University College of Science Campus, B.H.Road, Tumkur-572 103 Phone No: 0816-2254546

No:TU:EST:E2:G&C:Statute:2011-12

Date: 27.03.2012

By Order

## **NOTIFICATION**

**Sub:** Statute governing the Tumkur University General Recruitment. **Ref:** 1. Government Letter No. ED:15 UTT 2011 Dated:13.02.2012.

2. Approval of the Vice-Chancellor Dated: 27.03.2012.

The Statute governing the Tumkur University General Recruitment assented by His Excellency the Chancellor on 01.02.2012 as communicated in above referred letter is hereby notified for implementation.

Copy to:

1. The Principal Secretary to the Governor, Raj Bhavan, Bangalore.

- 2. The Principal Secretary to the Government, Education Department (Higher Education), M.S. Building, Bangalore.
- 3. The Registrar (Evaluation), Tumkur University, Tumkur.
- 4. The P.S. to Vice-Chancellor, Tumkur University, Tumkur.
- 5. Office copy.

#### ಕರ್ನಾಟಕ ಸರ್ಕಾರ

ಕ್ರಮಾಂಕ: ಇಡಿ 15 ಯುಟಿಟಿ 2011

ಕರ್ನಾಟಕ ಸರ್ಕಾರದ ಸಚಿವಾಲಯ, ಬಹುಮಹಡಿ ಕಟ್ಟಡ, ಬೆಂಗಳೂರು, ದಿನಾಂಕ: 13-02-2012

ಇಂದ ಸರ್ಕಾರದ ಪ್ರಧಾನ ಕಾರ್ಯದರ್ಶಿ, ಉನ್ನತ ಶಿಕ್ಷಣ ಇಲಾಖೆ, ಬೆಂಗಳೂರು – 560 001.

ಇವರಿಗೆ ಕುಲಸಚಿವರು, ತುಮಕೂರು ವಿಶ್ವವಿದ್ಯಾಲಯ, ತುಮಕೂರು.

ಮಾನ್ಯರೆ,

ವಿಷಯ:– Draft statute governing the Tumkur University General Recruitment.

ಉಲ್ಲೇಖ:- ತಮ್ಮಪತ್ರ ಸಂಖ್ಯೆ:ತುವಿ/ಸಿಬ್ಬಂದಿ/ಅನುಶಾಸನ/2010-11/2384, ದಿ: 7-1-2011.

ಮೇಲ್ಕಂಡ ವಿಷಯ ಹಾಗೂ ಉಲ್ಲೇಖಕ್ಕೆ ಸಂಬಂಧಿಸಿದಂತೆ, ಘನತೆವೆತ್ತ ಕುಲಾಧಿಪತಿಗಳು ದಿನಾಂಕ: 01–02–2012 ರಂದು Draft statute governing the Tumkur University General Recruitment ಗೆ ಅನುಮೋದನೆ ನೀಡಿರುತ್ತಾರೆಂದು ತಿಳಿಸಲು ನಿರ್ದೇಶಿತನಾಗಿದ್ದೇನೆ. ಅನುಮೋದಿತ ಪರಿನಿಯಮದ ಪ್ರತಿಯನ್ನು ಇದರೊಂದಿಗೆ ಲಗತ್ತಿಸಿದೆ.

ತಮ್ಮ ನಂಬುಗೆಯ,

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ಶಿಕ್ಷಣ ಇಲಾಖೆ (ಉ.ಶಿ. ಮತ್ತು ವಿಶ್ವವಿದ್ಯಾಲಯಗಳು).

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# DRAFT STATUTE GOVERNING THE TUMKUR UNIVERSITY GENERAL RECRUITMENT (Framed under Section 40 of KSU ACT 2000)

## (1) TITLE:

This Statute shall be called "Tumkur University General Recruitment Statute 2010.

## (2) COMMENCEMENT:

This Statute shall come into force with effect from the date of assent of the Chancellor.

