

Dr.B.R.AMBEDKAR OPEN UNIVERSITY

SERVICE RULES

In exercise of the powers conferred by statute 5 (8) of the First Statutes set out in the Schedule to the Andhra Pradesh Open University Act,1982, as amended, the Executive Council hereby make the following rules in respect of qualifications, classification, methods of appointment and all other terms and conditions of service of persons employed by the University.

PART - I GENERAL RULES

1. **Commencement:** These rules shall come into force on and from 1-10-1988 . (Vide & C.R.No.1, Dated 29-09-88.)
2. **Application of rules:** These rules shall be applicable to all employees the University, whether appointed before, on or after the date specified in rule 1 except to the extent otherwise expressly provided by any statute for the time being in force.
3. If any provision in these rules is repugnant to a provision in the Special Rules applicable to any particular Branch of the University Service, the latter shall in respect of that Branch of the service prevail over the provisions of these rules.
4. Nothing in these rules shall, unless a contrary intention is expressly therein, to deprive any person of any right or privilege to which he is entitled by or under any rule or order applicable to him prior to the making of these rules.
5. If any doubt arises as to whether these rules apply to any employee, the matter shall be referred to the Executive Council whose decision there on shall be final.
6. **Definitions:**
 - I) "Appointed to the Service" - A person is said to be "appointed to service of the University" when in accordance with these rules or the provisions made in the statute or in accordance with the rule applicable at the time, as the case may be, he discharges for the first time the duties of a post or commences the probation, or training prescribed therefore.

Explanation: The appointment of a person holding one post to hold additional charge of another post or to discharge the current duties thereof does not amount to appointment to the latter post.

(II) "Approved candidate" means a candidates whose name appears in an authoritative list of candidates approved for appointment to a post in the University service.

(III) "Approved probationer" in a class or category means a member of that class or category who has satisfactorily completed his probation and awaits appointment as a full member of such class or category.

(IV) "Cadre" means the sanctioned strength of a category in a Branch of the Dr.BRAOU Service.

(V) "Discharge of a probationer" means in case the probationer is a full member or an approved probationer of another branch or category, reverting him to such branch or category and in other case, dispensing with his services.

(VI) "Duty" - a Person is said to be "on duty"

(a) When he is performing the duties of a post to which he is appointed or undergoing probation, instruction or training prescribed for such post, provided that the performance of the said duties is followed by confirmative.

(b) When he is absent from duty on authorised holidays or on casual leave taken in accordance with the instructions regulating such leave having been on duty immediately before and immediately after such absence; or

(c) when he being a teacher and eligible to avail vacation, is absent during the vacation; or

(d) When he is attending conferences, seminars or congresses on deputation by the University.

(e) while he is on joining time; or

(f) when he is absent from headquarters or from his routine work attending to other University work not connected with his usual routine to which he has been specifically deputed in his official capacity, either by the Vice-Chancellor or by the E.C. or any other competent officer.

(VII) "Full member" of the University service means a person who has been appointed substantively to a permanent post borne on the cadre thereof.

(VIII) "Last grade service" includes all service in posts listed below as well as service in any other post which is declared to be such by the Executive Council - Office Attenders, Watchmen, Gardeners, Sweepers, Scavengers, Helpers and Book Bearers. All other services is deemed to be "Superior Service"

(IX) "Lien" means the title of a University employee to hold substantively, either immediately or on the termination of a period or periods of absence, a permanent post including a tenure post, to which he has been appointed substantively.

(X) "Member of Ministerial Staff" means a University employee whose duties are entirely clerical and any other class of employees specially defined as such by the Executive Council.

(XI) "Member of a University service" means a person who has been appointed to that service and who has not retired or resigned or who has not been removed or dismissed or has not been discharged otherwise than for want of a vacancy. He may be a probationer, an approved probationer, or a full member in the University service.

(XII) "probationer in a post" means an employee who has not completed the period of his probation in that post. "Period of probation" means the period of probation prescribed by rules or in the order of appointment.

(XIII) "Promotion" means the appointment of member of any category of the University service or a branch of service to a higher category of such service or such branch of service.

(XIV) "Recruited direct" - A candidate is said to be recruited direct to a post, in case his appointment thereto is made otherwise than

- (a) by promotion from a lower post; or
- (b) by appointment from any other branch in the University service; or
- (c) by re-employment of a retired University employee.

(XV) Words importing either gender shall be taken to include those of the gender, if circumstances so require.

7. Pay, leave, joining time, foreign service and other conditions of service

The rules regulating pay of employees of the University, leave rules, other rules relating to joining time and foreign service as provided in these rules govern members of the University service.

8. Service whole-time":

Unless in any case it be otherwise distinctly provided, the whole-time of a University employee is at the disposal of the University which pay him and he may be employed in any manner required by proper authority without claim for additional remuneration.

9. Certificate of Physical Fitness:

Every whole-time employee of the University other than the Vice-Chancellor or a re-employed person after his retirement on his first appointment to a post in the University service shall produce a Medical Certificate of health from a Gazetted Medical Officer as specified in the appropriate format prescribed in Annexure I-A to these rules.

10. Declaration of age:

A University employee appointed by direct recruitment shall make a declaration of age to the appointing authority at the time of his entry to the service of the University based on his Secondary School Certificate or birth certificate issued by Registrar of Births and Deaths upon which the age will be admitted. After the declaration of age and acceptance of the same by the appointing authority, it shall be entered in the Service Register and is binding of the employee and no alteration of such age shall be allowed to be made at a later date during the service in the University for any purpose or reason whatsoever.

11. Serving of notice:

Serving of a notice by the University to a University employee shall be deemed to be sufficient if signed by the Registrar and delivered by hand or sent by Registered post with Acknowledgement Due to the address of the employee as recorded in the University. Serving of notice by the employee shall be deemed to be adequate if delivered by hand or sent by Registered post to the Registrar.

12. Security:

Persons on appointment and employees on transfer to posts dealing with cash, stores, Computers, Audio Visual and other equipment, etc. and other valuables including books, shall furnish security to the University for such amount and of such character as may be determined by the Executive Council. This shall be treated as a condition attached to the post and shall not entitle the employee concerned who fills the post to claim any additional remuneration or compensation or privilege on this account.

13. Record of Services:

A Service Register in the prescribed proforma shall be opened for every employee of the University within one month from the date of his first entry into the University service. In the Service register, every step in a University employee's official life including date of birth, temporary and officiating appointments and promotions of all kinds the date of satisfactory completion of probation, transfers, leave of absence taken (except casual leave),

scale of pay, pay, increments, acquisition of qualifications, passing departmental examinations or tests and all other events in the service of the University employee should be regularly and concurrently recorded. Each entry should be duly verified with reference to the original documents relating to the University Orders, pay bills, leave statements, etc. and attested by the officer maintaining the Service Register after due verification. The Service Registers in every office should be verified in the month of April of every year and attested by the competent authority after satisfying himself that the services of the University employee concerned relating to the period are carefully and correctly recorded in the Service Register.

14. Prevention of Plural Marriages:

(a) No person, who has more than one wife living or who having a spouse living, marries in any case in which such marriage is void by reason of its taking place during the life time of such spouse, shall be eligible for appointment by direct recruitment to any post in the University service.

(b) No woman whose marriage is void by reason of the husband having a wife living at the time of such marriage or who had married a person who has a wife living at the time of such marriage, shall be eligible for appointment by direct recruitment to any post in the University service.

15. Qualifications:

(a) The Executive Council may determine from time to time the minimum academic, technical and other qualifications, experience and the like required for appointments to various posts in the University service and the age limits as may be provided in these Rules or the special rules in respect of posts for which the appointment is made.

(b) No person shall be appointed to any post by direct recruitment satisfied the appointing authority.

(i) that he is of sound health, active habits and free from any bodily defect or infirmity unfitting him for such service;

(ii) that his character and antecedents are such as to qualify him for such service; and

(iii) that he has completed the age of 18 years.

(c) (i) The maximum age limit prescribed in the Special Rules may be raised uniformly by 5 years in the case of candidates belonging to any of the specified scheduled Castes, Scheduled Tribes and other Backward Classes and by 10 years in the case of Physically Handicapped persons for direct recruitment to any post in the University Service.

(ii) In the case of :-

(a) Physically Handicapped persons, the higher age limit be in force upto and inclusive of 22nd September 1990.

(b) Backward Classes, the higher age limit will be in force upto 23rd September, 1990 subject to the conditions that the age the candidate does not exceed 40 years.

(c) A person who served in the Defense Services of the Indian Union, shall be allowed to deduct from his age a period of three years in addition to the length of service rendered by him in the Defense Service, purposes of the maximum age limit.

(iii) The age concession in favour of S.C. and S.T will be allowed subject to the condition that the age of the candidate does not exceed 45 years.

(d) Candidates should possess the qualifications both educational and technical including practical teaching experience, if any, prescribed for the posts at the time when they actually apply for them.

(e) No person shall be eligible for appointment to the University service who, himself or through his relations or others, has canvassed or endeavored to enlist for his candidature extraneous support from University/Government Officers or others.

(f) (i) Every person appointed to the University Service shall have a working knowledge of Telugu language i.e. his mother tongue should have been Telugu or he has studied Telugu as one of the languages at the pre or post-secondary stage or studied through Telugu medium. If a person not satisfying this condition has to be appointed due to exigency of service, the person so appointed shall within the period of probation pass the language test in Telugu failing which his probation shall be postponed without cumulative affect until he has passed the test: Provided that any such person who does not pass the test within a total period of three years form the date of his appointment to the service shall be discharged form service.

(ii) A person already in service of the University and not possessing the language qualification specified in sub rule (i) above shall pass the language test in Telugu within a period of three years from the date of coming into force of these rules. Failure to pass the test within a period specified will entail stoppage of increment without cumulative effect.

(iii) Any person who has completed the age of 45 years or who is holding a post for which no educational qualification is prescribed for initial recruitment shall not be required to pass the language test in telugu.

(iv) The standard of the test referred to in sub rules (i) and (ii) is the second class language test in Telugu conducted by A.P.P.S.C. for holders of posts for which the educational qualification is S.S.L.C. or any higher conducted by A.P.P.S.C. for all others.

16. Constitution of selection Committees:

It shall be competent for the Executive Council to constitute a Selection Committee for recruitments, selection or preparation of panels for appointment (by direct recruitment or promotion) and lay down the procedure to be adopted by such committees.(Annexure-1).

17. Approved Candidates:

All appointments to the service and all promotions in the service shall be made by the appointing authority from a list of approved candidates. Such lists shall be prepared in the prescribed manner by the appointing authority or any authority empowered in the special rules in that behalf or in such manner as decided by the Executive Council. Where the candidates in such lists are arranged in the order of preference, appointments to the service or promotions therein shall be made in such order.

18. Part-time Employees:

A person appointed to any part time post shall not be regarded as a probationer in the University Service or be entitled by reason only of such appointment to any preferential claim to further appointment to such service.

19. Contract:

(a) Every University employee shall be appointed under written contract in the prescribed form Annexure II as required under Section 31 (1) of the Dr.B.R.Ambedkar Open University Act, 1982. It shall be executed within one month of the date of his joining duty. Any employee who does not comply with this condition within the period specified above shall have no claim to his salary and is liable to forfeit his appointment.

(b) When an employee in a lower grade of pay is appointed to a higher grade, he shall be treated as a new appointee in the higher grade and shall be required to execute a fresh contract.

20. Special Representation:

The rule of special representation prescribed by Government from time to time in respect of Scheduled Castes, Scheduled Tribes, Backward Classes etc., shall be made applicable to such of those categories of posts or group of posts to the extent prescribed from time to time by the E.C. when direct recruitment is made to them.

