once.

2- **Definitions-** In these regulations, unless there is any being repugnant in the subject or context;

(a) *'Adhiniyam' means the Uttar Pradesh Pravidhik Shiksha Adhiniyam,*

1962; (b) *'Appointing Authority' in relation to the post of Principal/Director means the*

Committee of Management, and to the post of Head of Department, Lecturer,

Workshop Superintendent, Librarian means the Chairman of the Committee of

Management and in relation to the other posts, means the Principal of the

Institutions;

(c) *AICTE means All India Council of Technical Education New Delhi, Government of India.*

(d) *AGP means Academic Grade Pay*

(e) *'Backward classes' means the backward classes of citizens specified in Schedule-I*

of the Uttar Pradesh Public Services (Reservation for Scheduled Casts, Scheduled Tribes and other Backward Classes) Act, 1994 as amended from time to time.'

Governor' means the Governor of Uttar Pradesh;

(f) *'Citizen of India' means a person who is or is deemed to be a citizen of India under Part-II of the Constitution'*

- (g) 'Constitution' means the Constitution of India;
- (h) 'Governor' means the Governor of Uttar Pradesh;
- (i) 'Government' means the State Government of Uttar Pradesh; (j)
'Institution' means an affiliated institution receiving grant in aid from the
Government;
- (k) 'Substantive appointment' means an appointment, not being an adhoc appointment,
on a post in the cadre, made after selection in accordance with the regulations
and, if there are no regulations, in accordance with the procedure prescribed for the
time being by executive instructions issued by the Government;
- (l) 'Year of recruitment' means a period of twelve months commencing from the first
day of July of a calendar year.

Note:- Underlined part amended by the Government-aided Uttar Pradesh Technical Education Institutions (Fifth Amendment) Regulations, 2021.

Part-II- Cadre

3- Cadre- (1) The strength of each category of posts of teaching and non-teaching staff in an institution shall be such as may be determined by the Government for time to time.

Provided that:

- (i) the Director may leave unfilled or the Governor may hold in abeyance any vacant post, without thereby entitling any person to compensation;
- (ii) the Governor may create such additional permanent or temporary post as he may consider proper.

PART III- Recruitment

4- Source of recruitment.- Recruitment to the various categories of post in the Cadre shall be made from the sources mentioned in Appendix A.

5- Reservation- Reservation for the candidates belonging to the Scheduled Castes, Schedule Tribes and other categories shall be in accordance with Uttar Pradesh enactments and orders of the Government in force at the time of the recruitment.

6- Nationality- A candidate for direct recruitment to a post in the cadre must be;

- (a) a citizen of India; or
- (b) a Tibetan refugee who came over to India before the first January 1962 with the intention of Permanently Setting in India; or
- (c)

a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka or any of the East African Countries of Kenya, Uganda and the United Republic of Tanzania (Formerly Tanganyika and Zanzibar) with the intention of permanently setting in India.

Provided that a candidate belonging to category (b) or (c) above must be a person in whose favour a certificate of eligibility has been issued by the Government:

Provided further that a candidate belonging to category (b) will also be required to obtain a certificate of eligibility granted by the Deputy Inspector General Police, Intelligence Branch, Uttar Pradesh:

Provided also that if a candidate belongs to category (c) above, no certificate of eligibility will be issued for a period of more than one year and he retention of such a

candidate in service beyond a period of one year shall be subject to his acquiring Indian citizenship.

NOTE- A candidate in whose case certificated of eligibility is necessary but the same has neither been issued nor refused may be admitted to an examination or interview and he may also provisionally appointed subject to the necessary certificate being obtained by him or issued to his favour.

7. **Academic Qualification-** A candidate for direct recruitment to the various categories of posts in the cadre must possess the qualifications as specified in Appendix B.

8- **Preferential Qualification.** – A candidate who has-

- (i) served in the territorial army for a minimum period of two years; or
- (ii) obtained a "B" certificate of National Cadet Corps; shall, other things being equal, be given preference in the matter of direct recruitment.

9- **Age-** A candidate for direct recruitment must have attained the minimum age and must not have attained the maximum age specified against the Post in the Appendix B. on the first day of July of the Calendar year in which vacancies for direct recruitment are advertised.

Provided that the upper age limit in the case of candidates belonging to the Scheduled Castes, Scheduled Tribes and such other categories as may be notified by the Government from time to time shall be greater by such numbers of years as may be specified.

10- **Character-** The character of a candidate for direct recruitment to a post in the cadre must be such as to render him suitable in all respects for employment in the cadre. The appointing authority shall satisfy itself on this point.

NOTE- Persons dismissed by the Union Government or a State Government a Local authority or a Corporation or Body owned controlled or aided by the Union Government or a State Government shall be ineligible for appointment to any post the cadre. Persons convicted of an offence evolving moral turpitude shall also be ineligible. 11- **Material Status-** A male candidate who has more than one wife living one female candidate who has married a man already having a wife living shall not be eligible for appointment to post in the cadre:

Provided that the Government may, if satisfied that there exist special grounds for doing so, exempt any person from the operation of this regulation.

12- **Physical Fitness-** No person shall be appointed to a post in the cadre unless he being good mental and bodily health and free for any physical defect likely to interfere with the efficient performance of his duties. Before a candidate is finally approved for appointment he shall be required to produce a Medical Certificate of fitness in accordance with the rules framed under Fundamental rule 10. contained in Chapter III of the Financial Hand Book, Volume II, Part-III:

Provided that a medical certificate of fitness shall not be required from a candidate recruited by promotion.

Part IV- Procedure for Recruitment

13- Determination- The committee of Management of an institution shall determine intimate to the appointing authority the number of vacancies to be filled during the course of the years also the number of vacancies to be reserved for candidates belonging to Scheduled Castes, Scheduled Tribes and other categories under regulation 5.

14- Procedure for direct recruitment to the posts of Principal and Teachers-

(1)* Recruitment to the post of Principal of an institution shall be made through the selection committee, constituted in accordance with the provisions of sub-section (3) of section 22-E of the Adhiniyam. Which shall include the following:-

- (i) Chairman of the managing committee of the institution ..Chairman
- (ii) A nominated member of selection Member committee, referred to in sub-section (3) of section 22-E of the Adhiniyam, who shall be from outside the district, selected by the committee of management out of the regional panel made available by the Director. ..
- (iii) An officer nominated by All India Council Member for Technical Education ..

(2)* Recruitment to the posts of teacher shall be made through the selection committee comprising:

- (i) Chairman of the Committee of Management ..Chairman of the institution
Provided that where, in relation to the management of an institution, an Authorised Controller has been appointed under sub-section (4) of section 22-D of the Adhiniyam, the Authorised Controller shall, in relation to such institution, be the chairman of the selection committee;
- (ii) Head of institution .. Member
- (iii) An officer not below the rank of Deputy Director Technical Education, Uttar Pradesh nominated by the Director .. Member
- (iv) An officer nominated by All India Council for Technical Education ..Member
- (v) An officer of the Board not below the rank of Member Joint Secretary nominated by the Director. ..

*** As amended by the Uttar Pradesh Pravidhik Shiksha Institution Receiving Grant-In-Aid From The Government (Fourth Amendment) Regulations- 2019**

(3) Where the Selection Committee constituted under sub-regulations (1) and (2) does not include persons each belonging to Scheduled Castes/ Scheduled Tribes and

backward Classes, then an officer holding group 'A' posts belonging to such Castes/Tribes and Classes as are not represented in the selection committee shall be nominated by the Director as a member of the Selection Committee.

(4) Application for being considered for selection to the posts of Principal, Teachers, Foreman, Auto and Workshop Superintendent in an institution shall be invited in the form published in the advertisement issued by the chairman of the committee of management or authorized controller, as the case maybe, of the institution.

