

Ordinance 11A

11.A.2. ORDINANCE GOVERNING THE PROCEDURE TO BE FOLLOWED BY THE SELECTION COMMITTEE IN MAKING RECOMMENDATIONS FOR APPOINTMENT AGAINST THE POSTS OF REGISTRAR, CONTROLLER OF EXAMINATIONS AND LIBRARIAN UNDER THE PROVISION OF STATUTE 27(2) OF THE BHU ACT AND STATUTES AND OTHER NON-TEACHING POSTS

1. Advertisement and inviting of Applications :

(a) All vacant Non-teaching posts of permanent nature, plan posts, the posts temporary likely to continue carrying pay scales of Rs.15600-39100 and above shall be advertised, giving two insertions in National Dailies and one insertion in the local daily. Only essential details of the post and pay scale shall be indicated in the advertisement. The detailed advertisement shall be placed on the BHU Website and will be published in Employment News. The requirement of publishing in Employment news may be waived off in case of urgency under the orders of Vice-Chancellor. Individuals desirous of offering their candidature for a given post may obtain the prescribed application form and particulars of qualification etc. from the Website.

Further provided that the period of validity of newspaper advertisements will be 1 year for all category of posts.

(b) Temporary Leave vacancy posts of full-time or part-time shall ordinarily not be advertised but filled in by appointing temporary persons on a full-time or part-time basis from a panel approved by the Executive Council on the recommendation of the Statutory Selection Committee, under Section 27 of the BHU Statutes.

Provided that if a panel is not available, the post shall be advertised for convening meetings of the Statutory Selection Committee to make recommendations.

(c) Where Selection Committee has not met, even after a lapse of 18 months after advertising the post, the post will be re-advertised.

Provided that if in the opinion of the Vice-Chancellor the circumstances so necessitate he may extend the validity of the advertisement upto 24 months after expiry of the last date of receipt of applications.

(d) The last date for receipt of applications shall ordinarily be two months from the date of issue of the advertisement. The last date shall be clearly specified and applications received after the expiry of the last date shall not be entertained.

(e) Advertisement shall stipulate the number of likely vacancies to be filled in with a provision that the vacancies may increase by the time the Selection Committee meets to interview candidates.

(f).(i) Applications for all the posts shall be entertained only on the prescribed application forms, accompanied by a Bank Draft/Indian Postal Order/Overseas Postal Order for amounts as are fixed from time to time, by the

Executive Council. The Bank Draft/Indian Postal Order/Overseas Postal Order shall be made out in favour of the Registrar, Banaras Hindu University .

Money Orders or Cheques shall not be accepted towards application fee.

- (ii) Permanent employee of the University (including those on probation) may be exempted from payment of application fee.
- (g)(i) The schedule of charges for the application forms and prescribed fees shall be as determined by the Executive Council from time to time.
- (ii) The application forms shall be made available on the University website for free download.
- (iii) Candidates desirous of obtaining application forms and particulars by post are required to apply for the same in writing, enclosing :
 - a). Self-addressed envelope of 23cm/10 cm size;
 - b). Bank Draft/IPO/Overseas Postal Order in favour of the Registrar, Banaras Hindu University to cover the cost of application fee and registration charges as prescribed from time to time.
 - c). Forms shall be available for sale on working days at the Selection Committee Section from 10.30 hrs. to 14.30 hrs.
- (h) Applications received in the office shall be entered in the Application Register prescribed for the purpose and acknowledged.

2. Nomination of Expert Members to serve on Selection Committee

- a). The Vice-Chancellor shall prepare the list of expert members for various posts which have been advertised, and place the same before the Executive Council for approval.
- b). The Vice-Chancellor shall ordinarily invite experts for attending the meeting of a Selection Committee from the panel approved by the Executive Council provided that in the event of special urgency the Vice-Chancellor may make additions to the panel to attend the Selection Committee and report the names of members added to the Executive Council alongwith the minutes of the Selection Committee.

3. Short-listing of candidates for interview:

- a). Short-listing of applications for inviting candidates for interview for appointment against the post shall be done by a Committee.