### (3) APPLICATION:

- a) All clauses of this Statute shall apply to: All recruitments of non-teaching posts of the University subject to clause 3(b).
- b) This Statue shall not apply to the recruitments to the posts:
  - 1. to be filled by causal employment, contract appointment.
  - 2. to work charged establishment.
  - 3. to such other of posts as may be declared by the University Syndicate from time to time.

#### (4) DEFINITIONS:-

- (1) "Act" means Karnataka State Universities Act 2000.
- (2) "Appointing Authority" means authority specified to make appointments under Karnataka State Universities Act 2000.
- (3) "Appointed on probation or Officiating" means appointed on trial under relevant Statute.
- (4) "Armed Forces of the union "means the Naval, Military, Air Forces of the Union and Includes the Armed Forces of the former Indian States (excluding the Assam Rifles, Defence security Corps, General Reserve Engineering Force, Lok Sahayak Sena and Territorial Army)
- (5) "Bonded Labourer" means a person who has been released from the bonded labour system by the operation of Abolition of Bonded Labour system Abolition Act 1976 (Central Act 19 of 1976) or the rules made there under and who produces a Certificate from the District Magistrate that he was a bonded labour and has been released from the liability to clear the bonded debt under the provisions of the said act or the Karnataka Bonded Labour System (Abolition) Ordinance 1975 (Karnataka Ordinance 1370 (1975)

Registrar Tarakur University

- (6)"Degree, Diploma and Certificate" means Bachelor's, Master's, Doctorate, Diploma and Certificates awarded by any University or Board established by law in India or any degree, Diploma and Certificate awarded by Foreign Universities or Board treated equivalent by UGC or any other Professional bodies or Board but do not include Honorary degrees.
- (7) "Direct Recruitment "in relation to any service or post means appointment otherwise than by promotion or transfer excluding contract appointment.
- (8) "Equivalent Qualification" means qualification notified by the University as equivalent qualification in respect of any qualification regulating the recruitment to any service or cadre in the University.
- (9) "Employee" means an employee appointed under the provisions of KSU Act 2000.
- (10) "Ex-Serviceman" means such person as defined in Rule (2) (i) of Karnataka Civil Services (General Recruitment Rules) 1977.
- (11) Other Backward Classes "means the Backward Classes as declared by the State Government from time to time.
- (12) "Physically Handicapped means" a person with physical disabilities as defined in Rule (2) (II) of Karnataka Civil Services (General Recruitment Rules) 1977.
- (13) "Promotion" means the appointment to a post or a grade of service or a class of service to a higher post or higher grade of service or higher class of service with greater duties and responsibilities.
- (14) "Qualifying Examination" means the examination or examinations prescribed in the Stature of recruitment in respect of any service or post as minimum qualification for direct recruitment.
- (15) "Scheduled Caste/Scheduled Tribe" means Scheduled Caste/Scheduled Tribe as declared by the Government of India under Article 141 of the Constitution of India with reference to the State of Karnataka.

(16) "Selecting Authority" means an authority to make selections under under Section 57 of KSU Act 2000.

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- (17) "Selection procedure" means procedure prescribed in this Statute to make selections.
- (18) "Syndicate" means Syndicate of Tumkur University.
- (19) "Technical Post" means a post for which qualification prescribed is a technical qualification as may be determined by the University from time to time.
- (20) "University" means Tumkur University.
- (21) The words and expressions used in this Statute but not defined shall have the same meaning as are assigned to them in Karnataka Civil Services (General Recruitment) Rules, 1977.

# (5) METHOD OF RECRUITMENT:

The method of recruitment and qualification shall be as prescribed under Recruitment Rules.

Provided that in the absence of University prescribing the method of recruitment, such posts shall be filled by promotion or direct recruitment as may be determined by the Syndicate of the University for any justifiable reasons to be recorded in writing.