(5) *The selection committee, as referred in The Uttar Pradesh Pravidhik Shiksha Institution Receiving Grant in Aid from the Government Regulations, 1996 (as amended from time to time), shall scrutinize the application and, having regard to the need for securing due representation of the candidates belonging to Scheduled Castes, Scheduled Tribes and other categories under regulation 5 call for written test. Candidates, who will qualify in written will be called for interview, Provided that they must fulfill the requisite qualification.*

(6) *(I) The weightage for the written examination test will be 80% and for interview 20% in selection process.*

(II) The selection committee shall prepare a list of the candidates in the order of their merit/proficiency as disclosed by the marks obtained by each candidate in the written examination and interview in the case of selection of Lecturer/Workshop superintendent and Librarian and marks obtained in interview only in the case of selection of Principal/Director and Head of Department.

If two or more candidates obtain equal marks, the selection committee shall arrange their names in the order of merit on the basis of their general suitability for the service. The number of the names in the list shall be larger (but not larger by more than 25 percent) than the number of vacancies. The selection committee shall forward the list to the appointing authority.

Note:- Underlined part amended by the Government-aided Uttar Pradesh Technical Education Institutions (Fifth Amendment) Regulations, 2021.

(7) The Selection Committee shall forward the list prepared under sub-regulation (6) along with the records pertaining to each candidate to the Director for his approval, who shall, within two weeks from the date of receipt of the said list and records give his decision thereon, failing which his approval shall be deemed to have been accorded. (8) Where the Director for reasons to be recorded, does not accord

approval to the list prepared under sub-regulations (6), the committee of management or the authorized controller as the case may be, of the institution may, within three weeks from the date of receipt of the decision under sub-regulation (7) and the representation against it to the Government whose decisions thereon shall be final.

(9) Where the select lists is not approved under sub-regulation (7) and the representation, if any has been rejected under sub-regulation (8) a fresh recruitment shall be made in accordance with these regulations.

(10) The select list prepared and approved under this regulation shall be forwarded to the appointing authority.

(10) The select list prepared and approved under this regulation shall be forwarded to the appointing authority.

15- Procedure for direct recruitment to the posts other than the post of

Principal and Teachers- (1) For the purpose of direct recruitment to the posts other than the posts of Principal and teacher in an institution there shall be constituted a Selection Committee comprising-

- (i) Chairman of the committee of management of the institution;

Chairman.

Provided that where, in relation to the management of an institution, an authorized controller has been appointed under sub-section (4) of section 22-D of the Adhiniyam, the authorized controller shall, in relation to such institution. be the Chairman of the Selection Committee.

- (ii) Head of the institution ; Member.

- (iii) An officer not below the rank of Assistant Director Technical Education, Uttar Pradesh nominated by the Director; Member.

- (iv) An officer of the board not below the rank Deputy Secretary nominated by the Director; Member.

Provided that if the Selection Committee so constituted does not include persons each belonging to Scheduled Castes/Scheduled Tribes and backward classes, than an office holding Group 'B' posts belonging to such Castes/Tribes and classes as are not represented in the Selection Committee shall be nominated by the Director as a member of the Selection Committee.

(2) Applications for being considered for selection shall be invited in the form published in the advertisement issued by the chairman of the committee of management or Authorised Controller, as be case may be, of the institution.

(3) The selection committee shall scrutinize the applications and, having regard to the need for securing due representation of the candidates belonging to Scheduled Casts, Scheduled Tribes and other categories under regulation 5 required the eligible candidates to appear in an interview.

(4) The selection committee shall prepare a list of candidates in order their proficiency as disclosed by the marks obtained by each candidate. If two or more candidates obtain equal marks, the candidate senior in age shall be place higher in the list. The number of names in the list shall be larger but not large by more than twenty five percent than the number of vacancies. The selection committee shall forward the list to the appointing authority.

(5) Direct recruitment to the posts of junior Clerk/Typist/Junior Accounts Clerk., Stenographer and Time-Keeper in an institution shall be made through the selection committee constituted under sub-regulation (1) in accordance with the procedure laid down in the subordinate Offices ministerial Staff (Direct Recruitment) Rules, 1985, as amended from time to time.

(6) Direct recruitment to the posts of Attendant, Chaprasi, Gardener, Chowkidar, Orderly, Peon and Library Attendant in an institution shall be made through the selection committee constituted under sub-regulation (1) in accordance with the procedure laid down in the group 'D' employees Service Rules, 1985 as amended from time to time.

16- Procedure for recruitment by promotion to the posts of Teachers, Foreman Auto and workshop Superintendent.

(1) Recruitment by promotion to the posts of teachers, Foreman Auto and workshop Superintendent in an institution shall be made on the basis of seniority subject to the rejection of unfit through the selection committee constituted under sub-regulation (2) of regulation 14.

(2) The appointing authority shall prepare an eligibility list of the candidates in accordance with the Uttar Pradesh promotion by selection (on Post outside the Purview of the Public Service Commission) Eligibility Lists Rules, 1986, as amended from time to time and place the same before selection committee long with their Character Rolls and such other records pertaining to them as may be considered proper:

Provided that where there are two or more feeding posts-

- (a) bearing different scales of pay, the candidates holding the post bearing higher scales of pay shall be placed higher in the eligibility list;
- (b) bearing same scale of pay, the names of the candidates shall be arranged in the eligibility list order of the date of their substantive appointment on their respective posts.

(3) The selection committee shall consider the cases of the candidates on the basis of the records referred to in sub-regulation (2) and, if it considers necessary, it may interview the candidates also.

(4) The selection committee shall prepare a list of selected candidates in order of seniority.

(5) The selection committee shall forward the list prepared under sub-regulation (4) along with the record referred to in sub-regulation (2) to the Director for his approval who shall within two weeks from the date of receipt of the said list and records, give his decision thereon, failing which his approval shall be deemed to have been recorded. (6) Where the Director for reasons to be recorded, does not accord approval to the list prepared under sub-regulation (4), the committee of management or Authorised Controller, as the case may be, of the institution may, within three weeks from the date of receipt of the decision under sub-regulation (5) make a representation against it to the Government, whose decision thereon shall be final.

(7) Where the select list is not approved under sub-regulation (5) and the representation, if any, has been rejected under sub-regulation (6), a fresh recruitment shall be made in accordance with these regulations.

(8) The select list prepared and approved under this regulation shall be forwarded to the appointing authority.

17- Procedure for recruitment by promotion to the posts other than the posts of Teachers, Foreman Auto and workshop Superintendent-

(1) Recruitment by

promotion to the posts other than the posts of teachers, Foreman, Auto and workshop Superintendent in an institution shall be made on the basis of seniority subject to the rejection of unfit through the selection committee constituted under sub-regulation (1) of regulation 15.

(2) The appointing authority shall prepare an eligibility list of the candidates in accordance with the Uttar Pradesh promotion by selection (on post outside the purview of the Public Service Commission) Eligibility lists Rules, 1986, as amended from time to time and place the same before the selection committee along with their Character Rolls and such other records pertaining to them, as may be considered proper:

Provided that where there two or more feeding posts-

- (a) bearing different scales of pay the candidates holding the post bearing higher scale of pay shall be placed higher in the eligibility list;
- (b) bearing same scale of pay the names of the candidates shall be arranged in the eligibility list in order of the date of their substantive appointment on their respective posts.

(3) The selection committee shall consider the cases of the candidates on the basis of the records referred to in sub-regulation (2) and, if it considers necessary, it may interview the candidates also.

(4) The selection committee shall prepare a list of selected candidates in order of seniority and forward the same to the appointing authority.

18- Combined selection List- If in any year of recruitment appointment are to be made both by direct recruitment and by promotion a combined select list shall be prepared by taking the names of candidate from the relevant list, in such manner that the prescribed percentage is maintained the first name in the list being of the person appointed by promotion.