- b). The number of candidates to be called for interview for the post carrying a salary of Rs.15600-39100/- per month and above shall be not more than seven per post. The Short-listing Committee shall take into account the relative scholastic merit of the candidates while preparing the list of candidates to be called for interview.

4. Payment of T.A. to candidates invited for interview:

The University will not defray the traveling or other expenses of candidates called for interview but shall contribute actual Railway fare by shortest route for second class plus reservation charge for AC-III Tier and or the actual Bus fare from the candidate's normal place of residence in the case of candidates called for interview for post carrying a scale of Rs.15600-39100/- or more.

Candidates from outside India shall be entitled to actual Railway fare by shortest route for AC-III Tier and/or actual bus fare from the port of entry to the place of interview.

5. Constitution of Selection Committees for filling up Vacancies

- a). The Selection committee for the post of Registrar, Finance Officer, Controller of Examinations and Librarian shall be constituted as per provision of Statute 27.
- b). The Selection Committee for Non-teaching Technical/Professional posts in the grade of Rs.37400-67000/- or above not covered by Statute 27 will consist as follows:
1. Vice-Chancellor (Chairman),
 2. Registrar,
 3. Librarian (if applicable),
 4. Visitor's Nominee (if applicable),
 5. Director of Institute/Dean of Faculty concerned,
 6. Head of the Department concerned,
 7. Programme Coordinator of Special Assistance Programme/Centre of Advanced Studies (if applicable),
 8. Principals of Colleges, (if applicable)
 9. Coordinators of School, (if applicable)
 10. Not less than three expert members not being in the service of the University nominated by the Executive Council,
 11. A member representing SC/ST Community either from within the University or from a nearby University or government department.
- c). The Selection Committee for non-teaching posts (Technical/Professional) in the grade Rs.15600-39100/- or above not covered by Statute 27 will consist as follows:
12. Vice-Chancellor (Chairman),
 13. Registrar,
 14. Librarian (if applicable),

15. Visitor's Nominee (if applicable),
 16. Director of Institute/Dean of Faculty concerned,
 17. Head of the Department concerned,
 18. Programme Coordinator of Special Assistance Programme/Centre of Advanced Studies (if applicable),
 19. Principals of Colleges, (if applicable)
 20. Coordinators of School, (if applicable)
 21. Not less than two expert members not being in the service of the University nominated by the Executive Council,
 22. A member representing SC/ST Community either from within the University or from a nearby University or government department.
- d). The Selection Committees for appointment to administrative posts in the grade of Rs.15600-39100/- or above shall consist of the following:
23. Vice-Chancellor,
 24. Registrar,
 25. Director in case of Institute,
 26. Dean of the Faculty,
 27. Two members nominated by the Executive Council.
 28. A member representing SC/ST Community either from within the University or from a nearby University or government department.
- e). The Recommendation of the Selection Committee for appointment to non-teaching posts in the grade of Rs.15600-39100/- and above will be placed before the Executive council for consideration.

6. Venue of Selection Committee meeting and Recommendation for filling up permanent/ temporary positions

(a) The Selection Committee for various posts shall ordinarily meet at Varanasi . In special cases, however, the Selection Committee may meet at any other place in India .

(b) All appointments to the posts of Registrar, Controller of Examinations and Librarian will be made on the recommendation of the Statutory Selection Committee as contemplated under Statute 27 of the B.H.U. Act and Statutes.

(d) The Selection Committee, if it thinks fit, may also recommend a panel of names in order of merit for appointment against leave and other vacancies likely to occur during the course of the year. The panel will remain operative for one year from the date of approval by the Executive Council.

7. The matter of fixation of pay, grant of advance increments and protection of salary shall be dealt in accordance with the UGC Regulations, Government of India guidelines, UGC guidelines and policies framed by the Executive Council from time to time.

8. Powers to relax

Where the Vice-Chancellor is of the opinion that it is necessary or expedient to do so, he/she may by order, for reasons to be recorded in writing, relax any of the provisions of these Ordinances with respect to any class or category of persons. All such orders of relaxation passed by the Vice-Chancellor shall be reported to the Executive Council in its ensuing meeting.