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## (6) PROCEDURE OF APPOINTMENT:

Subject to the provisions of the Statute, appointments by direct recruitment to any service, or post shall be made as under:-

- a. If the selection is on the basis of interview, the orders shall be issued on the basis of marks secured by candidates in the interview.
- b. If selection is made on the basis of performance in the interview and marks secured at qualifying examination, the orders shall be issued on the basis of merit list prepared by selecting authority in accordance with selection procedure.
- c. Direct recruitment either by competitive examination or by selection shall be made only after giving such adequate publicity as the appointing authority may determine.

## (7) AGE LIMITS FOR APPOINTMENTS:

- 1) Save as otherwise provided in the rules of recruitment specially made and applicable to any service, or post prescribing different upper age limits, every candidate for appointment by direct recruitment must have attained the age of 18 years and must not have attained the age of;
  - I. 40 years in the case of a person belonging to any of the Scheduled Castes, the Scheduled Tribes and category-I of other Backward Classes –
  - II. 38 years in the case of a person belonging to any of the other Backward Classes –
  - III. 35 years in the case of any other as on the last date fixed for the receipt of application or on such date as may be specified by the appointing authority.
- IV. The maximum age limit is reckoned as on the last date fixed for receipt of applications or on such date as may be specified by the appointing authority. This may be revised by the government from time to time.
- 2) Where maximum age limit other than age limit specified in Clause (7) is prescribed for direct recruitment for any service or post, if the rules of recruitment provide for enhanced age limit in the case of persons belonging to Scheduled Caste, Scheduled Tribes and Other Backward Classes, the maximum age limit shall be deemed to have been enhanced by five years in the case of a candidate belonging to Scheduled Castes or Scheduled Tribe or Category-I of the Other Backward Classes and 3 years in the case of a candidate belonging to Category IIA, IIB, IIIA & IIIB of Other Backward Classes.

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- 3) In case of candidate who has served or serving or was holding a post under Government or University or any other Statutory bodies established under State or Central Act owned or controlled or regulated by Government by such number of years he is holding such post to a maximum of ten years.
- 4) In case of Ex-Serviceman by three years plus number of years of service rendered by him in the armed force.

## (8) RESERVATION FOR EX-SERVICEMEN:

1. There shall be a reservation of ten percent in all direct recruitment vacancies in each category of reservation.

Explanation: For the purpose of this Clause "Members of the family" means the Wife or the Husband, as the case may be, and Children and Step Children wholly dependent on the person who served in the Armed Force of the Union.

- 2. Qualification in respect of Ex-servicemen: Notwithstanding anything contained in the Statute or the rules of the recruitment in respect of any service or posts;
- a) For appointment to any posts reserved for Ex-servicemen in posts falling under Group 'C', every Ex-servicemen who has put in not less than three years service in the Armed Forces of the Union shall be exempted from the minimum educational qualification, if any, prescribed in respect of such posts;
- b) The minimum education qualification where such qualification prescribed is a pass in the seventh standard or any lower examination, may be relaxed in favour of Exservicemen who have served at least 3 years service in the Armed Forced for the Union and who are otherwise eligible and suitable for appointment to such posts;
- Satisfies the education or technical qualification prescribed for promotion or transfer to the posts;
- d) Has an identical experience of work in a similar discipline and for the same number of years in the Armed Forces of the Union, as prescribed for the promotion or transfer.

Explanation

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- e) For the purpose of this Statute, in computing the period of three years service, there shall be added any period of service which an Ex-serviceman has rendered while serving in corresponding posts or posts in a civil organisation whether under the Central Government or any State rendered in the Armed Forces of the Union.
- f) a matriculate Ex-serviceman who has put in a service of not less than 15 years in the Armed force of the Union may be considered for appointment against the post if the minimum educational qualification prescribed for such post is graduation and where;
- g) work experience of technical or professional nature is not essential; or
- h) though non-technical professional work experience is prescribed, the appointing authority is satisfied that if the Ex-servicemen were to undergo job training for a short duration, to perform the duties of the said post.