PART V- Appointment, Probation, Confirmation and Seniority

19. Appointment.- (1) Subject to the provisions of sub-regulation (2), the appointing authority shall make appointments by taking the name of candidates in the order in which they stand in the lists prepared under regulations 14, 16, 17 or 18 as the case may be.

(2) Where in any year of recruitment, appointments are to be made both by direct recruitment and by promotion, regular appointments shall not be made unless selections are made from both the sources and a combined list is prepared in accordance with regulation 18.

(3) If more than one order of appointment are issued in respect of any one selection, a combined order shall also be issued mentioning the names of the persons in the order of seniority as determined in the selection or as the case maybe, as it stood in the cadre from which they are promoted. If the appointments are made both by, direct recruitment and by promotion name shall be arranged in accordance with the order referred in regulation 18.

(4) Where the Director is satisfied that no candidate possessing requisite qualifications is available for appointment to the post of Principal or teacher, as the

case may be, in an institution he may permit the appointing authority to appoint as a temporary measure any suitable person for a period not exceeding one year; Provided that the appointment so made may be extended with the prior approval of the Director a further period not exceeding one year;

Provided further that where a temporary vacancy in the post of Principal or teacher in an institution occurs for a period exceeding 30 days, it shall be lawful for the appointing authority to make appointment of an eligible person in such vacancy, and in that case, information of such appointment shall be given to the Director.

(5) *For the post of Principal, if any person who is already appointed in any Government-Aided Polytechnic Institution of the State, desires to opt for another Government-Aided Polytechnic Institution in the State, against the vacancy, he may be shifted to that institution by the concurrence of the Committee of Management of both the institution and such principal shall be paid the salary/allowances of the institution of that he is currently employed with. The resultant vacant post may be fulfilled by the selection procedure of that institution, where vacancy occurs."*

Note:- The underlined part has been added by the Government-aided Uttar Pradesh Technical Education Institutions (Fifth Amendment) Regulations, 2021.

20. Probation- (1) A person substantively appointed to a post in the cadre shall be placed on probation for a period of two years.

(2) The appointing authority may, for reasons to be recorded, extend the period of probation in individual cases specifying the date up to which the extension is granted; Provided that, save in exceptional circumstances the period of probation shall not be extended beyond two years.

(3) If it appears to the appointing authority at any time during or at the end of the period of probation or extended period of probation that a probationer has not made sufficient use of his opportunities or has otherwise failed to give satisfaction, if any, his services may be dispensed with.

(4) A probationer who is reverted or whose services are dispensed with under sub-regulation (3) shall not be entitled to any compensation.

(5) The appointing authority may allow continuous service rendered in an officiating or temporary capacity in a post included in the cadre or any other equivalent or higher post, to be taken into account for the purpose of computing the period of probation.

21- Confirmation- (1) A probationer shall be confirmed in his appointment at the end of the period of probation or the extended period of probation if-

- (a) his work and conduct is reported to be satisfactory;
- (b) his integrity is certified; and
- (c) the appointing authority is satisfied that he is otherwise fit for confirmation;

22- Seniority- The seniority of persons substantively appointed in any category of posts in an institution shall be determined in accordance with the Uttar Pradesh Government of Servants Seniority Rules, 1991 as amended from time to time.

PART VI- Pay ETC

23- Scales of Pay- (1) The scales of pay admissible to persons appointed to various categories of posts in an institution shall be such as may be determined by the Government from time to time.

(2) The scales of Pay at the time of the commencement of these regulation are as given in the Appendix A.

24- Pay during Probation- (1) No with standing any provision in the Fundamental Rules to the contrary a person on probation if his not already in permanent service of an institution shall be allowed his first increment in the time scale when he has completed one year of satisfactory service has undergone training, where prescribed and second increment after two years service when he has completed the probation period and is also confirmed;

Provided that if the period of probation is extended on account of failure to give satisfaction, such extension shall not count for increment unless the appointing authority direct otherwise.

(2) the pay during probation of a person who is already holding a post under the institution shall regulated by the relevant Fundamental rule: provided that if the period of probation is extended such extension shall not count for increment unless the appointing authority directs otherwise.

25- Criterion for crossing Efficiency bar-

No person shall be allowed to cross efficiency bar unless his work and conduct is found to be satisfactory and his integrity is certified.

PART VIII (Other Provisions)

26. Regulation of other matters- In regard to the matters not specifically covered by these regulations, persons appointed in any category of posts in and institution shall be governed by the regulations and orders applicable generally to a person serving in connection with the affairs of an affiliated institution.

27- Relaxation in the conditions of service- Where the Government on recommendations of the Board is satisfied that the operation of any regulation regulating the conditions of service of persons appointed in an category of posts in an institution causes undue hardship in any particular case, it may, notwithstanding anything contained in the regulation applicable to the causes by or due, dispense with or relax the requirements of that regulation to such extend and subject to such conditions as it may consider necessary for dealing with the case in a just and equitable manner.

28- Canvassing- No recommendations, either written or oral, other than those required under the regulations applicable to the post will be taken into consideration. Any attempt on the part of a candidate to enlist support directly or indirectly for his candidature will disqualify him for appointment.

29- Savings- Nothing in these regulations shall effect the reservations and other concessions required to be provided for the candidates belonging to Scheduled Castes, Scheduled Tribes and other special categories of persons in accordance with the Uttar

Pradesh enactment and orders of the Government issued from time to time in this regard.

30. Leaves- (1) In matters of leaves, the provisions contained in chapter X of the Financial Hand-Book, Volume II, parts II to IV shall apply to the persons who are governed by these regulations.

(2) All leaves to a Principal shall be sanctioned by the Chairman of the Committee of management.

(3) Except casual leave, all leaves to a teacher shall be sanctioned by the Chairman of the committee of management. Casual leave to a teacher shall be sanctioned by the Principal of the institution.

(4) In case of other employees, all leaves shall be sanctioned by the Principal of the institution.

31- Termination of Service- (1) The service of a person appointed as a temporary measure or in a leave vacancy or in a vacancy occurring for a part of the session, shall, unless extend under these regulations, terminate on the expiry of the period for which, or on ceasing to exist the vacancy in which, he was appointed, whichever is earlier, and no prior notice in this behalf shall be given to such persons.

(2) The service of a temporary employee other than a probationer, or of a probationer during the term of his probation, may be terminated at any time by giving him one month's notice or one month's pay in lieu thereof.

(3) (i) The services of permanent employee may be terminated by giving him three months notice or three months pay in lieu thereof, on the ground of abolition of the post which the employee is holding. The abolition of the post may be due to one of the following reasons,

(a) Abolition of subject course.

(b) Retrenchment decided upon for reasons of Financial stringency.

(c) Abolition of section of class.

(ii) For the purpose of computing the amount of notice mentioned in class(i) or for determining the amount to be paid in lieu thereof, the period of summer vacation shall be excluded.

(4) The committee of management shall not propose to the Director the termination of Services of a confirmed employee unless a resolution to this effect has been passed by a two third majority of members present and voting at its meeting specially convened for the purpose.

32- Resignation- (1) An employee may resign by giving notice or pay in lieu thereof, to which he would have been entitled in case of termination of his service by the committee of management.

Provided that:

(a) Summer vacation shall be included in the period of notice;

(b) An employee selected for appointment in Government service or in the service of a local body shall not be required to resign from the service to join the new appointment if the application for such appointment had been made through proper

channel;

(c)

It shall be open to the committee of management to waive its claim to the notice. (2) No employee shall be allowed to resign if disciplinary proceedings are pending against him unless specifically permitted by the committee of management to do so.

33. Enquiry, Punishment and suspension-

(1) The following punishment may be imposed with the prior approval of the Director, on teaching and non teaching staff of an institution.