21 Employee's absence from Duty:

The absence of a member of the University service from duty in such service, whether on leave or on foreign service or on deputation or for any other reason and whether his lien on a post borne on the cadre of such service is suspended or not, shall not, if he is otherwise fit, render him ineligible in his turn

- (a) for re-appointment to a substantive or officiating vacancy in the class, category, or post in which he may be a probationer or an approved probationer; and
- (b) for promotion from a lower to higher category in such service.

22. Seniority;

(a) The Seniority of a person in the University service, in any branch or category shall, unless he has been reduced, to a lower rank as a punishment, be determined by the date of his first appointment to such service, branch or category. If any portion of the service of such person does not count towards probation, his seniority shall be determined by the date of commencement of his service which counts towards probation.

(b) The appointing authority may, at the time of passing an order, appointing two or more persons simultaneously to the service fix either for the purpose of satisfying the rule of reservation of appointments or for any other reason the order of preference among them and where such order has been fixed, seniority shall be determined in accordance with it.

(c) Any person selected for appointment by direct recruitment may be allowed with sanction of the appointing authority a maximum period of three months to join the post to which he is selected. Failure to join the post within that period will entail loss of his seniority.

(d) Where the holder of a post in a grade is reduced to a lower grade he shall be placed at the top of the lower grade unless the authority ordering such a reduction directs that he shall take rank in such lower post next below any specified member thereto.

23. Appointment by deputation from other organisations:

Persons working in any other University, institution or organisation may be appointed for the Teaching & Non-Teaching post of the University, whenever

necessary for a limited period of not exceeding two years at a time with the approval of the Executive Council.

24 . Provident Fund:

Every full time employee of the University shall as a condition of service become a depositor in the University provident fund or other similar fund in accordance with such rules as may be prescribed from time to time.

25. Disciplinary Control:

All employees of the University shall be subject to the disciplinary control of the Executive Council and other authorities or officers specified in this behalf, by the Executive Council or by Statutes or rules. They are governed by the Dr.B.R.Ambedkar Open University Employees' Conduct Rules, the Dr.B.R.Ambedkar Open University Employees Discipline and Appeal Rules and such other rules of discipline and control prescribed by the competent authorities and also the general and special conditions of service of the employees of the University.

26. Service in higher category counting for probation:

A probationer in any category of a branch of the University service shall be eligible to count for probation his service, if any, performed otherwise than in a substantive capacity on regular appointment to a higher category of the same branch of the University service. Nothing contained in this sub-rule shall be construed as authorising the promotion of a probationer in a category to a higher category in contravention of rule 31.

27. Suspension, termination or extension of probation and reappointment of probationers;

- (a) Where the special rules of the service prescribe a period of probation for appointment as a full member of the service, the appointing authority may, at any time before the expire of such period.
 - (i) Suspend the probation of a probationer and discharge him from the service for want of vacancy; or
 - (ii) at its discretion by order either extend the period of probation of the probationer in case the probation has not been extended under sub-rule 'c' below or terminate his probation and discharge him from service after giving him one month's notice or pay in lieu of such notice.

EXPLANATION;

In case where the discharge of a probationer is made reverting him to a lower officiating or substantive post the pay in lieu of one month's notice shall be limited to the difference in pay between the higher officiating post and of the lower officiating or substantive post in which he is reverted.

- (b) (i) If within the period of probation, a probationer fails to acquire the special qualifications or to pass the special test, if any, prescribed in the special rules or to acquire, such other qualifications as may be declared by the Executive Council to be equivalent to the said special qualifications or special tests, the appointing authority shall, by order, discharge him from the service unless the period of probation is extended under sub-rule (c) below.
- (ii) If within the period of probation prescribed in the special rules for the service, or within the extended period of probation, as the case may be a probationer has appeared for any such tests or for any examinations in connection with the acquisition of any such qualifications and the results of tests or examination for which he has so appeared shall continue to be on probation until the publication or results of the tests or examinations for which he has appeared or the first of them in which he fails to pass, as case may be. In case the probationer fails to pass any of the tests or examinations for which he has so appeared, the appointing authority shall by order discharge him from the service.
- (iii) Any delay in the issue of an order discharging him under sub-clauses (i) or (ii) above shall not entitle him to be deemed to have satisfactorily completed his probation.
- (c) Extension of Probation: In the case of any probationer falling under sub-rule (b) above, the appointing authority may extend his probation to enable him to acquire the special qualifications or pass the prescribed tests or as the case may be, to enable the appointing authority to decide whether the probationer is suitable for full membership or not. Such extended period of probation shall terminate at the latest when the probationer has, after the date of expire of the period of probation prescribed for the post in which he is on probation, completed one year on duty in such post. In case where the probation of a probationer is extended his increment shall be postponed until he completes his probation satisfactorily and such postponement shall not have the effect of postponing future increments after he has passed the prescribed tests or examinations or after he completes his probation satisfactorily.

- (d) Right of Probationers and approved probationers to be appointment: A vacancy in a post, not being a vacancy to be filled by direct recruitment under the special rules, shall not be filled by the appointment of a person who has not yet commenced his probation in that post when an approved probationer or a probationer therein is available for such appointment.
- (e) Discharge and re-appointment of probationers and approved probationers: Probationers and approved Probationers shall be discharged for want of vacancies in following order:-
 - (1) First, the probationers in the order of juniority and second the approved probationers in the order of juniority.
 - (II) approved probationers and probationers who have been discharged for want of Vacancies shall be reappointed as and when vacancies arise(not being vacancies which shall be filled by direct recruitment under the special Rules) in the inverse order laid down in the Sub-clause (i) above.

28 Probationer's suitability for full membership:

- (a) At the end of the prescribed or intended period of probation as the case may be the appointing authority shall consider the probationer's suitability for full membership of the service, class or category for which he was selected.
- (b) If the appointing authority decides that a probationer is suitable for such membership, it shall, as soon as possible, issue an order declaring the probationer to have satisfactorily completed the probation to have satisfaction completed his probation. On the issue of such order, the probationer shall be deemed to have satisfactorily completed his probation on the date of expire of the prescribed or extended period of probation.
- (c) If at the end of the prescribed or extended period of probation as the case may be, the appointing authority decides that the probationer has fail to live satisfaction or that the probationer has not made sufficient use of his opportunities, the said authority shall, by order, discharge him from service after giving him one month's notice or pay in issue of such notice.
- (d) In respect of probationer if no such order as referred to in sub-clauses (b) or (c) is issued within one year from the date of expire of the prescribed or extended period of probation, the probationer shall subject to other provisions of these rules, be deemed to have satisfactorily completed his probation with retrospective effect from the expire of the prescribed or extended period of probation, and a formal order may be issued for the purpose of record.

(e) Exercise of certain powers of appointing authority by higher authorities:

The powers of the appointing authority other than the Executive Council, may be exercised by the Executive Council also in the following cases.

- i) Termination of probationer's probation under Rule 27 (a) (ii)
- ii) Discharge of probation under sub-rule (c) above
- iii) Extension of probation under rules 27 (c) and 27 (a) (ii).

(f) Appeal against Discharge: A probationer who is discharged under rule 27 (a) or 27 (c) shall be entitled to appeal against the order of discharge passed by the competent authority to the higher authority to whom the competent authority is administratively subordinate, within a period of three months from the date of receipt of order of discharged or termination of probation.

(g) Appointment of full members: Subject to the provisions of Rule 21, an approved probationer shall be appointed by the appointing authority to be a full member of the service in the category for which he was selected, at the earliest possible opportunity in any substantive vacancy which may exist or arise in the permanent cadre of such class or category.

29. Substantive appointment to only one post:

- i) Two or more University employee cannot be appointed substantively to the same permanent post at the same time.
- ii) A University employee cannot be appointed substantively except as a temporary measure to two or more permanent posts at the same time.
- iii) A University employee cannot be appointed substantively to a post on which another employee holds a lien.

30 Lien:

- i) An employee of the University Substantively appointed to any permanent post acquires a lien on that post and ceases to hold any lien previously acquired on any other post.
- ii) Unless his lien is suspended or transferred a University employee holding substantively a permanent post retains the lien on that post.
 - (a) While performing the duties of the post.
 - (b) While on foreign service, or holding a temporary post, or officiating in another post.
 - (c) During joining time on transfer to another post.
 - (d) While on leave
 - (e) While under suspension.

iii) The Executive Council may, at its option suspend the lien of an employee on a permanent post which he holds substantively, if he is deputed out of India or transferred to foreign service or is transferred in an officiating capacity to a post in another cadre, and in any of these cases there is reason to believe that he will remain absent from the post on which he holds a lien for a period of not less than three years.

31. Promotion:

No member of the service shall be eligible for promotion from the category in which he was appointed to a branch of the service unless he has satisfactorily completed his probation in that category.

32. Termination of Service:

(1) The University shall have the right to terminate the appointment of any permanent employee of the University for reason of want of vacancy, abolition of post, and such other reasons, giving notice of Three months before the date of termination of appointment or paying an amount equal to the salary of Three months without giving any notice:

Provided that, if the termination is effected during period of notice of Three months the employee shall be paid such pay and allowances as might be admissible to him for the unexpired portion of the notice of Three months.

(ii) It shall be competent for the appointing authority to terminate the services of any employee of the University, if it is satisfied on the report of a Medical Board or Medical Officer, as the case may be, appointed by the appointing authority for the purpose, that the employee is incapacitated or afflicted with an illness and he is likely to continue to be so incapacitated or ill to be incapable of discharging his duties by reason of such incapacity or ill health. An employee so discharged from service of the University shall not be entitled to any damages or compensation whatsoever. It shall, however, be competent for the Executive Council to grant a lumpsum amount on compassionate ground.

33. Resignation:

A University employee may resign his appointment and the acceptance of his resignation by the appointing authority is subject to the fulfillment of Clause 6 of the contract entered into by the employee with the University and shall take effect:

(i) in case he is on duty, from the date on which he is relieved of duties in pursuance of such acceptance.

(ii) in case he is on leave from the date communication of such acceptance to the employer or from such other date as the said authority may specify:

Provided that a resignation of a University employee who is placed under suspension from service, pending investigation or enquiry into grave charges or who is deemed to have been suspended under the Dr.BR Ambedkar Open University Employees Discipline and Appeal Rules shall not be accepted during the period of such suspension. No withdrawal of resignation shall be permitted except with the sanction of the Executive Council after the date of its actual acceptance by the appointing authority.

b) A member of the University service shall, if he resigns his appointment, forfeit not only the service rendered by him in the particular post held by him at the time of resignation but all his previous service under the University.

c) The reappointment of such person to the service shall be treated in the same way as a first appointment to the service by direct recruitment and all rules governing such appointment shall apply and on such reappointment shall not be entitled to count any portion of his previous service for any benefit or concession admissible under any rule or order of the University.

34. Reduction of full members:

If the full member of the University service in a category is substantially reduced to a lower category, he shall be deemed to be a full member of the latter category and the permanent cadre there of shall, if there is no vacancy in which he could be absorbed, be deemed to be increased by one. Such addition shall be absorbed in the next vacancy that subsequently arises in the lower category and till that time a temporary or officiating vacancy in that category shall be kept unfilled.

35. Relinquishment of rights by employees:

Any employee may, in writing, relinquish any right or privilege to which he may be entitled under these rules or special rules, if in the opinion of the appointing authority, such relinquishment is not opposed to University's interest, and nothing contained in these rules or the special rules shall be deemed to require the recognition of any right or privilege to the extent to which it has been so relinquished.