#### (9) RESERVATION FOR PHYSICALLY HANDICAPPED

1. There shall be a reservation of 5% in all direct recruitment vacancies in each C & D Group category and 3% in A & B.

Provided this shall not apply in the following cases:

- a) to the posts for which specific physical standards are prescribed,
- b) to the posts of Drivers,
- c) to such other posts as the University may direct.
- 2. Horizontal reservation is provided as per Government order No:SiAsuE:97, Seneni 2002, dated: 22.11.2002 as follows, subject to amendment issued in this behalf from time to time.

Rural candidate

25%

2. Kannada Medium candidate -

5%

3. Displaced person

5%

If adequate numbers of physically handicapped are not available, such posts shall be filled from among other candidates belonging to the same group or class.

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(10) <u>RESERVATION FOR WOMEN</u>: There shall be reservation in all direct recruitment in each category to such extent and in such manner as may be specified by Government from time to time.

Provided if adequate number of eligible women candidates belonging to the same classification or group are not available, then such posts shall be filled by other candidates belonging to the same group or class.

Provided nothing in the Statute shall prevent women candidates from competing against the direct recruitment posts.

Provided that the University Syndicate may by an order specify the service, post to which this Statute is not applicable.

- (11) <u>WIDOWS:-</u> There shall be age relaxation in all direct recruitment in each category by 10 years to such an extent and in such manner as may be specified by Government from time to time.
- (12) CONDITIONS RELATING TO ANTECEDENTS: No person shall be appointed unless he possesses good antecedents/conduct. The appointing authority shall before issuing orders of appointment verify the antecedents through police verification. The appointing authority shall also get antecedent verification certificate from the previous employer, wherever applicable.
- (13) ADVERTISEMENT: The University shall advertise the vacancies in two daily news papers having a wide circulation in the State duly specifying qualifications, provisional number of vacancies to be filled, reservations and such other details.
- (14) ELIGIBILITY OF CANDIDATE FOR INTERVIEW:- For the purpose of inviting the candidates for interview, the University shall prepare names of the candidates on the basis of percentage of total marks secured in the qualifying examination in the order of merit and if two or more candidates have secured equal percentage of marks in the qualifying examination, the order of merit in respect of such candidates shall be determined on the basis of their age, the candidate older in the age shall be placed higher in the elder of merit.

'Provided where more than one qualifying examination is prescribed the average of such qualifying examinations shall be taken for calculation of percentage of marks for the purpose of inviting the candidates/for interview'.

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- Note:- (1) For the purpose of Clause 14 wherever the qualifying examination consists of more than one academic year and where such examinations are public examinations, the average of all such years shall be considered for calculating of average marks. In case of examinations where some of the papers are not relevant for the purpose qualifying examination, then only such papers which are relevant for the purpose of qualifying examination shall be considered. Eg Diploma, Degree in typing, Shorthand and such other similar qualification.
  - (2) Wherever the qualifications prescribed could be acquired through an alternative system an academic equivalence shall be established before preparation of merit list under Clause 14.
  - (3) Wherever any preferential or desirable qualifications are prescribed all candidates possessing such qualifications shall also be invited for interview irrespective of their percentage of marks secured in the qualifying examinations in addition to the number of candidates to be invited for the interview under clause 14.
- (15) NUMBER OF CANDIDATES TO BE INVITED FOR INTERVIEW:- The number of candidates to be invited for a interview shall be 3 times the number of vacancies provisionally notified under Clause 11 as per the merit list prepared under Clause 14 subject to reservation orders issued by State Government.
- (16) RESERVATIONS: Wherever the posts are required to be filled by Scheduled Caste, Scheduled Tribes and Other Backward classes, the candidates belonging to such castes or tribe or classes shall be invited for the interview on the basis of the list prepared under Clause 14 subject to a limitation of Clause 13.
- (17) INVERVIEW: The selecting authority shall interview the candidates and award marks on the basis of their performance in the interview. The maximum marks for interview shall be fifty only and is classified under following broad headings:-
  - 1) Comprehensive knowledge about nature of job performance.
  - 2) Knowledge of Computer and its applications.
  - 3) General comprehension.
  - 4) Social inclusiveness.