- (i) Dismissal;
- (ii) Removal or discharge;
- (iii) Diminution in emoluments;
- (iv) Reduction in Rank;
- (v) Censure
- (vi) With holding of increment;

(2) It shall not be necessary to frame formal charge or charges against an employee of an institution where it is proposed to impose the penalty of censure, with holding of increment and Diminution in emoluments but the formal proceedings embodying the charge or charges the explanation of the employee concerned and the reasons for punishment shall be recorded. An employee may be dismissed from service on grounds such as gross insubordination, deliberate or serious neglect of duty, gross misconduct or commission of an act which constitutes a criminal offence dishonesty corruption, misappropriation of funds, sexual perversity or moral turpitude.

(3) An employee may be removed from service on the grounds mentioned in sub-regulation (2) as also on the grounds of inefficiency in administration on institutional work unauthorized tuition or employment.

(4) An employee may be reduced in rank or subject to diminution in emoluments on grounds such as deficiency in administration unsatisfactory work or conduct lack of interest in co-curricular activities or discharge of examination duties or doubtful integrity reduction may be to a lower post or time scale or to lower stage in time scale.

(5) (a) An appeal against an order imposing any of the penalties specified in sub-regulation (1) shall lie to the Board within thirty days of the communication of the order to the employee and Board's decision thereon shall be final.

(b) The Board shall consider-

- (i) Whether the facts on which the order was passed have been established;
- (ii) whether the facts established afford sufficient ground for taking action; and (iii) Whether the penalty is excessive, adequate or inadequate ;

and after such consideration, the Board may pass such orders as appear to it just and equitable having regard to all the circumstances of the case.

(6) In deciding upon the punishment to be imposed, mitigating factors, if any, and past record, or the employee concerned may be taken into account.

(7) On receipt of complaint or an adverse report of fact of a serious nature against an employee, the committee of management may appoint Principal or Chairman or a

member of the committee of management as the enquiry officer with the instructions to submit the enquiry report as expeditiously as possible.

(8) No order (other than an order based on fact which had led to his conviction in a criminal court or by a court martial) of dismissal, removal or reduction in rank (which includes reduction to lower post or time scale or to a lower stage in a time scale) shall be passed on an employee of an institution unless he had been informed in writing of the grounds on which it is proposed to take action and had been afforded an adequate opportunity of defending himself.

The grounds on which it is proposed to take action shall be reduced in the form of a definite charge or charges which shall be communicated to the employee charged and which shall be so clear and precise as to give sufficient indication to the charged employee of the facts and circumstances against him. He shall be required within three weeks of the receipt of the charge sheet to put in a written statement of his defence and to state whether he desired to be heard in person. If he so desires, or the enquiry officer so directs, an oral enquiry shall be held in respect of such of the allegation as are not admitted. At that enquiry such oral evidence will be heard as that enquiry officer considers necessary.

(9) The employee charged shall be entitled to cross examine the witness to give evidence in person and to have such witness called as he may wish. The Enquiry officer conducting the enquiry may for sufficient reasons to be recorded in writing, refused to call witness, the proceedings shall contain a sufficient record of the evidence and statement of the findings and the grounds thereof. The enquiry officer may also separately from these proceedings, make his own recommendations regarding the punishment to be imposed on the employee charged.

(10) Sub-regulations (8) and (9) shall not apply where; (a) employee concerned has absconded, or where it is, for any other reason be recorded in writing impracticable to communicate with him;

(b) It is proposed to terminate service of a temporary employee or of a probationer whether during or at the end of the period of probation. In such cases sub-regulation(1) and (2) of regulation 31 shall be followed.

(11) All or any of the provisions of sub-regulations (8) and (9) may, for sufficient reasons to be recorded in writing be waived where there is difficulty in observing exactly the requirements thereof and those requirements can, in the opinion of the enquiring officer be waived without injustice to the employee charged.

(12) Soon after the report of the proceedings and recommendations from the enquiry officer are received, the Committee of Management shall, after furnishing a copy of the report of the enquiry officer to the concerned employee and after providing him adequate opportunity of being heard, consider the report of the enquiry officer together with the recommendations any if made by him and take decision thereon. The employee shall be allowed, if he so desires, to appear before the committee of management, in person to state his case and answer any question that may be put to him. The committee of management shall then send a complete report together with all connected papers to the Director for approval of action proposed by it;

Provided that copy of the report of the enquiry officer need not be furnished under this sub-regulation if no punishment of dismissed, removal or reduction in rank is proposed.

(13) If it is felt at any stage that the matter can be more properly deal with by action to terminate service with notice, this may be done with prior approval of the Director.

(14) (a) The committee of management of an institution or any other authority empowered in this behalf by the committee of management, by general or special order, may place Principal or a teacher of the institution under suspension;

- (i) Where a disciplinary proceeding against him is contemplated or is pending; or
- (ii) Where, in the opinion of the said authority, he has engaged himself in activities prejudicial to the interest of the security of the state; or
- (iii) Where a case against him in respect of any criminal offence is under investigation inquiry or trail.

(b) No Principal or teacher shall be suspended unless-

- (i) the charges against the employee are serious enough to mint his dismissal, removal or reduction in rank; or
- (ii) his continuance in office is likely to hamper or prejudice the conduct of disciplinary proceeding against him.

(15) Where a Principal or teacher is suspended by the Committee of Management, it shall be reported to the Director with in seven days from the date of the order of suspension.

(16) The report under sub-regulation (15) shall contain the following particulars and be accompanied by the following documents;

(a) The name of the person suspended along with particulars of the posts including grades held by him since the date of his appointment till the date of suspension including particulars as to the nature of tenure held at the time of suspension, namely temporary, permanent or officiating;

(b) A certified copy of the report of the basis of which such person was last confirmed or allowed to cross efficiency bar which ever is later;

(c) Details of all the charges on the basis of which such person was suspended; (d)

Certified copies of the complaints reports and enquiry report, if any of the enquiry officer on the basis of which such person was suspended;

(e) Certified copy of the resolution of the committee of management suspending such person;

(f) Certified copy of the order of suspension issued to such person;

(g) In case such person was suspended previously also, details of the charges on which and the period for which he was suspended on previous occasions accompanied by certified copies of the orders on the basis of which was reinstated.

(17) An employee other than a principal or a teacher may be suspended by the appointing authority on any of the grounds specified in sub-regulation 14.

(18) (a) The charge or charges should ordinarily be handed over to the employee fifteen days from the date of taking the decision to start formal enquiry against him. (b)

The employer should ordinarily be required to submit his written statement of

defense within a period of three weeks and in no case, should, a period of more than a month, be allowed for the purpose.

(c) The enquiry, including oral examination of the witness should ordinarily be completed within a month of the submission of the written statement.

(d) The report of the enquiry officer who is not himself the punishing authority should be submitted as expeditiously as possible and ordinarily within a fortnight of the closing of the enquiry.

(e) The punishing authority should take decision without undue delay to the delinquent employee.

(19) The employee under suspension shall be paid a subsistence allowance of amount as may be prescribed by Government from time to time.

(20) A suspended employee if reinstated, shall be paid the difference between in salary and subsistence allowance already received by him.

(21) A suspended employee may be in the discretion of the punishing authority be punished with effect from the day of suspension or any later date.

(22) The Director shall communicate his decision under section 22-g of the Adhiniyam to the committee of management within six weeks of the receipt of its proposal under sub-regulation (12).

(23) If incomplete papers are received from the committee of management, the Director shall require it to re-submit its proposal with complete papers within two weeks and the of six weeks prescribed in sub-regulation (22) shall be reckoned from the date on which complete papers are received by the Director.

(24) The committee of management shall implement the decision of the Director within two weeks.

34- Acceptance of Honorarium and fee-

(1) An employee may accept remuneration work in connection with examination conducted by the Board or examining bodies recognised by the Government or Government of India or may engage in technical pursuits, if such work does not interfere with his normal duties.