36. Age of retirement:

(a) Every University employee, not being a teacher and not belonging to last grade service, shall retire from service on the afternoon of the last day of the month in which he attains the age of fifty eight years.

(b) Every University employee who is a teacher shall retire from service on the afternoon of the last day of the month in which he attains the age of sixty years.

(c) Every University employee belonging to last grade service shall retire from service on the afternoon of the last day of the month in which he attains the age of sixty years.

Explanation: A University employee whose date of birth is the first day of the month, shall retire from service on the afternoon of the last day of the preceding month on attaining the age of fifty eight or sixty years as the case may be.

37. Reemployment of retired Employees:

The Executive Council shall have the power to reemploy a superannuated employee of the University, Government and other organizations (other than an employee retired on disciplinary grounds) in special and exceptional circumstances in the interest of the University to be recorded in writing, where the services of such employee are absolutely necessary, for not more than one year at a time subject to the following conditions:

- (1) Such reemployment shall not be continued beyond the age of 65 years.
- (2) The reemployment of such a person shall not be regarded as first appointment to the University Service.
- (3) Service during the period of reemployment, shall not count for the purpose of increment, pension and provident fund, it shall however count for the purpose of leave as per the rules applicable to university employees.
- (4) The employee shall be eligible to the pay and allowances in accordance with the Government Orders on the subject.

38. Exemption from the provisions of Dr.BRAOU Service Rules:

(i) Subject to the provisions of the DR.BRAOU Act and the Statutes made thereunder, the Executive Council shall be competent to grant exemption from the provisions of the DR.BRAOU Service rules in the case of any category of persons for being appointed to any post or of any person who is already in the service of the University in such manner as may appear to it to be just and equitable.

Provided that where any such rule is applicable to the case of any person or persons the case shall not be dealt within any manner less favourable to the person or persons than that provided by that Rule.

(ii) The power to grant exemption from rules as specified in sub-rule (i) above may be exercised by the Vice-Chancellor in the case of persons to be appointed or those already holding the posts below the rank of Junior Assistant -cum-Typist.

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ANNEXURE - I

Rule 9 of Dr.B.R.Ambedkar Open University Service Rules: Part-1 -General Rules.

**DR.B.R.AMBEDKAR OPEN UNIVERSITY
JUBILEE HILLS, ROAD NO.46, HYDERABAD - 500 033.**

CERTIFICATE OF PHYSICAL FITNESS

(For posts in the Dr.B.R.Ambedkar Open University Ministerial Service).

(This form is to be used by every candidate who is required by the Dr.B.R.Ambedkar Open University to produce a certificate of Physical fitness. It must be signed by a Medical Officer of rank not lower than that of an Assistant Surgeon employed under the Andhra Pradesh Government or by an Honorary Assistant Surgeon And Physician appointed by the Andhra Pradesh Government to a Government Medical Institution.

Note:- A Candidate who resides outside the Andhra Pradesh State and who is unable to produce the certificate form a Medical Officer employed in the Andhra Pradesh State may produce it from a Medical Officer or corresponding rank outside the Andhra Pradesh State.

The Certificate so produced will be subject to acceptance after scrutiny by the Director of Medical services, Andhra Pradesh. Name and rank of officer granting the certificate

I do hereby certify that I have examined (full Name) -----
----- a candidate for employment under the Dr.B.R.Ambedkar
Open University in the -----Service as ----- and
cannot discovery that he has any disease, constitutional affection or bodily infirmity
except that his weight is in excess of -----the standard
prescribed, or except below.

I ----- consider this a disqualification for the employment he seeks.

I also certify that the has marks of vaccination _____

Chest measurement in centimeters on full inspiration _____

Chest measurement in centimeters on full expiration _____

Difference (expansion)

Cms. Cms.

Weight in Kgs.

His vision is normal.

Hypermetropic (_____)

Here enter the degree of defect and the strength of correction (glasses)
Myopic (_____)

(Here enter the degree of defect and the strength of correction glasses)
astigmatic (Simple or mixed (_____))

(Here enter the degree of defect and the strength of correction glasses)

Hearing is normal, defective (much or slight)

Urine - Does Chemical state, specific gravity examination show (i) albumen, (ii) sugar, Personal marks state, specific gravity (at list two should be mentioned).

Station:

Signature:

Date :

Rank :

Designation:

ANNEXURE – IA

The Candidate must make the statement required below prior to his medical examination and must sign the declaration appended thereto in the presence of the Medical Officer. His attention is specially directed to the warning contained in the note below:-

1. State your name in full:
2. State your age and birth place:
3. a) Have you ever had Smallpox, intermittent or any other Fever, enlargement or Suppuration of Glands, Spitting of blood, Asthma, Inflammation of Lungs, Heart disease, Fainting attacks, Rheumatism, Appendicitis ?.

OR

- b) any other disease or accident requiring confinement to bed and medical or surgical treatment?.

OR

- c) Suffered from any illness, wound or injuries sustained while on active service during the war ? 1914.
4. When were you last vaccinated ?.
5. Have you or any of your near relations been afflicted with consumption, scrofula, gout, asthma, fits, epilepsy or insenity ?.
6. Have you suffered from any form of nervousness due to over work or any other cause ?.
7. Have you been examined and declared unfit for Government service by a Medical Officer/ Medical Board, within the last three years (To be filled in only in the case of candidates for subordinate services.)

8. Furnish the following particulars concerning your family:-

Father's age if living and state of health	Father's age at death and cause of death	Number of brothers living their ages and state of health	Number of brothers dead their ages and cause of death
--	--	--	---

Mothers age if living and state of health	Mother's age at death and cause of death	Number of sisters living, their ages and state of health	Number of sisters dead, their ages and cause of death
---	--	--	---

I declare all the above answers to be, to the best of my belief, true correct. I also solemnly affirm that I have not received a disability certificate pension on account of any disease or other condition.

Candidate's Signature:

Signed in my presence:

Signature of Medical Officer:

Note:- The candidate will be held responsible for the accuracy of the above statement. By willfully suppressing any information he will incur the risk of losing appointment and, if appointed of forfeiting all claims to superannuation allowance or gratuity.

ANNEXURE - 1 - B

(Rule 9 of Dr.B.R.Ambedkar Open University service Rules Part I - General Rules)

CERTIFICATE OF PHYSICAL FITNESS

This form is to be used by every candidate who is required by the Dr.B.R.Ambedkar Open University to produce a certificate of Physical fitness. It must be signed by a Civil Medical Officer of rank not lower than that of Civil Surgeon or a District Medical Officer.

I do hereby Certify that I have examined (full name) _____ a candidate for employment under the Dr.B.R.Ambedkar Open University in the _____ service as _____ and cannot discover that he has any disease, constitutional affection or bodily infirmity except that his weight is in excess/below of the standard prescribed, or except.

I do/don't consider this a disqualification for the employment he seeks.

I do further certify that in my opinion his general physical condition is such as to enable him to perform efficiently the active duties of executive service.

I also certify that he has marks of small pox Vaccination

Chest measurement in centimeters on full inspiration on full expiration

difference (expansion)
cms. Cms.

Weight in Kgs.

His vision is normal

Hypermetropic (_____)

(Here enter the degree of defect and the strength of correction glasses)

Myopic (_____)

(Here enter the degree of defect and the strength of correction glasses)

Astigmatic (Simple or mixed) _____)

(Here enter the degree of defect and the strength of correction glasses)

Hearing is normal, defective (much or slight)

Urine _____ does chemical examination show (i) albumen, ii) Sugar, state specific gravity.

Personal marks (at least two should be mentioned)

Station:

Signature:

Date:

Rank:

Designation:

The candidate must make the statement required below prior to his medical examination and must sign the declaration appended thereto in the presence of the Medical Officer. His attention is specially directed to the warning contained in the note below:

1. State your name in full:
2. State your age and birth place:
3. (a) Have you ever had small pox, intermittent or an other fever, enlargement or suppuration of glands, spitting of blood asthma, inflammation of lungs, heart disease, fainting attacks, rheumatism, appendicitis?

or

(b) any other disease, or accident requiring confinement to bed and medical or surgical treatment ?

(c) Suffered from any illness, wound or injuries sustained while on active service during the war 1914 ?

4. When were you last vaccinated?
5. Have you or any of your near relations been afflicted with consumption, scrofula, gout, asthma, fits, epilepsy or insanity?
6. Have you suffered from any form of nervousness due to overwork or any other cause?
7. Have you been examined and declared unfit for Government service by a Medical Officer/ Medical Board, within the last three years (to be filled in only in the cases of candidates for subordinates services)

8. Furnish the following particulars concerning your family:

Father's age if living and state of health	Father's age at death and cause of death	Number of brothers living their ages and state of health	Number of brothers dead their ages and cause of death
--	--	--	---

Mother's age if living and state of health	Mother's age at death and cause of death	Number of sisters living, their ages and state of health	Number of sisters dead, their ages and cause of death
--	--	--	---

I declare all the above answers to be, to the best of my belief, true and correct.

I also solemnly affirm that I have not received a disability certificate pension on account of any disease or other condition.

Candidate Signature:

Signed in my presence:

signature of Medical Officer:

ANNEXURE - II

Rule 19 of Dr.B.R.Ambedkar Open University Service Rules :Part I - General Rules

**DR.B.R.AMBEDKAR OPEN UNIVERSITY
ROAD NO 46, JUBILEE HILLS, HYDERABAD - 500 033.**

SERVICE CONTRACT

ARTICLES OF AGREEMENT executed this _____ Day of _____ the year on one thousand nine hundred and ninty _____ the _____ year of the Republic of India between _____ S/o,D/o.w/o _____ aged _____ years, residing at _____ of the first part (Address) (herein after called 'the party of the first part') and the Dr.B.R.Ambedkar Open University of the second part.

WHEREAS as Dr.B.R.Ambedkar Open University (herein after referred to as "the University") has engaged the party of the first part as _____ and the party of the first part has agreed to serve the University on the terms and conditions hereinafter contained.

Now these presents witness and the parties hereto respectively agree as follows:

1. The party of the first part shall submit to the orders of the University and of the authorities under whom he/she may from time to time, be placed by the University and shall remain in the service of the University until further orders commencing from the date of joining duty _____ (date) subject to the terms and conditions herein contained.

2 The party of the first part shall devote his whole time and attention efficiently and diligently to his/her duties and at all times obey the rules including the University Employees Conduct Rules and shall whenever required proceed to any part of India and perform there such duties as may be assigned to him/her.

3 The party of the first part shall, from the date of coming into force of these presents, be granted Rs. _____ in the grade of Rs. _____ He/She shall also be eligible for the usual allowances admissible under the rules of the University in Force.

4. The party of the first part shall, during the period of this agreement earn leave according to the rules applicable to him/her.

5. If the party of the first part is required to travel in the interest of the University Service,he/she shall be entitled to travelling allowance as per University Traveling Allowance Rules on the scale applicable to him /her grade.

6. This agreement may be terminated at any time by either party, by giving three months notice in writing to the other, provided always that either party may, in lieu of the notice given to the other party a sum equal to the salary of the period which may fall short of three months.

7. In regard to any matter in respect of which no provision has been made in this agreement, the provisions of the rules made or deemed to have been made under Article 309 B and 313 of the Constitution of India, the provisions of any Act or Rule made by the University in regard to the employees borne category of _____ in the University service shall apply to the extent to which they are applicable to the service of the party of the first part under this agreement and the decision of the University as to their applicability shall be final.