5) Other traits with a bearing on job contents including experience.

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'Provided in case of selection to group 'D' posts marks shall be awarded on the basis of total attributes of the candidates keeping in mind the nature of job to be performed'.

'Provided that the list of candidates eligible for interview shall be prepared arranging names in alphabetical order and the candidates shall be invited for interview in alphabetical order only'.

- (18) LIST OF SELECTED CANDIDATES:- The selecting authority shall prepare a list of candidates selected for appointment (Main list) on the basis of percentage of marks secured in the qualifying examination and the marks secured in the interview, taking into consideration the orders of the reservation issued by the State Government equal to the number of vacancies provisionally notified under Clause 11. The selecting authority shall also prepare an additional list of candidates not included in the select or main list not exceeding 10% of vacancies notified under Clause 11.
- (19) APPOINTMENT OF CANDIDATES: The appointment of candidates whose names are included in the main list or in the additional list may be appointed only after the approval of the Syndicate.
- (20) DURATION OF THE OPERATION OF THE LIST: The lists of names of candidates published by the selecting authority under 18 in respect of any cadre shall cease to be operative as from the date of publication of a list prepared in respect of such cadre on the basis of the next selection.
- (21) OPERATION OF ADDITIONAL LIST: The Selecting authority shall in accordance with the provisions of rules (18) also prepare an additional list of names of candidates not included in the list prepared under rule (18) in which the number of candidates to be included shall, as far as possible, be ten percent of the number of vacancies notified.

<sup>1</sup>[Provided that if the appointing authority so requires the number of candidates to be included in the list shall be such as may be specified by the appointing authority but not exceeding fifty percent for the number of vacancies notified.]

(22) RE-NOTIFICATION ON NUMBER OF VACANCIES TO BE FILLED; Notwithstanding any-thing contained in this Statute or any other Rule specially made, the University may vary the number of vacancies notified under Clause 11 but not exceeding fifty percent.

'Provided variation in vacancies provisionally notified shall be notified before the interview. The main list and additional list shall be prepared on the basis of renotification of vacancies'.

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- (23) **ENABLING PROVISION:** The appointing authority shall prescribe such procedures or may issue such orders, clarifications, instructions, amendment to this Statute as it deem necessary for implementing the provisions of this Statute and such orders, clarifications, instructions, amendment shall not be contrary to policy of a State.
- (24) APPOINTMENT OF RETIRED GOVERNMENT/UNIVERSITY SERVANTS AND APPOINTMENT BY CONTRACT:
  - i) Notwithstanding anything contained in this Statute or in the rules of recruitment specially made in respect of any service, cadre or post, the appointing authority if it considers necessary for reasons to be recorded in writing;
  - a. may appoint any person who has retired from the service of the University or State Government or Central Government on such terms and conditions and for such period, as may be necessary.
  - b. the pay of the person appointed shall be such as may be mutually agreed upon.
  - c. the teaching staff may be allowed to continue till end of the academic year.
- (25) APPOINTMENT BY DIRECT RECRUITMENT OR BY PROMOTION IN CERTAIN CIRCUMSTANCES:

Notwithstanding anything contained in this Statute or in the rules of recruitment specially made in respect of any service or post, the appointing authority may;

- a) fill by direct recruitment a post reserved to be filled by promotion when it is satisfied that the persons eligible to be considered for promotion are not fit to be so promoted; or vice versa for the reason to be recorded in writing.
- (26) MISCONDUCT: Any candidate found guilty of impersonation or submitting false or fabricated document/documents or suppressed vital material or information or using or attempting to use unfair means in an examination or resorting to improper means in connection with the recruitment may, in addition to rendering himself ineligible for appointment also liable for criminal prosecution.