(2) All matters in respect of honorarium and fees to an employee of an institution shall be regulated by Rules 24 to 34 of the Subsidiary Rules published in the Financial Handbook, Volume II, Parts 2 to 4 as amended from time to time.

35. Maintenance of Records of Service-

(1) The procedure prescribed for maintenance of record of service in Rules 134 to 142 in the Subsidiary Rules published in the Financial Handbook, Volume II, Parts 2 to 4, as amended from time to time shall mutatis mutandis apply in respect of service of an employee of an institution.

(2) A Character roll shall be maintained for a employee of an institution in such form as is prescribed for the employees of the Government .

(3) Annual remarks in respect of the work and conduct of an employee other than the Principal shall be recorded in the character roll by the Principal and annual remarks in respect of the work and conduct of the Principal shall be recorded by the Chairman, committee of management.

(4) Along with the annual remarks in respect of work and conduct of an employee, an integrity certificate in the following form shall also be recorded.

"Nothing has come to my knowledge which casts any reflection on the integrity of Shri ----- his general reputation for honesty is good and I certify his integrity."

(5) The certifying authority should pay most careful attention to granting or withholding of the certificate referred to in sub-regulation (4) and treat it as a serious and most important matter. Before withholding integrity of an employee every complaint or allegation coming to the knowledge of the certifying authority should be properly enquired into and if established or confirmed, the person concerned should be confronted with it for explanation. If the person's explanation is not satisfactory and a reasonable doubt regarding his integrity is created, his integrity may be withheld. (6)

In case where an adverse remark is made in the character roll of a person in a particular year, the entire remarks both adverse and favourable of the year shall be communicated to him within thirty days of making such remarks in the manner prescribed by the Government from time to time. Information about the withholding of the integrity certificate shall be communicated likewise.

(7) A representation against an adverse remark in the Character roll may be made to the committee of management whose decision thereon shall be final.

(8) Service book and the character roll shall be maintained by and kept in custody of the principal in the case of an employee other than the Principal and by the Chairman of the committee of Management in the case of the Principal.

(9) An employee of an institution shall be allowed to examine his service book at any time if he so desires to satisfy that it is being properly maintained. He will sign against each entry in the service book regarding annual increment promotion, transfer and any interruption such as leave, in his service shall be noted with full details of its duration. All entries in the service book shall be attested by the Principal in the case of an employee other than the Principal and by the Chairman of the Committee of Management in the case of the Principal. The service book of the employee of the institution shall be handed over to him on his retirement or termination of service after making an entry to that effect in the service book.

36. Prohibition of tuition.- No Principal and teacher shall engage themselves in a private tuition.

37. Any other matters. –Any other matters including matters relating to the age of superannuation, Provident Fund, pension, Gratuity and Group Insurance and Saving of an employee of an institution not specifically covered by these regulations, shall be regulated in accordance with the directions of the Government issued from time to time.

38. Preparation of Regional Panel – (1) The Director shall prepare for each region a panel of persons to act as nominated member of the selection committee referred to in sub section (3) of section 22-E of the Adhiniyam.

(2) One person from each of the following categories shall be inducted in the regional panel.

Category (A):

- (i) Principal of an Engineering college;
- (ii) Dean of the faculty of Engineering of a university;
- (iii) Professor in and engineering subject in a university or engineering college.

Category (B):

An officer not below the rank of joint Director, Technical Education Department Uttar Pradesh.

Category (C):

An engineer not below the rank of Superintending Engineer.

PART-VIII

Powers, Duties and functions of Principal and committee of management and principles in which approval to a scheme of administration may be accorded.

39. Powers, duties and functions of the Principal (1) The principal shall perform in addition to all the duties of a Principal as appertain to his post and shall be responsible to the Committee of Management through the Chairman of the Committee for the due discharge of all such duties for which he shall have the necessary powers.

(2) The Principal shall be solely responsible and shall have necessary powers for the internal management and discipline of the institution including;

(a) Admission and withdrawal of students and their punishment including expulsion and rustication selection of Text Books and magazines for the library and reading room from the list as approved by the Director arrangement of time table and allocation of duties of members of staff, holding of examination and test, students, Promotion and detention maintenance of all forms and institution's register and progress reports of students preparation of requisition for furniture, equipment and apparatus as per norms laid down by Board their replacement an repair organization of Games and extra-curricular activities making provisions for health and medical treatment of students. Utilizing the service of the staff for educational purposes and activities inside and outside the institution premises, appointment, promotion, confirmation, control and punishment including removal and dismissal of employees other than principal and teachers control of the hostel through its Superintendents.

(ii) Maintenance of service book and character roll of teacher, and other employees, making entries in their character rolls and communicating adverse entries to the person concerned, control and supervision of the teachers and other employees, granting of casual leave to all categories of staffs of the institution, recommending to the committee of management for disciplinary action against teachers recommending to the committee of management the request of staff for permission to appear in academic examinations.

(iii) Control and administration of boys fund, it shall be the duty of the Principal to ensure that each such fund is spent only for that item for which it is allocated; granting freeship and half freeship to the extent sanctioned by the Director on the

recommendations of the committee of Management, Drawing and Disbursing of stipend and scholarship money.

(iv) In financial and other matters for which he is not solely responsible, the Principal shall follow the directions of the Committee of Management as issued to him through the Chairman of the Committee of management.

(v) He will be responsible for Drawing and Disbursement of money and will also ensure that the money sanctioned in a particular head is being spent under that head only.

(vi) He shall have powers to sanction temporary advance to an employee to the institution (except himself) from contributory/General Provident Funds under in accordance with the rules and order of the Government issued in this behalf.

(vii) He shall be controlling officer in matters of sanction of travelling allowance, to employees of the institution, to members of the committee of Management or to members of any Sub-committees of the committee of Management.

(viii) He shall be responsible for proper utilization of pay and other contingency budget to the extent to which it has been approved by committee of Management and Government.

(ix) He shall be responsible for disposing of the matters related to crossing of efficiency bar an employee of the institution.

(x) He shall be responsible for all purchase as per rules and procedures laid down by the Government or the Director.

(xi) He shall be responsible for preparing Annual estimates of income and expenditure and get all accounts audited and shall produce Audit reports and Estimates before the committee of Management.

(xii) He shall be responsible for furnishing timely utilization certificates regarding the grants received by institution.

(xiii) He shall be responsible for taking effective proper and immediate remedial actions regarding the audit objections.

(xiv) He shall be responsible for providing all necessary facilities to members/ officials on inspection to institution authorized by the Government/ the Director/ the Board/ the Committee of Management.

(xv) He shall be ex-officio member of the committee of management with a right to vote and shall function as Secretary of the committee of management.

(xvi) The Principal shall neither attend the meeting of committee of Management nor shall exercise right to vote whenever as charge concerning his personal conduct is under discussion.

(xvii) He shall inform, date time and venue of meeting of the committee of Management and will cause circulation of agenda of meeting duly approved by the Chairman of the committee of management amongst the members at least fifteen days prior to such meeting by registered post.

(xviii) He shall operate and maintain students welfare Fund on advice and help of the student welfare account committee as provided in the scheme of administration. (xix)

Principal shall be channel of communication between the staff of institution and committee of Management.

40. Powers, Duties and functions of the committee of Management- Powers, duties and functions of the committee of Management shall include the following: (i)

Appointment, confirmation, promotion, permission to cross efficiency bar of Teaching staff including Principal; suspension and punishment (including dismissal and removal) of Principal, Teachers and other employees in accordance with the Adhiniyam and these regulation, except where such powers vest in the Principal;

(ii) To decide appeals against entries made by the Principal in the character roll of an employee;

(iii) Grant of leave admissible to an employee of the institution expects where such powers vast in the Principal;

(iv) Control and Management of all moneys, securities property and endowments of the institutions excluding the boys funds and taking of necessary measures for there safe custody, investment, repairs maintenance and legal protection;

(v) Ensuring proper utilization of maintenance and development grants and reimbursements received from the Government;

(vi)

Receiving all income (excepting stipend scholarship and boys fund) subscriptions, donations, gifts, dividends, interest, grants and rents for the institution and meeting financial obligations, arising out of its duties and functions. Provided that for accepting donations, gifts prior permission of the Government of the Director if specifically empowered in this behalf by the Government, shall be obtained.