IN WITNESS WHEREOF _____ the party of the (Name) first part and the Registrar acting for and on behalf of the University have hereunto set their hands in the _____ year of the REPUBLIC OF INDIA.

SIGNED BY THE PARTY OF THE FIRST PART IN THE PRESENCE OF REGISTRAR DR.B.R.AMBEDKAR OPEN UNIVERSITY

WITNESS: (1) (2)

I. Procedure to be followed by selection Committees constituted under rule 16 of part -I General Rules of Dr.B.R.Ambedkar Open University Service Rules for Selection of Candidates for appointment by promotion:

- i) The chairman of the Selection Committee shall preside at the meeting of the Committee. The absence of any member of the Selection Committee. In case of chairman the member of the Executive Council in the Selection Committee shall preside over the meeting.
- ii) The quorum for a meeting of the Selection Committee shall be three members which shall include the Member of the Executive Council and External Member nominated by the Vice-Chancellor.
- iii) A member of the Selection Committee shall not participate in the meeting of the selection Committee if he is a near relative of candidate for appointment to any post for which selection is held.
- (iv) The selection Committee shall record the certified followed in recommending the candidates. The recommended action shall be made on the basis of relevant material record placed before it, in addition to the candidates performance at the interview. The selection to posts in Branch - II shall be made on grounds of merit and ability, seniority being considered where merit and ability are approximately equal. The confidential reports of the candidates

shall be placed before selection committee for selection of candidates to this Branch.

Promotions to posts in branch-III shall be filled 50% on "seniority-cum efficiency basis" and "50% merit and efficiency basis." Such promotions shall be made as per Rule 5 of the Special Rules relating to Branch - III Ministerial. In respect of the former category, the seniority of a candidate considered of promotion unless his promotion has been withheld as a penalty or his work and conduct are found not satisfactory. In respect of the latter category the aggregate marks obtained by the candidates in the written test and their performance at the interview shall be 100, 75% for written test and 25% for interview. The procedure for determining the merit of the candidates for the posts under Branch-III is given in para- II below:

- v) Particulars of the qualified candidates for each post and relevant material relating to the candidates shall be prepared in the proforma enclosed and placed before the selection Committee. Where candidates for promotion have to be selected on merit and ability basis, the candidates records relating to twice the number of posts to be filled have to be placed before the committee and those candidates is less than or equal to three times the number of the vacancies, the records relating to all of them shall be placed before the Committee.

II The merit of the eligible candidates for promotion to the posts in Branch -III on "merit and efficiency" basis shall be determined as shown below:

A written test shall be held for the candidates equal to thrice the number of posts to be filled by promotion. Such written test comprises of one question paper of two hours duration carrying 75 marks on the following topics.

Test for Jr.Asst.-Cum-Typists/Steno(Jr.Asst. Cadre)/Store Keepers:

1. Proficiency in Languages-English and Telugu
2. Letter Writing.
3. Procedure in various branches of the University.

Test for Record assistant/Office Attenders and Equivalent Categories:

1. Proficiency in Languages English & Telugu.
2. General Knowledge.

The marks secured by the candidates in the written test shall be kept a sealed cover in the custody of the registrar. all the candidates who appear for the written test shall be called for interview before the selection Committee and marks awarded to each candidate for his performance at the interview.

The sealed cover containing the marks awarded in the written test thereafter be opened and the marks awarded at the interview and placed before the selection Committee. The number of candidates required for appointment by promotion on merit and efficiency basis as per roster shall be selected in the order of merit on the basis of aggregate on merit and efficiency basis as per roster shall be selected in the order of merit on the basis of aggregate marks obtained by them.

If a candidate is found fit for selection both by virtue of his seniority as well as his aggregate marks in written test and interview, he shall be considered for selection against the roster point relating to against him.

**PROFORMA IN WHICH PROPOSALS SHOULD BE SUBMITTED TO
SELECTION COMMITTEE.**

1. Name of the Branch:

2. Name and designation of Members of the Selection Committee:

NAME	DESIGNATION

3. Post to which promotion is to be made:

Branch	Category	No.of Posts to be filled by promotion.	No.Vacancies

4. Recruitment Rules for the post:

- (a) Date on which the Recruitment Rules were issued.
- (b) Whether an up-to-date copy of the recruitment rules has been enclosed (this should invariably be sent for reference).

5. Seniority list:

- (a) A Seniority list shall be enclosed. The seniority list should include names of eligible and ineligible candidates up to the last eligible candidates.

- (b) Whether the seniority list has been duly authorized by the appointing authority.

6. Confidential Reports:

- (a) Complete up-to date Character rolls of all the eligible officers are required.
- (b) Whether a list (in duplicate) showing the names of Officers whose confidential reports are enclosed with this reference is attached.
- (c) Are the Confidential reports complete and up-to-date.

7. Self-contained note for the Selection Committee.

The self contained note for the selection committee explaining proposals for promotion should invariable contain information regarding any representations, writs/court cases pending in connection with the present promotion indicating the names of aggrieved parties and the present stage of cases. If there are any Court orders relating to the promotion which the Selection Committee has to keep in view may also be indicated in the note. Whether any enquiry/charges are pending against the persons being considered for promotion and if so the present stage may be indicated.

Signature _____

Designation _____

Date _____

(procedure prescribed in Resolution No.2.of the Executive Council Meeting held on 17-1-1989.)

*** **

PART II - SPECIAL RULES

BRANCH I – TEACHERS

1. Constitution: Teachers of the University shall be of the following categories:

- (i) a) Professors
- b) Editor-cum-Professor [Resln.No.3, dt.29-3-93]
- (ii) Associate Professors
- (iii) Deputy Directors (Student Services)
- (iv) Assistant Professors
- (v) Assistant Directors (Student Services)
- (vi) Academic Assistants

2. Appointment: Appointment to the several categories of teachers shall ordinarily be advertised and applications called for and processed through the appropriate Selection Committee as constituted in Statute 8 before making appointment. Persons already in employment of the University shall apply for the posts advertised if they wish to be considered.

3. Appointing Authority: The appointing authority for all the categories of teachers shall be the Executive Council.

4. Probation: A person appointed to any category shall, from the date on which he joins duty, be on probation for a total period of two years on duty within a continuous period of three years.

5. Rule of Special Representation: The Rule of Special Representation as prescribed by the Government of Andhra Pradesh from time to time shall apply for appointments by direct recruitment separately to a group of posts in each category specified below:

- i) Associate Professors
- ii) Deputy Directors(Student Services)
- iii) Assistant Professors
- iv) Assistant Directors (Student Services)
- v) Academic Assistants

The Faculties mentioned against each group for each category as indicated below shall constitute a single unit for purposes of reservation.

Group I : Arts, Commerce, Business Management, Law, Social Sciences and Education including all languages.

Group-II : Science

6. Qualifications:

(a) No person shall be eligible for appointment to categories of Professors and Associate Professors unless he possesses the qualifications prescribed by the University Grants Commission. As and when the vacancies among the above categories are to be filled up, the Executive Council may prescribe such other essential and/or desirable qualifications as may be considered necessary.

b) No person shall be eligible for appointment to the categories of Editor-cum-Professor, Assistant Professors, Deputy Directors (Student Services), Assistant Directors (Student Services) and Academic Assistants unless he/she possesses the qualifications specified against each in the table given below:

(i) EDITOR-CUM-PROFESSOR Essential:

(i) A first or high second class Master's Degree in English/Mass Communication/Journalism /Linguistics, with published work of high competence in English.

ii) Ten years experience in editing high quality Journals, Academic Publications or University level text books with instructional format for a reputed publishing house.

iii) Either a Ph.D. Degree or published work of equivalent merit including contribution to reputed journals.

Desirable:

i) Bilingual Translation ability in English/ Telugu/English.

ii) Experience of instructional format writing/writing for Distance Education. (E.C.Resolution No.3.,dated 29-03-1993)

(ii) ASSISTANT PROFESSOR

Essential :

i) A Doctorate Degree OR Research work of an equally high standard in the relevant subject; and

ii) "Good academic record" with Master's Degree in the relevant subject with at least 55% or its equivalent grade from an Indian University or an equivalent degree from a Foreign University. Provided that if a

candidate possessing a degree of equivalent research is not available or is not considered suitable a person possessing a good academic record (weightage being given to M.Phil. or equivalent degree or research work of quality) will be considered for appointment provided he has done research work for at least two years or has practical experience in a research laboratory/organisation.

Desirable:

- i) Experience in distance teaching;
- ii) Ability to communicate in Telugu (E.C.Resolution No.1, dated 03-07-1989)

**(iii) DEPUTY DIRECTOR
(STUDENT SERVICES)**

a) Good academic record with doctoral or equivalent published work and evidence of being actively engaged in research innovation in teaching methods and production of material.

b) Not less than 5 years experience of teaching

OR

a) Master's degree in any discipline with extensive exposure and training in Distance Education, course development and organisation of counselling.

b) Not less than 5 years experience in the administration or in research organisations and educational institutions requiring coordination of research projects, planning and execution of training programmes, and management and organisation of student services, documentation centres etc.,

c) Demonstrated ability and proven experience in relation to academic coordination, liaison with other institutions and involvement in imparting education through multi-media and innovations in distance teaching methods and development of materials.

[E.C.Resolution No.10, dated 06-08-1991]

**(iv) ASSISTANT DIRECTOR
(STUDENT SERVICES)**

a) Good academic record with atleast second class Master's Degree ('C' in the seven point scale) from an Indian University or an equivalent degree from a foreign University.

b) A person possessing research experience or attained a degree in M.Phil. or has practical experience of not less than 2 years in a research organisation.

c) Preference will be given to persons who have experience and proven ability in imparting education through multi-media and innovations in distance teaching methods and material preparation.

[E.C.Resolution No.10, dated 06-08-1991]

(v) ACADEMIC ASSISTANTS:

Essential :

i) A First class Master's Degree in the subject concerned i.e. M.A./M.Sc./M.Com./M.B.A. / M.C.J.

OR

A second class Master's Degree with at least 55% marks with a research degree in the subject concerned.

&

ii) Proficiency in Telugu.

Desirable:

Experience in Distance Teaching.

[E.C.Resolution No.3 dated 27-2-1993]

7. Postings and transfers:

i) The Vice-Chancellor shall be the authority competent to order transfers and postings of the teachers.

ii) The Candidates selected for appointment as Deputy Directors (Student Services) & Assistant Directors (Student Services) are required to serve at any place in the State of Andhra Pradesh. The candidates are also transferable to the University Faculties to take up academi work.

8. Declaration of probation :

The Executive Council shall be the authority competent to order declaration of satisfactory completion of probation of all categories of teachers.

9. Seniority:

The following guidelines shall be followed for preparation of seniority list of teachers appointed on regular basis:

(i) In case of direct recruitment where the seniority is fixed by the Selection Committee in the form of a panel, the order of seniority in the panel may be retained as it is for fixing the seniority subject to the provisions of sub-rule (b) of Rule 22 of General Rules.

(ii) Where the teachers are recruited by different selection Committees for different subjects separately and the orders were issued at the same time, their dates of joining in this University may be taken for fixing the seniority subject to the provisions of sub-rule (b) of Rule 22 of General Rules.

(iii) In the case of teachers who were by different Selection Committees from among the teachers who were already in the service of the University and if they join the duty on the same day, the following guidelines shall be observed for fixing their seniority:

(a) First priority be given to the candidates who are already in the regular service of this University, based on their dates of joining the posts held by them prior to their appointment to higher posts.

(b) Second priority be given to those recruited to the service of this University through advertisement and selection by Selection Committee but appointed on temporary basis.

c) Third priority may be given to those candidates appointed in this University on deputation from sister Universities, based on their dates of joining in this University.