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- (27) **JOINING TIME (1).** A candidate appointed by direct recruitment shall report for duty within fifteen days from the date of receipt of the order
  - (2)Provided that the appointing authority may on the request of the candidate and for good and sufficient reasons grant such further time as it may deem necessary.
  - (3) Candidate who fails to report for duty within the period specified under clause (1) or
  - (2) shall cease to be eligible for appointment
- (28) APPOINTMENT BY TRANSFER: Notwithstanding anything contained in this or any other Statute, the appointing authority may for the reason to be recorded in writing may appoint an employee possessing similar or equivalent qualification prescribed for such post by transfer from one cadre to another cadre in an identical scale of pay and post. The seniority of such transferred employee shall be determined in accordance with Rule (6) Seniority Rules 1957.
- (29) **PROBATION AND OFFICIATION PERIOD: (1)** All appointments by direct recruitment to any service or post shall be on probation for such period, but not less than two years as are provided in the Statute or Rules specially made in respect of such service or post.
  - 2) In case where no period of probation or less than two years is specified in the order of appointment or rules of recruitment, not withstanding any thing contained in such Statute or Rules, be deemed to be two years.
  - 3) All promotions shall be on officiating period of minimum one year
  - 4) All other terms and conditions of probation or officiation shall be as specified in Statute relating to Probation and officiation.
- (30) PROCEDURE IN RESPECT OF APPLICATIONS BY UNIVERSITY, GOVERNMENT AND OTHER SERVANTS (1) The University employee or Government employee or any other employee in permanent service shall submit his application through his appointing authority. The appointing authority may refuse to forward the application for good and sufficient reasons in the interest of public service. Candidate may submit an advance copy to the prospective employer with all details for preliminary examination of the application.
  - 1. The application not forwarded under clause (1) shall not be considered.

2. Provided nothing in clause (1) is applicable to temporary employee so long they are treated as such.

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- (31)PHYSICAL FITNESS AND MEDICAL EXAMINATION: (1) No candidate shall be appointed to university service, unless he possesses good physical health to perform the duties of the post to which he is appointed.
  - (2) The University may prescribe such physical standards as it may deem necessary for each post or category or class of post or service.
  - (3) The University may direct the candidate to appear for medical examination before such authority as it may deem necessary.
  - (4) The University may for the reasons to be recorded may dispense with the production of physical fitness certificate.
- DISQUALIFICATION: The disqualification prescribed under Rule (5) of Karnataka Civil (32)Services (General Recruitment) Rules, 1977 shall be applicable to all categories of posts in the university.
- RELAXATION: (1) Notwithstanding any thing contained in this Statute or any other Statute specially made in respect any service or post, the University Syndicate may for the reasons to be recorded in writing appoint to a post:-
  - (2) An officer of Defence Services, All India Services, an Officer of Central Civil Services or Civil Services of any other State.
  - (3) An Officer holding an equivalent post or grade or class by deputation from any other service of the State or University to which these Statute apply for such period as may be determined by the Syndicate subject to such conditions as may be prescribed by Syndicate.
  - (4) Appoint such Officer belonging to Group A or any other equivalent cadre of University service for such period as Syndicate may determine.
  - (5) Relaxation of any clause of this statute for justifiable reasons to be recorded in writing.

(34) FEES: The University Syndicate may prescribe such fees as may deem it necessary.

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# (35) REMOVAL OF DIFFICULTY:

If any difficulty arises at the time of implementation, the matter shall be referred to the appointing authority, whose decision shall be final and binding.

- (36) **REPEALING:-** Any Statute or Rules or Orders or Guidelines issued or adopted by the University for selection of candidates is here by repealed.
- (37) REMOVAL OF DIFFICULTY:- Any difficulty arising in the implementation of these Rules, the Vice Chancellor can take such action as he may deem fit in the circumstances of each case and report the mater to the appointing authority for ratification. In the event of not ratifying the action taken by the Vice Chancellor, the mater shall be referred to the Chancellor whose decision shall be final.

REGISTRAR

Registrar Tumkur Unive**rsity** 

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H.R. BHARDWAJ

VICE-CHANCELLOR

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