(vii) To chalk out detailed schemes for development of the institution and execute them after approval of the Government.

(viii) To purchase immovable property after prior approval of the Government. (ix)

To cause construction, maintenance or change in building of the Institution subject to the approval of the Government.

(x) To cause investigation of financial and administration complaints received and to dispose to such complaints received and to dispose of such complaint and to take preventive measure to prevent financial and administrative irregularities.

(xi) To cause appointment of committee, sub-committees for purchase of Buildings equipments as required,

(xii) The recommend unusable items for debit on recommendations of inspection committee consisting:

(i) Principal (ii) One Head of Department (iii) Workshop Superintendent and (vi) the teacher concerned.

(xiii) To carry out all such work for fulfillment of the aims of the institution which are desirable for the implementation of the Adhiniyam and these regulations.

41. Principles in which Approval of scheme of Administration may by

accorded- (1) The main principle on which approval to a scheme of Administration shall be accorded shall to the following:

- (a) A scheme of Administration shall provide for proper and effective functioning of the Committee of Management.
- (b) Procedure for constituting the Committee of Management qualification and disqualification of its members term of its office, calling and conducting business thereof.
- (c) All decisions shall be taken by the Committee of management and powers of delegation if any shall be limited clearly defined.
- (d) Powers and duties of the committee of management and its member shall be clearly defined.
- (e) Distribution of powers shall be well balanced and dominance of individual and sectional interests shall be avoided.
- (f) constitution of the committee for selecting principal and teachers and their functioning as provided in the Adhiniyam and these regulations.
- (g) A scheme of Administration shall provide that the terms and conditions of service of the terms and conditions of service of the employees of the institution shall be governed by the Adhiniyam and these regulations.
- (h) A scheme of Administration shall make provision for maintenance and security of property and investment and utilization of funds of the institution as well as regular checking and auditing of accounts, and prescribed measure against their misappropriation and misuse and waste.
- (i) A scheme of Administration shall contain specific provision for speedy decision of disputes relating to right of management declared as such by the Director as also regarding management of the institution during the period of dispute.
- (j) No provision of a scheme of Administration shall be contrary to the Adhiniyam.
- (2) A period of six months reckoned from the first date of the month following the date of receipt of the draft of scheme of Administration submitted under section 22-B of

the Adhiniyam shall be allowed to the Director in which he may either approve the draft scheme of Administration or suggest any alteration or modification therein.

(3) A period of three months reckoned from the date of receipt of copy of the said suggestion for any alternation or modification in the Draft of scheme of Administration from the Director shall be allowed to an institution to make a representation under sub-section (2) of section 22-C of the Adhiniyam.

(4) Where the Director proposes to make a new modification in the scheme of Administration under sub-section (3) of section 22-C of the Adhiniyam, he shall provide an opportunity to the institution to make a representation to him within three months from the date of receipt of such communication from him.

Appendix "A"
(See Regulations 4
and 29)

As per AICTE Regulation 2019 and Revised from time to time effective from 03-05-2018
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Name of post	Sources of recruitment	Scale of pay
1-*Principal/Director	by direct recruitment through the selection committee	Entry Pay :1,31,400 Level: 13A1. Special Allowance-4500/-
2- *Head of Department (Engineering Subject) *Head of Department (Non Engineering Subject)	by direct recruitment through the selection committee by direct recruitment through the selection committee	Entry Pay :1,31,400 Level: 13A1 Entry Pay :1,31,400 Level: 13A1
3-* Lecturer in Engineering and Technical Branches	by direct recruitment through the selection committee.	Entry Pay : 56,100 Level: 9A & Entry Pay : 57,700 Level: 10 Next pay level is permissible as per provision given in GO NO-474/Solah-2-2020- 138(w)/99 Dated 16-03- 2200-75-2800-100-E.B.- 4000.
4-** Forman Auto.	By promotion through the selection Committee	

5- *Workshop Superintendent.	Instructors, Assistant Workshop Superintendent and Assistant Lecturers of the Concerned discipline who possess diploma in Mechanical Engineering of Automobile Engineering of the Board or any other qualification recognised by the Government as equivalent thereto and have completed fifteen years' service as such on the first day of the year of recruitment. For Persons who are Associate Member of Institution of Engineers (India) of Diploma Holders from Technical Teachers Training Institute, ten years' service of the first day of such day shall be required. Such Substantively appointed Workshop Instructors Possessing Industrial Training Institute certificate or any other qualification recognised by the Government as equivalent thereto and have completed fifteen years' service as such on the first day of the year of recruitment shall also be eligible for the promotion to the post of Workshop Superintendent. by direct recruitment through the selection committee.	Entry Pay : 56,100 Level: 9A & Entry Pay : 57,700 Level: 10 Next pay level is permissible as per provision given in GO NO-474/Solah-2-2020-138(w)/99 Dated 16-03-2020
6- *Lecturer (Non-Engineering Subject)	By direct recruitment through the Selection Committee.	Entry Pay : 56,100 Level: 9A & Entry Pay : 57,700 Level: 10 Next pay level is permissible as per provision given in GO NO-474/Solah-2-
7- Training and Placement Officer.	By direct recruitment through the Selection Committee.	Rs. 2000-60-2300-E.B. 75-3200
8- Junior Lecturer Commerce.	By direct recruitment through the Selection Committee.	Rs. 1600-50-2300-E.B. 60-2660

9- Junior Lecturer ~~Botany~~	By direct recruitment through the Selection Committee.	Rs. 1600-50-2300- ~~E.B. 60-2660~~
10- Junior Lecturer Language	By direct recruitment through the Selection Committee.	Rs. 1600-50-2300- E.B. 60-2660
11- Lecturer Stenography and Secretarial Practice.	By direct recruitment through the Selection Committee.	Rs. 1600-50-2300- E.B. 60-2660
12- Assistant Workshop Superintendent.	By promotion through the Selection Committee from amongst substantively appointed Workshop Instructors.	Rs. 1400-40-1600- 50-2300- E.B. 60- 2600
13- Assistant Lecturer	By direct recruitment through the Selection Committee	Rs. 1640-60-2600- E.B. 75-2900
14- Workshop Instructor	By direct recruitment through the Selection Committee	Rs. 1400-40-1800- E.B. 50-2600
15- Drawing Instructor	By direct recruitment through the Selection Committee	Rs. 1400-40-1800- E.B. 50-2600
16- Instructor (Commercial Practice, Instructor Stenography and Secretarial Practice), Instructor (Line Communication), Instructor (Radio Engineering), Instructor (Instrument Repairer Management Instructor, Instructor (Stenography ~~and Typewriting~~)	By direct recruitment through the Selection Committee	Rs. 1400-40-1800- E.B. 50-2400
17- Instructor Language (Hindi/English)	By direct recruitment through the Selection Committee	Rs. 1400-40-1800- E.B. 50-2400
18- Science Demonstrator / Senior Demonstrator.	By direct recruitment through the Selection Committee	Rs. 1400-40-1800- E.B. 50-2400
19- Instrument Repairer	By direct recruitment through the Selection Committee	Rs. 1400-40-1800- E.B. 50-2400
20- Computer Operator	By direct recruitment through the Selection Committee	Rs. 1400-40-1800- E.B. 50-2300