(iv) In case the teachers recruited by different Selection Committees and joined on the same date and who are not in the service of this University on any basis as mentioned above, their length of service in the posts held by them in their parent organisation prior to their appointment in this University may be taken for fixing the seniority.

BRANCH - II : ADMINISTRATION

1. Constitution: This Branch shall consist of the following categories of posts:

1. Deputy Registrar/
Controller of Examinations
2. Assistant Registrar
3. Public Relations Officer
(Resln.No.9, dt.2-5-91)
4. Assistant Public Relations Officer
5. Library Assistant
6. Documentation Assistant
(Resln.12, dt.27/2/93)
7. Superintendent }
8. Stenographer } (Resln.2 dt.17-01-89)
(Supdt.Cadre) }

2. Appointment: Appointment to the several categories shall be made as follows:

(i) (a) Dy. Registrar: By promotion from Registrar

OR

By appointment on tenure basis of a suitable person from among the teachers of the University of and above the rank of Assistant Professor with not less than 3 years of service as such. The appointment on tenure basis shall not be for more than 3 years at a time.

OR

By taking on deputation terms from Central Government/State Government/ Universities

**(b) Controller of Examinations
(Dy.Registrar Cadre):**

By appointment on tenure basis of a suitable person from among Deputy Registrars/Assistant Registrars/Teachers (of and above the rank of Assistant Professor) with not less than 10 years of service. The appointment on tenure basis shall not be for more than 3 years at a time.

(ii) Assistant Registrar: By promotion from among superintendents

OR

By direct recruitment

- (x) [Note: The ratio between direct and promotion shall be 1:2]
- (x) [E.C. Resolution No. 20, dt. 26-501993]
- (iii) **Public Relations Officer:** By promotion from Assistant Public Relations Officer
- OR
- By direct recruitment
- Note:** Direct recruitment shall be resorted only if there are no eligible candidates for appointment by promotion.
- (E.C. Resolution No. 9, dated 02-05-1991)
- (iv) **Assistant Public Relations Officer:** By direct recruitment
- (v) **Library Assistant:** By direct recruitment.
- (vi) **Documentation Assistant:** By direct recruitment
[Resolution No. 12, dt. 27-2-93]
- vii) **Superintendent:** By promotion from Senior Assistant
- viii) **Stenographer (Supdt. Cadre):** By promotion from Stenographer (Senior Assistant Cadre)

3. Appointing Authority:

* The appointing authority for categories (1), (2) & (3) mentioned in Rule 1 shall be the Executive Council and that in respect of categories (4), (5) (6) (7) & (8) the appointing authority shall be the Vice-Chancellor.

* [Resolution No. 2, dt. 17.1.1989.]

4. Qualifications for appointment:

No person shall be eligible for appointment to the category and by the method specified in the table below unless he possesses the qualifications prescribed in the corresponding entry in Column (3) thereof.

TABLE

Category	Method of appointment	Qualifications
(1)	(2)	(3)
1. Deputy Registrar	By Promotion from Assistant Registrar	<p>(i) A Degree in Arts/Science/Commerce</p> <p>(ii) 12 years of regular service in a University/Government/Autonomous organisation dealing with Education/Research matters of which not less than Three years on duty shall be as Assistant Registrar in the Dr. B.R.Ambedkar Open University.</p> <p>(iii) A pass in the Accounts Test for Subordinate Officers Part I or Accounts Test for Executive Officers conducted by the APPSC or its equivalent examination or a departmental test conducted by the Universities for their employees.</p> <p>*[Note: The promotion shall be based on the recommendations of a departmental High Power Selection Committee of which one Member shall be an outside expert and one Member of the Executive Council. The criteria for promotion shall be based on merit and ability, seniority being considered where merit and ability are approximately equal.]</p> <p>[Resln.No.9, dt.15-10-1994]</p>
2) Assistant Registrar	i) By Direct Recruitment [Resln.6,dt.9-1-90]	<p>Essential</p> <p>(i) A Degree in Arts/Science/Commerce</p>

(ii) 12 years of regular service in a University / Educational Institution/ Government Department of which not less than 5 years shall be as Superintendent incharge of General Administration/ Academic/ Accounts/Admissions/Examinations/Committee work/ Development Work/Secretarial work.

(iii) A pass in Accounts Test for Subordinate Officer's Part-I or Accounts Test for Executive Officers conducted by the APPSC or its equivalent examination or a Departmental Test in Accounts and Administration conducted by the Universities for their employees.

Desirable:

A Master's Degree.

Age: Not more than 40 years.

***Relaxation:** The candidates belonging to SC/ST can be considered for appointment as Assistant Registrar (Direct recruitment) if they have put in a total service of 10 years of which not less than 3 years shall be as Superintendent and possess knowledge of Telugu.

* [Resln.No.4, dt.30-3-1994]

ii) By Promotion from among Superintendents/Stenographers (Supdt.Cadre)

i) A Degree in Arts/Science/Commerce

(ii) 12 years of regular service in a University/ Educational Institution/ Government Department of which not less than two years on duty shall be as Superintendent in the Dr.B.R.Ambedkar Open University.

Note: Steno (Supdt. Cadre) should get absorbed as Superintendent to become eligible for promotion to the next grade. He should put in at least 2 years service as Steno (Supdt. Cadre) before absorption.

(iii) A pass in the Accounts Test for Sub-ordinate Officer's Part-I conducted by the APPSC or its equivalent examination or a departmental test in Accounts and Administration conducted by the Universities for their employees. (Resolution No.1, dt. 10.4.92)

3. Public Relations i) By Direct Officer Recruitment (E.C.Resolution No.9,dt.2-5-91)

Essential:

- (i) A Bachelor degree in Arts/Science/Commerce from any recognised University
- ii) A Degree or Post-graduate diploma in Journalism or Public Relations from a recognised University or Institution recognised by the Government of A.P./Govt. of India.

(iii) Atleast 10 years working experience in a reputed News Agency/News paper/Institution.

Desirable

(i) Knowledge of Public Relations working a University/ Educational Institution/ Corporation.

(ii) Knowledge of Telugu

Age: Not more than 40 years.

ii) By promotion of Assistant Public Relations Officer

i) A Bachelor's Degree in Arts/Science/Commerce from any recognised University.

ii) A degree or Postgraduate diploma in Journalism or Public Relations from a University or Institution recognised by the Government of Andhra Pradesh/ Government of India.

iii) Atleast 10 years experience as Journalist in a reputed Newspaper/ News Agency/ Institution with not less than 3 years on duty shall be as Assistant Public Relations Officer in the Dr. BRAOU.

4. Assistant Public Relations Officer By direct recruitment

i) A first or High Second class (with atleast 55% of Marks) of Bachelor's Degree in Mass Communications/Journalism/Public Relations, with atleast 2 years experience in reputed Media/Public Relations/News paper/ Institution.

ii) Proficiency in English and Telugu.

Age: Not more than 35 years

Note: The Selection shall be made on the basis of marks obtained in a written test and Oral Interview.

(Resolution No.3, dt. 27.2.93 as amended in Resln. No.10, dt.30-03-1994)

5) Library Assistant By Direct recruitment

Essential:

A first or second class Master's Degree in Arts/ Science/ Commerce with a first or second class Bachelor's Degree in Library Science or one year Post-Graduate Diploma in Library Science.

OR

A first or second class B.A./B.Com/B.Sc. Degree with a first class or second class Master's Degree in Library Science.

Desirable:

Experience of work in Documentation/ Library and Information Services.

Age: Not more than 35 years.

6) Documentation Assistant By direct recruitment

i) Second Class Master's Degree in Library Science

OR

Second class Master's Degree in Arts/Social Sciences/ Sciences /Commerce with second class Bachelor's Degree in Library and Information Science.

ii) Proficiency in English and atleast 2 years of experience of work in Abstracting/ Documentation/Reviewing Library Information Services in an established educational/ Research Institution.

iii) Working knowledge of Telugu

Age: Not more than 35 years
(Resln.No.12, dt.27-02-1993)

7) Superintendent:- By promotion from Sr. Asst.

(i) Must have put in a total service of 6 years in a University/Educational Institution of which not less than 2 years of service shall be as Senior Assistant in Dr.B.R.Ambedkar Open University.

Note: (i)Stenographer (Senior Asst. Cadre) should get absorbed as Sr. Assistant after putting in 2 years of service, to become eligible for promotion to the next cadre.

(ii)Must have passed the Accounts Test for Sub-ordinate Officers Part-I conducted by the APPSC or its equivalent examination.

Note: (i)The Stenographer (Supdt.Cadre) who opt for clerical line shall be absorbed as Superintendent in every alternate vacancy

ii) The Stenographers (Supdt.cadre) who opt for the clerical line will not be eligible for absorption as Superintendent unless they have passed the tests prescribed for the post of Superintendent. (Resln.No.1, dt.10-04-1992 as further amended in Resolution No.1(C),Dt.22-1-1994)

**8) Stenographer:- By promotion
(Supdt.Cadre) from Steno
(Sr.Asst.Cadre)**

Must have put in a total service of 6 years in a University/Educational Institution of which, 2 years of service shall be as Steno (SAC) in Dr.B.R.Ambedkar Open University.

(Resln. No. 1, dt. 10.4.92)

Rule of Special Representation: The rule of special representation for SC/ST/BC prescribed by the Government of Andhra Pradesh from time to time shall apply separately for appointment by direct recruitment to each of the categories other than for single solitary posts borne on any category of this Branch.

Probation: Every person appointed to a category by direct recruitment shall be on probation for a total period of two years on duty within a continuous period of three years and every person appointed to any category, by promotion, or by appointment from any other branch, shall be on probation for a total period of one year on duty within a continuous period of two years.

Promotion: (*) All promotions from a lower category to higher category shall be made on the following basis.

i) Seniority of Service to be calculated in terms of length of service giving weightage of 50% provided that there is no adverse remark on the performance or service record of the employees.

ii) Qualifications acquired and/or Technical or professional experience gained since the appointment to the present post be given 25% of weightage.

iii) Interview performance be given 25% of weightage.

* (Resolution No.31, dt.26-05-1993)

Selection Committee: (#) All appointments in this Branch shall be made on the recommendations of the Selection Committee constituted with the following members.

1. Vice-Chancellor Chairman
 2. An External Member nominated by the V.C.
 3. One Member of the E.C. nominated by the E.C.
 4. Registrar
- # (E.C.Resolution No.8, dt.9-12-1988)

Transfers & Postings: All postings and transfers in this Branch shall be made by the Vice-Chancellor.

TESTS: a) Every person already appointed to categories (1) and (2) if they have not already passed the tests as specified, they have to pass the tests within a period of three years from the date of prescription of those tests. Failure to pass the test within this period will entail stoppage of increments without cumulative effect.

(b) ** Any person already appointed as Superintendent who has not passed the Accounts Test for Sub-ordinate Officers Part-I is required to pass the test within a period of three years from the date of coming into force of these rules. Failure to pass the test will entail stoppage of increment without cumulative effect till he passes the test.

** (E.C.Resolution No. 2, dt. 17.1.1989)

BRANCH III : MINISTERIAL

1. **Constitution:** This Branch shall consist of the following categories of posts:

Category:

- (1) Senior Assistant
- (2) Stenographer (Sr.Asst.Cadre)
- (3) Jr. Assistant-cum-typist
- (4) Store Keeper
- (5) Stenographer (Jr.Assistant Cadre)
- (6) Statistical Assistant }
} [Resln.No.9,dt.2-5-1991]
- (7) Receptionist }

2. **Appointment:** Appointment to the several categories shall be made as follows:

- 1) Senior Assistant/ }
} By Promotion from among JACT Steno-
} grapher(JAC) & Store Keeper
- 2) Stenographer(SAC) }
(Sr.Asst.Cadre) }

OR

By Direct Recruitment

* **Note:** The ratio between promotees and direct recruitees to the post of Senior Assistant shall be 3:1

* (E.C.Resln.No.1(b)dt.22-01-94)

- 3) Jr.Asst.-cum-Typist }
} By promotion from qualified
- 4) Stenographer(JAC) }
} 1.(Drivers (LV)Record Assistants/
- 5) Store Keeper }
} 2.(Office Attenders or equivalent
} categories) in BRAOU

- 2.(Resln.3, dt.17-01-1989)
- 1.[Resln.No.9,dt.26-12-95

OR

By Direct Recruitment

**** Note:** The ratio between direct recruits and promotees from class IV employees to the post Junior Asst.-cum-Typist shall be 3:1

** (Resln.No.1(a),dt.22-01-94)

6) Statistical Assistant

By Direct Recruitment }
E.C.Resln.No.9, dated 2-5-1991 }

7) Receptionist

By Direct Recruitment }

3. Qualifications: No person shall be eligible for appointment to the category and by the method specified against each in columns 1 & 2 of the Table below unless he possess the qualifications mentioned against the corresponding entry in column (3) thereof:

S.No.	Category	Method of Appointment	Qualifications
1		2	3

1.Senior Assistant i) By promotion (i) Must have rendered 2 years of service from JACT/ Jr.Steno/ Store Keeper in Dr.BR Ambedkar Open University and must be an approved Probationer in that category.

(ii) Must have passed the Accounts Test for Sub-ordinate officers Part-I conducted by the APPSC or its equivalent examination.

Note: i) The Stenographer (Senior Asst.Cadre) who opt for clerical line shall be absorbed as Senior Assistant in every alternate vacancy

ii) The Stenographer (Sr.Asst. Cadre) who opt for clerical line will not be eligible for absorption as Senior Assistant unless they have passed the tests prescribed for the post of Senior Assistant.

iii) The existing personnel in the cadres of Junior Assistant-cum-Typist/Junior Steno/Store Keepers, shall be allowed to be promoted to the posts of Senior Assistant when vacancies arise as per other rules and subject to the conditions that they should pass the accounts test for subordinate officers part I within three years from 10-4-1992, or within two years from the date of their promotion, whichever is earlier.

(Resln.No.1,dt.10-04-1992)

ii) Direct Recruitment

(i) A Degree in Arts/Science/ Commerce.

(ii) Three years of regular service as Junior Assistant or an equivalent post in a University/ Educational institution/ Government Department with experience in dealing with Establishment/Accounts/ Academic/Examination Branch/ Stores and purchase matters.

iii) Must have passed the Accounts Test for Subordinate Officers Part-I conducted by APPSC.

(Resln.No.1 (b) dt.22-1-1994)

AGE: Not more than 35 years.

2) Stenographer i) By Promotion (Sr.Asst.Cadre) from Steno(JAC) (i) Must have passed Higher Grade Examinations in Typewriting (English) and Shorthand (English) conducted by the Board of Technical Education, A.P. or equivalent examination thereto.

(ii) Must have put in 2 years of service as Stenographer (JAC) in Dr.B.R.Ambedkar Open University.

(Resln.No.1, dt.10-04-1992)

**ii) By Direct
Recruitment**

Essential

(i) A University Degree in Arts/ Commerce/ Science.

(ii) Pass in Typewriting (English) Higher Grade, Shorthand (English) Higher Grade Examination conducted by the A.P. State Board of Technical Education or equivalent examination thereto.

(iii) Two years previous experience as Stenographer/ Steno-typist.

Desirable:

Pass in Typewriting in Telugu and Shorthand (Telugu) Lower Grade Examination conducted by the A.P. State Board of Technical Education.

AGE: Not more than 34 years.

**3. Jr. Assistant i) Direct
Cum Typist Recruitment**

Essential

(i) A University Degree in Arts/Science/ Commerce.

(ii) A Pass in Typewriting (English) Lower Grade Examination conducted by the A.P. State Board of Technical Education or equivalent examination thereto.

Relaxation:

* i) The candidates belonging to Scheduled Castes can be considered for appointment if they have passed Intermediate Examination .

* (Resln.No.3, dt.8-12-1992)

** ii) The Candidates belonging to Scheduled Tribes can be considered if they have passed S.S.C. Examination.

** (Resln.No.12, dt.26-5-1993)

ii) By promotion from among qualified Drivers(LV)/ Record Asst./ Office Attenders or equivalent categories

Desirable

Pass in Typewriting (Telugu) Lower Grade Examination conducted by the A.P. State Board of Technical Education.

AGE: Not more than 34 years.

(i) A Bachelor's Degree of any recognised University.

(ii) Must have passed Lower Grade Typewriting (English) Examination conducted by the State Board of Technical Education, Andhra Pradesh or equivalent exam thereto.

*1 (iii) Must have put in a minimum of 3 years of service as Record Assistant(*2)(5 years as Office Attenders or equivalent category in Dr. B.R. Ambedkar Open University.)

Note: The qualifications for promotion shall not be relaxed under any circumstances.

*1(Resolution No.3, dt.17.1.89)

(*2)Resolution No.1,dt.22-1-94

4. Stenographer i) Direct (Jr.Asst.Cadre) Recruitment

Essential:

i) A University degree in Arts/Commerce/Science

ii) Pass in Typewriting (English) Shorthand (English) Lower Grade Examination conducted by AP State Board of Technical Education or equivalent Examination, thereto.

***Relaxation**

The candidates belonging to Scheduled Castes and Scheduled Tribes can be considered for appointment if they have passed Intermediate Examination.

*(Resln.No.3, dt.8-12-1992)

Desirable:

Pass in Typewriting (Telugu) Shorthand (Telugu) Lower Grade Examination conducted by AP State Board of Technical Education or equivalent Examination, thereto.

Age: Not more than 34 years

ii) By Promotion from among qualified Record Assts/(*Office Attenders or equivalent categories (*Resln.No.3, dt.17-1-89

(i) A Bachelor's Degree of any recognised University

(ii) Must have passed Higher Grade Examination of Typewriting(English) and Lower Grade Examination of Shorthand (English) conducted by the State Board of Technical Education or equivalent examination thereto.

(iii) Must have put in 3 years of service as Record Assistant/Office Attender or its equivalent cadre.

Note: The qualifications for promotion shall not be relaxed under any circumstances.

(Resln.No.3, dt.17-01-1989)

5. Store Keeper (i) Direct Recruitment

Essential

(i) A University Degree in Arts/Science/Commerce.

(ii) Atleast one year experience in maintenance of stores in University/Government Departments.

Desirable

Pass in English Typewriting Lower Grade Examination conducted by the A.P. State Board of Technical Education

**ii) By Promotion
from among
qualified Record
Assts/(*Office
Attenders or
equivalent
categories
(*Resln.No.3,
dt.17-1-89**

(i) A Bachelor's Degree of a
University

(ii) Must have passed Higher Grade Examination of Typewriting (English) and Lower Grade Examination of Shorthand (English) conducted by the State Board of Technical Education or equivalent Examination thereto

(iii) Must have put in 3 years of service as Record Assistant/Office Attender or its equivalent cadre in Dr. BRAOU.

Note: The qualifications for promotion shall not be relaxed under any circumstances.

(Resln.No.3, dt.17-01-1989)

**6. Statistical Direct
Assistant Recruitment**

Essential:

Post -graduate degree with at least second class in Arts/Social Sciences/Commerce with Statistics as one of the subject of the study.

Desirable

Experience in Statistical analysis method ; knowledge of Computer Application.

AGE: Not more than 34 years.

(E.C.Resln. No.9,dt.2-5-91)

**7. Receptionist Direct
 Recruitment**

(i) A Bachelor degree in Arts/Science/
Commerce

(ii) One year experience in any organisation.

AGE: Not more than 34 years.

(Resln No.9, dt.2.5.91.)

4. Rule of Special Representation of appointments by Direct Recruitment
The rule of special representation of appointment for Scheduled Castes/Scheduled Tribes and Backward Classes prescribed by the Government of Andhra Pradesh from time to time shall apply to the posts to be filled in by Direct Recruitment for each category separately. Categories of Junior Assistants-cum-Typists and Store Keepers shall however be regarded as one unit for purpose of special representation.

5. *Promotions: All promotions from lower cadre to Higher cadre shall be made on the following basis:

i) Seniority of service to be calculated in terms of length of service giving weightage of 50% provided that there is no adverse remark on the performance or service record of the employees;

ii) Qualifications acquired and/or technical or professional experience gained since the appointment to the present post be given 25% weightage;]

(iii) Interview performance be given 25% weightage

*(Resolution No.3, dated 26-05-1993)

6. Probation: Every person appointed by direct recruitment shall be on probation for a total period of 2 years on duty within a continuous period of 3 years while all others appointed by promotion or from among those working in Branch-V Miscellaneous shall be on probation for a total period of one year on duty within a continuous period of 2 years.

7. Appointing Authority: The Vice-chancellor shall be the authority competent to make appointments to all the posts in this Branch.

8.Security: A person selected for appointment as Store Keeper shall be required to furnish such security as may be determined by the appointing authority before his actual appointment.

9. Tests:

(i) (a) Every person appointed to the category of Senior Assistant/ Stenographer (SAC) by direct recruitment must pass the Accounts Test for Subordinate Officers Part I conducted by APPSC within the period of probation. Failure to pass the test will entail stoppage of increments without cumulative effect. If a person does not pass

the test within a period of three years, he shall be discharged from service.

(b) In the case of a person appointed to the post of Senior Asst./Stenographer(SAC) by promotion, he must pass Accounts Test for Subordinate Officers Part-I conducted by the APPSC within a period of two years from the date of appointment. Failure to pass this test will entail stoppage of increments without cumulative effect till he passes the test.

(ii) Any person already appointed as Senior Assistant who has not passed the Accounts Test for Subordinate Officers Part-I is required to pass the test within a period of three years from the date of coming into force of these rules. Failure to pass the test will entail stoppage of increments without cumulative effect till he passes the test.

10.Selection Committee: All appointments in this Branch shall be made on the recommendation of the Selection Committee constituted with following members.

1. Vice-Chancellor - Chairman
2. An external Member nominated by Vice-Chancellor
3. One Member of the Executive Council nominated by Vice-Chancellor.
4. Registrar

(Resolution No.8, dated 9-12-1988)

11. Transfers & Postings: Transfers and postings of the staff in all categories may be made by the Registrar.

BRANCH IV - TECHNICAL

(1)Constitution: The Technical branch shall consist of the following categories:

CLASS- I

CATEGORY

I

- 1) Technical Director
- 2) Technical Officer
- 3) Dy. Director (Production)
- 4) System Manager
- 5) System Engineer
- 6) System Analyst
- 7) Producer/Programme Officer
(Audio Video)
- 8) Assistant Librarian
- 9) Computer Programmer
- 10) Artist-cum-Designer
- 11) Assistant Director(Printing)
- 12) Deputy Executive Engineer(Civil)

II

1. Computer Asst. Programmer
2. Asst. Executive Engineer (Civil)
3. Instrumentation Engineer
4. Works Supervisor (Civil)
5. Cameraman
6. Senior Technical Assistant
(Audio Video)
7. Technician (Printing)
8. Production Asst.(Audio Video)
9. Draughtsman (Civil)
10. Technician (Audio Video)
11. Electrician
12. Plumber
13. Bradma Operator
14. Computer Operator
15. Data Entry Operator
16. Junior Artist-cum-Designer
17. Driver
18. Floor Assistant
19. Carpenter
20. Lighting Assistant
21. Gestetner Operator

(2) **Appointment:** i) Appointment to the various categories in each class except the categories indicated in Sub-Rule (ii) below, shall be made by direct recruitment.