21- Instructor Electrician / Instructor Motor	By direct recruitment through the Selection Committee	Rs. 1400-40-1800- E.B. 50-2300
22- Photographer	By direct recruitment through the Selection Committee	Rs. 1400-40-1800- E.B. 50-2300
23-Mechanic Refrigeration and Air conditioning/ Mechanic (Electronics) Mechanic-Agriculture, Skilled Workman (Motor Mechanic) Skilled	By direct recruitment through the Selection Committee	Rs. 975-25-1150- E.B. 30-1660
24- Tractor Driver-Cum-Mechanic	By direct recruitment through the Selection Committee	Rs. 950-20-1150- E.B. 25-1500
25- Draftsman	By direct recruitment through the Selection Committee	Rs. 1200-30-1560- E.B. 40-2040
26- Technician	By direct recruitment through the Selection Committee	Rs. 1200-30-1560- E.B. 40-2040
27- Stenographer	By direct recruitment through the Selection Committee	Rs. 1200-30-1560- E.B. 40-2040
28- *Librarian	By direct recruitment through the Selection Committee	Entry Pay : 56,100 Level: 9A Next pay level is permissible as per provision given in GO
		2020-138(w)/99 Dated 16-03-2020
29- Senior Assistant	By promotion through the Selection Committee from amongst substantively appointed Senior Clerks, Senior Clerk-cum- Accountant, Accountant, Accounts Clerks and Cashier.	Rs. 1200-30-1560- E.B. 40-2040

30- Senior clerk /Senior clerk-cum Accountant, Accounts clerk/cashier	By promotion through the selection Committee from amongst substantively appointed junior clerk/ Library clerk,/ Junior Accounts clerk/ Typist/clerk, who have completed fifteen years service as such on the first day of the year of recruitment.	1200-30-1560- E.B. 40-2040
31- Library clerk	By promotion through the selection Committee from amongst substantively appointed junior clerk/ Junior Accounts clerk/ Typist/clerk, Library clerk.	975-25-1150- E.B.- 30-1660
32- Junior clerk/ Typist/ Junior Accounts clerk/ Store keeper.	(i) Eighty five percent by direct recruitment through Selection Committee. (ii) Fifteen percent by promotion from amongst High School pass substantively appointed employees holding the posts specified at serial 38	950-20-1150- E.B. 25-1500
33-Typewriter Mechanic	By direct recruitment through the Selection Committee	950-20-1150- E.B. 25-1500
34-Laboratory Assistant	By direct recruitment through the Selection Committee	975-25-1150- E.B.- 30-1660
35- Electrician/ Time Keeper	By direct recruitment through the Selection Committee	825-15900- E.B. 20-1200
36- Daftari	By promotion from amongst substantively appointed employees	775-12-955-E.B.-14-1025
	number 39 of this schedule	
37- Lab Attendant /Work shop attendant/ Chaprasi / Gardner/ Chowkidar, Orderly/ Peon, Sweeper / Attendant Library	By direct recruitment through the Selection Committee	750-12-870 E.B.-14- 940.
<i>* As amended by The Uttar Pradesh Pravidhik Shiksha Institution Receiving Grant-In-Aid From The Government (Fifth Amendment) Regulations, 2021</i> <i>** As amended by The Uttar Pradesh Pravidhik Shiksha Institution Receiving Grant-In-Aid From The Government (Second Amendment) Regulations, 2008</i>		

APPENDIX- 'B'

(See regulation 7 and 9)

S.N o	Name of post	Qualification as per All India Council for Technical Education (Pay Scales, Service Conditions and Qualifications For The Teachers And Other Academic Staff In Technical Institutions (Diploma) Regulations, 2010		Age	
		Qualification			
		Essential	Preferential	Mini mum	Maxi mum
1	2	3	4	5	6
1	*Principal/Director	Direct Recruitment Ph.D. and First Class at either Bachelor's or Master's level in the relevant discipline (as enumerated in the list of AICTE approved Diploma Courses) with Minimum of 16 years of experience in Teaching at degree or diploma level in Technical Education/Research/Industry, out of which at least 3 years shall be post Ph.D. experience and 5 years of experience not below the level of HOD. OR First Class at Bachelor's or Master's level in the relevant discipline(as enumerated in the list of AICTE approved Diploma Courses)with Minimum of 20 years of experience in Teaching at degree or diploma level years of experience not below the level of HOD.		35	50

2-	*Head of Department (Engineering Subject) *Head of Department (Non-Engineering Subject)	<u>Direct Recruitment</u> Ph. D. in relevant field and First Class at Bachelor's or Master's level in the relevant discipline;(as enumerated in the list of AICTE approved Diploma Courses) Minimum of 12 years of experience in Teaching at degree or diploma level in Technical Education/ Research/ Industry, out of which at least 2 years shall be post Ph.D. experience minimum at the level of Lecturer (Selection Grade-I). OR Bachelor's and Master's Degree in relevant discipline(as enumerated in the list of AICTE approved Diploma Courses) with Minimum of 15 years of experience in Teaching at degree or diploma level in Technical Education/ Research/ Industry, out of which at least 3 years shall be at the level of Lecturer (Selection Grade - II). (a) <u>Direct Recruitment</u> Ph. D. in relevant field and First Class at Bachelor's or Master's level in the relevant discipline; (as enumerated in the list of AICTE approved Diploma Courses) Minimum of 12 years of experience in Teaching at degree or diploma level in Technical Education/Research/ Industry, out of which at least 2 years shall be post Ph.D. experience minimum at the level of Lecturer (Selection Grade-I). OR Bachelor's and Master's Degree in relevant discipline(as enumerated in the list of AICTE approved Diploma Courses) with Minimum of 15 years of experience in Teaching at degree or diploma level in Technical Education/Research/ Industry, out of which at least 3 years shall be at the level of Lecturer (Selection Grade - II).		28 years 28 years	45 years 45 years
3-	*Lecturer in Engineering and Technical branches	<u>For Direct Recruitment of Lecturer (Level – 9A, Entry Pay 56,100/-)</u> (a) Engineering / Technology B.E./B.Tech. / B. S. in relevant discipline(as enumerated in the list of AICTE approved Diploma Courses) with First Class. (b) Pharmacy		21 years	40 years

		(c) Architecture B.Arch. or a 4-year Degree in an allied field with First Class level. For Direct Recruitment of Lecturer (Level-10, Entry Pay 57,700/-) (a) For Technical Disciplines Bachelor's and Master's Degrees in relevant disciplines(as enumerated in the list of AICTE approved Diploma Courses) with First Class in either of			
4-	Foreman Auto 1-	1- Bachelors' Degree in Automobile Engineering or Diploma in Mechanical Engineering with Automobile as a special subject and two years industrial experience in production and Maintenance or Diploma in Automobile Engineering or equivalent qualification and 10 years industrial experience in		21 years	40 years
5-	*Workshop Superintendent	Bachelor's or Master's degree in Mechanical Engineering with First Class.		21 years	40 years
6-	*Lecturer (Non-Engineering Subject)	For Direct Recruitment of Lecturer (Level – 9A, Entry Pay 56,100/-) (a) Hotel Management and Catering Technology A minimum 4-year Bachelor's Degree in HMCT with First Class or equivalent. (b) Fine Arts Bachelor's degree in appropriate discipline of Fine Arts (Applied Arts, Painting and Sculpture) with First Class. (c) Design Bachelor's degree in design or a minimum 4-year Diploma in any one of the streams of Design, Fine Arts, Applied Arts and Architecture or Bachelor's degree in Engineering with First Class or Equivalent (d) Sciences and Humanities Master's degree in appropriate subject with First Class		21 years	40 years
		A Master's degree with First Class or equivalent in a relevant subject and, must have cleared the National Eligibility Test (NET) conducted by the UGC or the CSIR, or a similar test accredited by the UGC, like			