(*1)(ii) Appointment to the following categories of posts shall be made by direct recruitment and also by promotion from the lower categories as indicated against each.

**a) Class -II - Category -3
Instrumentation Engineer**

By direct recruitment

OR

By promotion from the category of Senior Technical Assistant.

Note:The ratio between direct recruitment and promotees shall be 50%:50%.

**b) Class -II -Category-6
Senior Technical Assistant**

By direct recruitment

OR

By promotion from the category of Technician (Audio Video)

Note: The ratio between direct recruitment and promotees shall be 50%:50%.

**c) Class - II -Category-10
Technician (Audio Video)**

By direct recruitment

OR

By promotion from the category of Helper (Audio Video)

(*1)(Resln.No.8, dt.7-9-1993)

iii) The qualifications required for appointment to all the categories in this branch shall be as indicated in table below:

SNO.	CATEGORY	QUALIFICATIONS
CLASS-I		
1.	Technical Director	A Bachelor's Degree or its equivalent in Electornics/ Telecommunications.

Experience: A minimum service of 10 years in a responsible position in the field of Television.

2. Technical Officer

A Bachelor's Degree or its equivalent in Electronics/ Telecommunications.

Experience: A minimum service of 7 years in a responsible position in the field of Television.

**3. Deputy Director
Production (Associate
Professor Cadre)**

Essential:

i) Postgraduate Degree in Arts/Science/ Commerce/ Humanities. Training in Film and Television Institute of India, Poona or equivalent in Audio/Video Programme Production.

OR

Masters's Degree of a recognised University in Mass Communication/ Communication/ Instructional Technology.

ii) 10 Years professional experience in media management and in production of educational radio/audio and T.V. Programme of which 5 years shall be as independent producer.

Desirable:

i) Ability to handle a variety of subjects and formats for production of radio/television programmes including plays, features, documentary films, etc.

ii) Knowledge of Distance Education.

(iii) Proficiency in Telugu.

4) (*2) System Manager

Essential:

First or high second class Master's Degree in Computer Science or in any branch of relevant science or Engineering with 10 years experience in (i) design and development of computer software, and

(ii) Management of Computer Operations

OR

First or high second class B.E./B.Tech in Computer Science/ Electronics and Communications Engineering with 10 years experience in (i) design and development of computer software, and (ii) Management of Computer Operations

Desirable:

(i) Ph.D in Computer Science or Electronics and Communication Engineering

(ii) Knowledge of Distance Education

(iii) Working knowledge of Telugu.

(*2)(Resolution No.3, dated 24-02-1989)

5. (*3)System Engineer

Essential:

First or high second class Master's Degree in Computer Science or any branch of relevant science or Engineering with 5 years experience in (i) design and development of computer software; and (ii) Management of Computer Operations

OR

First or high second class B.E./B.Tech in Computer Science/ Electronics and Communication Engineering with 5 years experience in (i) design and development of computer software; and (ii) Management of Computer Operations

Desirable:

(i) Ph.D in computer science or Electronics and Communication Engineering

(ii) Knowledge of Distance Education

(iii) Working knowledge of Telugu

(*3)(Resln.No.3, dt.24-02-89)

6. System Analyst

Essential:

First or high Second class M.Tech. (Electronics & Communications Engineering) / (Computer Science) with three years experience in Computer System Development, Computer Programming and in Conducting training programmes in Computer Science/Data Communications.

Desirable:

(i) Ph.D. in the relevant field .

(ii) Computer Systems, models and performance, Evaluation/ Software Engineering/ Artificial Intelligence knowledge basis systems/ Pattern Recognition/ Digital Image Process/ Micro Computer Architecture Applications/ Computer Graphics/Excellent oral and written communication ability.

(iii) Knowledge in Distance Education.

(iv) Knowledge in Telugu.

7. Producer/Programme Officer

Essential: Post Graduate Degree in Arts/ /Commerce/ Science/Humanities. Training in Film and Television Institute of India Poona or equivalent in Audio/Video programmes production.

OR

Master's degree of a recognised University in Mass Communication/ Communication/Instructional Technology.

OR

A Master's degree in Arts/Commerce/ Science/humanities. At least five years experience in Planning and production of Radio/T.V. Programmes.

Desirable:

(i) Practical Experience in Production of Educational, Radio/T.V. Programmes.

(ii) Ability to handle a variety of subjects and formats for production of Radio/T.V. Programmes including plays, features, documentary etc.

(iii) Knowledge of Distance Education.

(iv) Proficiency in Telugu

Age: 45 Years.

**8) Assistant Librarian
(Resolution No.21,dt.28-12-90)**

Essential:

(*4)(i) Good academic record with at least a high second class Master's Degree in a subject other than Librarian Science and

(ii) Master's Degree in Library Science with first class or high second class.

*4(Resolution No.5, dated 09-12-1988)

Desirable:

(i) Experience of work in Documentation and Information services

(ii) Ability to read Hindi and South Indian Languages

Age: Not more than 40 years.

9. Computer Programmer

Essential:

(*5)(i) Master's Degree in the relevant subject with 55% of marks

(ii) Good Academic record.

OR

(i) Master's Degree in Computer Science/ Computer Application or Master's Degree in any discipline with PG.Diploma in Computer Science or Bachelor of Engineering in Computer Science/ Electronics and Telecommunications from a recognised University.

(ii) A minimum of 2 years experience in Computer Systems Development, Computer Programming and in conducting Training Programmes in Computer Science/Data Communications.

Desirable:

Experience in evaluation, office Management, Computer Graphics, Excellent oral, written communications, abilities with practical experience in Computer Centre

(ii) Knowledge in distance Education

(iii) Knowledge in Telugu

Age: 35 Years

(*5)(Resolution dt.22-1-99)

10. Artist-Cum-Designer

Essential:

(*6) (i) A Degree in painting or designing or in Commercial Arts in a reputed recognised Institution, and

(ii) Experience as Artist or Designing or in Commercial Arts in a recognised Institution for at least 5 years

OR

(i) A Diploma in painting or designing or in Commercial Arts in institutions such as Govt., College of Fine Arts and Crafts Architecture, Hyderabad, School of Arts, Madras or J&J School of Arts, Bombay, M.S.University Baroda etc. and

(ii) Experience as Artist for at least 10 years.

(*6)(Resln.10, dt.12-10-1993)

11. Asst. Director (Printing)

(*7) Essential:

(i) A Bachelor Degree in Arts/Science/Commerce from recognised University.

(ii) A Diploma in Printing Technology from any recognised Institute.

(iii) At least 10 years of experience in various branches of the letter press and offset printing in a reputed organisation.

(iv) A pass in Departmental Test for Government Press Officers.

(v) Working knowledge of Telugu

Age: Not more than 40 years

(*7)(Resln.No.9, dt. 02-05-91)

12. Dy.Executive Engineer(Civil) Essential:

A Degree in Civil Engineering from a recognised university in India or abroad or an equivalent qualification with five years experience in Civil Works.

OR

Diploma in Civil Engineering or any other qualification recognised as equivalent thereto, and must have put in service for a period of not less than 10 years as Supervisor in Civil Works.

Age: 40 Years.

CLASS-II

1. Computer Assistant Programmer

Essential:

First or high second class B.Tech. in Computer Science/ Electronics and Telecommunications.

Desirable:

- (i) Knowledge of Distance Education.
- (ii) Knowledge of Telugu.

2. Assistant Executive Engineer(Civil)

Essential:

A Degree in Civil Engineering from a recognised University in India or abroad or an equivalent qualification.

OR

Diploma in Civil Engineering or any other qualification recognised as equivalent thereto, and must have put in service for a period of not less than 5 years as Supervisor in Civil Works.

Age : 35 Years

3. (*8) Instrumentation

Engineer i) By direct recruitment

Essential:

A Degree in Engineering or Electronics or Electrical Communications Engineering

OR

M.Sc.Degree with second class of at least 55% of marks in Physics with wireless Communication or Electronics as a special subject from a recognised University or equivalent.

Desirable

Good knowledge of Broad Casting systems in India and abroad.

Age: Not more than 35 years.

ii) By Promotion from the category Senior Technical Assistant

(i) A Degree in Engineering or Electronics or Electrical Communication Engineering.

OR

Bachelor Degree in Science with Physics as one of the subjects from a recognised University.

OR

Diploma in Radio/Telecommunications, Electrical/Electronics, Communication Engineering recognised by Government of India, and

(ii) Must have put in a minimum service of 5 years as Senior Technical Assistant in AVP & RC Studios of Dr.B.R. Ambedkar Open University.

(*8)(Resln.No.9, dt. 02-05-91 as further amended by Resolution No.8, dated 07-09-1993.

4. Works Supervisor (Civil)

Diploma in Civil Engineering or any other qualification recognised as equivalent thereto, and must have put in service for a period of not less than 2 years in civil Works.

Age: 35 Years.

5. (*9)Cameraman

Essential:

i) Matriculation/S.S.C. or its equivalent.

(ii) Diploma or Certificate from a recognised Institute where the course of study includes theoretical aspects of still photography, Cinematography and film production.

OR

Seven years of practical experience in different aspects as still photography and motion picture Photography such as shooting, developing, printing, Editing, dubbing, sound recording.

(iii) Two years experience of handling still and movie cameras, Video cameras and film production.

Desirable:

(i) Two years of experience with 3/4 inches 'U-Matic' Video Camera.

(ii) Technical background with knowledge of working (or) Mechanical functions of Video Cameras.

Age: Not more than 34 years.

(*9)(Resln.No.9, dated 2-5-91)

6. (*10) Senior Technical

Assistant (Audio/Video) i) By direct recruitment

Essential:

Diploma in Radio/Telecommunication/
Electrical/ Electronics Communication
Engineering recognised by the Govern-
ment of India

OR

Degree with Physics as one of the subjects
from a recognised University or
equivalent Degree.

OR

Diploma in Sound Engineering and Sound
Recording Awarded by the Film and
Television Institute, Poona or A Diploma in
the same field recognised by them.

Desirable:

i) Knowledge of Radio and Television
Engineering.

ii) Good knowledge of Broad Casting
Systems in India.

Age: Not more than 35 years

ii) By Promotion

Diploma in Radio/ Tele-communication
Electrical/Electronics of Technician from
the category Communication Engineering
recognised by the Govt. of India.

OR

Degree with Physics as one of the subjects
from a recognised University or
equivalent Degree.

OR

Diploma in Sound Engineering or sound
recording awarded by the Film and
Television Institute of Poona or a
Diploma in the same field recognised by
them.

OR

A two year certificate course from a recognised ITI or from similar institutions of the Central or State Governments in T.V.servicing/ Electrical wiring/Air Conditioning and Refrigeration with Intermediate with Physics as one of the subjects of study or pass of I year undergraduate course of Dr.B.R.Ambedkar Open University where there is Science and Technology subject, and

ii) Must have put in a minimum service of three years as Technician in AVP & RC Studios of Dr.B.R.Ambedkar Open University.

(*10)(Resln.No.8,dt.07-09-93)

Age: Not more than 35 Years.

7. Technician (Printing)

(i) A Pass in SSC or equivalent Examination.