7-	Training Cum-Placement Officer	1- Second class Master's Degree in Art/Commerce / Science and one year experience in related work. 2- Knowledge of Hindi.		21 years	32 years
8-	Junior Lecturer Commerce	1- Master's Degree in Commerce and two years' teaching experience. 2- Knowledge of Hindi		21 years	32 years
9-	Junior Lecturer Botany	1- Master's Degree in Botany. 2- Knowledge of Hindi		21 years	32 years
10-	Junior Lecturer Language	Master's Degree in Hindi/English and two years teaching experience.		21 years	32 years
11-	Lecturer (Stenography and Secretarial Practice)	Two year Diploma in Stenography and Secretarial practice and Five years teaching experience.		21 years	32 years
12**	Assistant Lecturer	Diploma with sixty five percent marks in the concerned Branch of Engineering.	One year industrial experience/ Apprenticeship	21 years	32 years
13-	Workshop Instructor	Three years certificate in the concerned Trade from the Government Secondary Technical School with certificate in	Three years industrial Experience after certificate.	21 years	32 years
		Industrial Training Institute , or Diploma in the concerned			
14	Drawing Instructor	Recognised two years Draftsman course (including apprenticeship period) in the respective Branch.	two years Experience of drawing office.	21 years	32 years

15-	Instructor (Commercial Practice)	Bachelor's Degree in Commerce with fifty five percent marks and knowledge of Hindi and English Stenography and Type writing. or Diploma with sixty		21 years	32 years
16-	Instructor (Stenography and Secretarial practice) Management Instructor, Instructor (Stenography and Typewriting) /Instructor (Radio Engineering)/ Instructor(Line	Diploma in concerned Branch.		21 years	32 years
17-	Instructor Language (Hindi/English)	Bachelor's Degree with Hindi or Sanskrit and General English subjects and Licenceate Training in education or equivalent.		21 years	32 years
18-	Science Demonstrator / Senior Demon- strator	Bachelor's Degree with Physics, Chemistry and Mathematics subjects.		21 years	32 years
19-	Instrument Repairer	Diploma in Electronics, Instrumentation/ Post Graduate Diploma in Instrumentation.		21 years	32 years
20-	Computer Operator	Bachelor's Degree with Mathematics as one of the subjects and six months training in Computer application.		21 years	32 years

21-	Instructor electrician/ Instructor Motor Mechanic	Three years certificate in the concerned trade from the Government Secondary Training School or High School with certificate from Industrial Training Institute in the concerned trade.	Three years practical experience	21 years	32 years
22-	Photographer	Diploma in the concerned Branch.		21 years	32 years
23-	Mechanic, Refrigeration and Air Conditioning/ Mechanic, Electronics/ Mechanic, Agriculture/ Skilled workman Motor Mechanic/ Skilled	High School with certificate from Industrial Training Institute in the concerned trade and Apprenticeship.		21 years	32 years
24-	Motor Mechanic/ Tractor Driver Cum Mechanic	High School certificate from Industrial Training institute in the respective Trade. Academic and Technical Qualification can be relaxed to those having thorough knowledge and experience		21 years	32 years
25-	Draftsman	Recognised two years draftsman course (including period of apprenticeship) in the respective Branch.	Two years experience of Drawing office.	21 years	32 years

26-	Technician	Certificate from Industrial Training Institute in the Instrument Mechanic and two years experience for equipment maintenance.		21 years	32 years
27-	Stenographer	Intermediate or its equivalent. Speed of at least 80 words per minute and 30 words per minute in Hindi shorthand and typewriting respectively.		18 years	32 years
28-	*Librarian	1. Master's Degree in Library Science with at least First Class or equivalent and a consistently good academic record, having the knowledge of computer. 2. Qualifying in the National Level Test conducted for the purpose by UGC or other equivalent test as approved by the UGC. For Diploma level Institutions: Librarians who have been recruited between 01-01-1996 and 15-03-2000 in the Diploma level Institutions, with the existing recruitment rules to be considered for up-gradation under CAS in the next movement under CAS, they are required to acquire minimum education qualification in a manner similar to that as laid down in AICTE notification 2000 (Degree) and in subsequent Clarifications/Notifications. (b) For Degree level Institutions: same as above.		21 years	32 years
29-	Clerk (Junior Scale) / Library Clerk/ Typist/ Junior clerk/ Store Keeper	Intermediate or its equivalent. speed of at least 25 words per minute in Hindi Type writing.		18 years	32 years
30-	Typewriter Mechanic	High School or its equivalent Five years Practical experience as Type writer Mechanic.		21 years	32 years

31-	Lab Assistant	Diploma in Pharmacy or Bachelor's Degree with Zoology, Botany and Chemistry Subjects.		18 years	32 years
32-	Electrician/ Time keeper	High School with science or its equivalent with Training certificate from Industrial Training Institute in the Trade.		18 years	32 years
33-	Laboratory Attendant/ Assistant/ Workshop Attendant Chaprasi/ Gardner/ Choukidar orderly/ Peon/ sweeper/ Attendant	Class Fifth passed and knowledge of Cycling for male candidate, for the post of Gardner, knowledge of Gardening is required.		18 years	32 years
<u>* As amended by The Uttar Pradesh Pravidhik Shiksha Institution Receiving Grant-In-Aid From The Government (fifth Amendment) Regulations, 2021</u> <u>** The above entry shall be omitted by The Government-aided Uttar Pradesh Technical Education Institutions (Second Amendment) Regulations, 2008.</u>					

Note:-

1 For initial direct recruitment at the level of Lecturers, HOD and Principal, the eligibility conditions in respect of academic and research requirements shall be or may be or have been prescribed by the AICTE of Approved 40 subjects through Regulations.

2 All advancements to higher grade pays in various cadres will be effected subject to completion of two ICTE approved refresher programs of not less than two weeks duration each and two one week each TEQIP sponsored programs.

3 Equivalence for PhD is based on publication of 5 International Journal papers, each Journal having a cumulative impact index of not less than 2.0, with incumbent as the main author and all 5 publications

being in th

4 PhD shall be from a recognized University.

5 In case of research experience, good academic record and books / research paper publications / IPR / patents record shall be required as deemed fit by the expert members of the Selection Committee. If the experience in industry is considered, the same shall be at managerial level equivalent to head of the department with active participation record in designing, planning, executing, analyzing, quality control, innovating, training, technical books/research paper publications / IPR / patents, etc. as deemed fit by the expert members of the Selection Committee.

Industrial experience means- (i) Working experience in public sector undertaking is preferred. However private sector can also be considered provided the Industry has a successful continuous standing of at

least 10 ye

(ii) The experience can be considered only after production of certificate (experience) issued by competent authority.

(iii) The area of operation of Industry shall be related to the relevant field of discipline.

(iv) The experience certificate shall include work profile, designation and duration of service.

(v) 50% of the total service rendered in industries shall be considered as an equivalent to teaching experience provided total experience is at least 10 years and above.

6 For the Post of Head of Department and Principal flair for Management and Leadership is essential as deemed fit by the expert members of the Selection Committee.

7 If a class/division is not awarded, minimum of 60% marks in aggregate shall be considered equivalent to first class/division. If a Grade Point System is adopted the CGPA will be converted into equivalent marks as below.

Grade Point	Equivalent Percentage
6.25	55 %
6.75	60 %
7.25	65 %
7.75	70 %
8.25	75 %

8 All the conditions of eligibility and academic qualifications laid down by the AICTE shall be applicable for direct recruitment of Assistant Librarian/ College Librarian.

9 Experience of Government Institutions, Institute, Public Sector Undertakings or Limited Organization only will be acceptable and will be counted after the candidate has attained the prescribed educational qualification.

10 Regarding essential qualification where Basic Degree in concerned subject is not awarded basic first-

class bach

11 All other conditions will be applicable as per AICTE (Diploma) regulations 2019 and amended from time to time.

Note:- The underlined part has been added by the Government-aided Uttar Pradesh Technical Education Institutions

(Fifth Amendment) Regulations, 2021.

By Order

(P.N.L. Das)

Secretary

Board of Technical Eduaction.