(ii) Should possess a Diploma in Printing Technology from any recognised University or Institution.

(iii) Should have had an experience of not less than 7 years as a Supervisor in various branches of a leading Printing Press, having a letter Press and Offset Presses in Telugu and English.

(iv) Working knowledge of Telugu.

Age: 35 Years.

8. Production Assistant (Audio-Video)

Essential:

A Degree of a recognised University, Diploma in Film and Television Institute of India, Poona in Cinema or T.V.

OR

A Degree of a recognised University with atleast two years professional experience in production of Radio/T.V./Film/Theatre.

Desirable:

i) Practical experience in Production of Educational Radio/T.V. Programmes.

(ii) Ability to handle a variety of subjects and formats for production of Radio/Audio and T.V./Video Programmes.

(iii) Knowledge of Distance Education.

(iv) Proficiency in Telugu.

Age: 35 Years.

9. (*11) Draughtsman(Civil)

i) Matriculation or its equivalent.

ii) Diploma of Draughtsman in civil drawing and design from a recognised Institution

Age: Not more than 34 years
(*11)(Resln.No.9,dt.2-5-1991)

**10. (*12) Technician
(Audio-Video) i) Direct
recruitment**

Essential:

i) A Two years Certificate course from from recognised Industrial Training Institute or from similar Institutes of the Central and State Government in T.V.Servicing/Electrical Wiring/Air Conditioning and Refrigeration.

ii) A National Trade Certificate in Electrical/ Radio and T.V.Servicing/ Electrical Wiring/ Air Conditioning and Refrigeration issued by National Council for Training in Vocational Traders.

OR

Two years experience in relevant field in a reputed organisation.

Desirable:

Experience in Broadcasting/ Educational Media organisation

Age: Not more than 35 years

**ii) By Promotion
from the category
of Helper (A/V)**

ii) Two years certificate course from a Recognised Industrial Training Institute or from similar Institutions of Central and State Government in T.V.Servicing/ Electrical Wiring/Air Conditioning and Refrigeration

Experience:

Two years experience in the category of Helper in Audio Video Production and Research Centre of Dr.B.R. Ambedkar Open University.

(*12)(Resln.No.8, dt.7-9-93)

11. Electrician

A pass in Matriculation or its equivalent Examination.

Technical:

A pass in certificate course in Electrical Trade, offered by ITI's under the control of the Directorate of Employment and Training or a Trade Certificate in the Trade of Electrician issued by the SETWIN. Experience of two years in house wiring.

Age: Not more than 34 years.

12. (*13) Plumber

ITI Certificate in the Concerned Trade or experience in the field for about five years.

Age: Not more than 34 years

(*13)(Resln.No.9, dt.2-5-91)

13. Bradma Operator

Essential:

i) A Pass in Matriculation or its equivalent Examination.

ii) Certificate issued by the Bradma Company about the operation and Mechanism of Bradma Machine.

Age: Not more than 34 years.

14. (*14)Computer Operator

Essential:

Minimum Bachelor's Degree with at least one year experience as Console Operator and working knowledge of at least one programming language.

Desirable:

i) Working knowledge of more than one programming language

ii) Knowledge of Distance Education

iii) Working knowledge of Telugu.

(*14)(Resln.No.3,dt.24-2-1989)

15. Data Entry Operator

Essential:

i) A Bachelor's Degree of a recognised University.

ii)A pass in Certificate course in Data Entry Operation or 3 years experience as Data Entry Operator.

(*15)[**Relaxation:**The Candidates belonging to Scheduled Castes and Scheduled Tribes can be considered for appointment if they have passed Intermediate or its equivalent examination]

(*15)(Resln.No.3,dt.8-12-1992)

Desirable:

i) 40 words per minute of Typing (English) speed.

ii)Knowledge in Distance Education.

iii) Knowledge of Telugu.

16. Junior Artist-Cum-Designer: i) A pass in Matriculation or its equivalent Examination.

(ii)Diploma in either Painting or Designing or in Commercial Arts or Advertising from a recognised Art institution such as College of Fine

Arts and Architecture, Hyderabad
School of Arts and Crafts, Madras or J&J
School of Arts, Bombay.

Age: Not more than 34 Years.

17. Driver

Educational :

Should have passed 5th Class in a recognised school.

Technical:

Should possess a current driving licence of a Motor Vehicle issued by competent authority under Motor Vehicle Act, 1939 with practical experience in driving motor vehicles for a period of not less than three years.

Age: Not more than 34 years.

18. (*16)Floor Assistant

i) Matriculation/SSC or its equivalent.

ii) Three years experience in handling erection sets in stage, film or television.

iii) Good physique and capacity for undertaking a strenuous physical work.

Age: Not more than 34 years
(*16)(Resln.No.9,dt.02-05-91)

19. (*17) Carpenter(Skilled)

Essential:

i) Should have passed 7th Class or its equivalent standard.

ii) A certificate or Diploma in Carpentry from a recognised Institute

OR

Not less than three years experience in good Craft in a film or Government Institute.

Desirable:

Experience of construction of sets in stage film or television.

Age: Not more than 34 years

(*17)(Resln.No.9,dt.2-5-91)

20. (*18) Lighting Assistant

i) Matriculation /SSC or its equivalent.

ii) Two years of experience of Lighting in stage films or television.

Age: Not more than 34 years

(*18)(Resln.No.9,dt.2-5-1991)

21. Gestetner Operator:

Essential:

i) Six years regular service as Office Attender in University/Educational Institution/ Government Department.

ii) Certificate issued by the Gestetner Company about the operation and Mechanism of Gestetner Machine.

Desirable:

i) A pass in Matriculation or its Equivalent Examination.

ii) One year working experience in the operation of Gestetner Machine.

Age: Not more than 34 years.

3) Probation: Every person appointed to a category shall be on probation for a total period of two years on duty within a continuous period of three years.

4) Tests:(a) Every person appointed as Assistant Librarian by direct recruitment, shall, if he does not satisfy the language qualification prescribed under the heading "Desirable" in Rule-2, be required to pass the second class language test in Hindi and Third class language test conducted by the APPSC in any of the South Indian Languages as may be specified by the Vice-Chancellor within the period of his probation. If he does not pass the language test within the period of his probation, his probation will not be declared and his increments will not be allowed until he passes the tests. If he does not pass the test within three years from the date of his appointment, he will be discharged from service.

b) Every person appointed as Asst.Executive Engineer(Civil) or Works Supervisor(Civil) shall be required to pass Accounts Test for Subordinate Officers Part-I during the period of his probation.

c) Every person already appointed to the posts of Asst.Executive Engineer(Civil) and Works Supervisor (Civil) if they have not already passed Accounts test for Subordinate Officers Part-I conducted by A.P.P.S.C. or its equivalent,shall pass the Accounts Test for subordinate officers part-I Conducted by A.P.Public Service Commission within a period of two years failing which their increment will be stopped without cummulative effect till they pass the test.

5) Appointing Authority: The appointing authority in respect of all categories of class I shall be the Executive Council. In respect of all categories of class II the appointing authority shall be the Vice-Chancellor.

6) Rule of Special Representation: The rule of Special representation for SC/ST/BC prescribed by the Government of Andhra Pradesh from time to time shall apply for appointment by direct recruitment to each of the categories in classes I & II other than for the single and solitary posts borne on any class or category of this branch.

7) Selection Committee: All appointments in this branch shall be made on the recommendation of the Selection Committee constituted with the following.

I (*19) For Technical Posts:(Under Class-I)

1. Vice-Chancellor - Chairman }
}
2. Three external subject } The quorum shall be
Experts nominated by the } four members amongst
Vice-Chancellor } whom two shall be
} from the members
3. One Member of Executive } specified in item
Council nominated by } No.2.
the Vice-Chancellor }
}
4. Head of the Department }
Concerned }
5. Registrar

(*19)(Resln.No.6, dt.11-5-1990)

II (*20)For other Posts:

1. Vice-Chancellor - Chairman
2. One external member nominated by Vice-Chancellor
3. One Member of the Executive Council nominated by Executive Council.
4. Registrar (*20)(Resln.No.8, dt.9-12-1988)

8) Transfers and Postings: Transfers and Postings of the staff in categories 3 to 22 in class II shall be made by the Registrar. All other transfers and postings of incumbents holding posts in class I and categories 1 and 2 of class II shall be made by the Vice-Chancellor.

9) (*21) Promotions: All promotion from lower cadre to higher cadre shall be made on the following basis:

i) Seniority of Service to be calculated in terms of length of service giving weightage of 50% provided that there is no adverse remark on the performance or service record of the employees.

ii) Qualification acquired and/or technical or professional experience gained since the appointment to present post be given 25% weightage.

iii) Interview performance be given 25% weightage.

(*21)(Resolution No.31, dated 26-5-1993)

BRANCH - V : MISCELLANEOUS

1. Constitution:

This branch shall consist of the following categories of posts:

Category:

1. Record Assistant
2. Book Bearer
3. Office Attender
4. Helper (Audio-Video)
5. Watchman
6. Sweeper
7. Gardener

2. Appointment: Appointment to all the categories shall be made by direct recruitment.

3. Qualifications: No person shall be eligible for appointment to the category mentioned below unless he possesses the qualifications specified against each.

I Record Assistant :

Essential:

Pass in Intermediate Examination.

Desirable:

Knowledge of Typewriting.

Age: Not more than 34 years.

II Book Bearer :

Pass in 8th Class.

Age: Not more than 34 years.

III Office Attender :

A pass in 8th Class

Age: Not more than 34 years.

IV Helper(Audio-Video) : Pass in 10th Class or study upto 10th class from a recognised institution. One Year's practical experience of handling machinery and delicate apparatus in a workshop.

OR

Atleast 3 years experience of working in a reputed factory in helping the skilled workmen and of cleaning heavy machinery and handling workshop machines and tools.

Age: Not more than 34 years.

V Watchman : Should be able to read and write the local language.

Age: Not more than 34 years.

VI Sweeper } :
VII Gardener } While there can be no restriction about the educational qualifications, persons who can read and write local language may be preferred.

Age: Not more than 34 years.

4. Appointing Authority: The Vice-Chancellor shall be the authority competent to order appointments to the various categories in this branch.

5. Rule of special representation : The rule of special representation for Scheduled Castes, Scheduled Tribes, and Backward Classess prescribed by the Government of Andhra Pradesh from time to time shall apply separately to all appointments by direct recruitment to each of the categories other than for the single and solitary posts borne on any category of this Branch.

6. Probation: Every person appointed by direct recruitment shall be on probation for a total period of two years on duty with a continuous period of three years.

PART - III

GENERAL CONDITIONS OF SERVICE RELATING TO PAY, ALLOWANCES LEAVE ETC.

1. Definitions:

i) "**Honorarium**" means a recurring or non-recurring payment to an employee of the University as remuneration for special or professional work of an occasional or intermittent character.

ii) "**Joining Time**" means the time allowed to a University employee to enable him to join a new post at a different station to which he is appointed while on duty in his old post.

iii) "**Month**" means a calendar month. In calculating a period expressed in terms of months and days, complete calendar months, irrespective of the number of days in each, should be and the odd number of days calculated subsequently:

- a) In calculating 3 months 25 days on and from 20th January, the following method should be adopted:

	Year	Months	Days
20th January to 31 January :	0	0	12
February to April :	0	3	0
1st May to 13th May :	0	0	13

Total :	0	3	25

- b) The period commencing on 30th January and ending with 2nd March should be deemed as one month and 4 days as indicated below:

	Year	Months	Days
30th January to 31 January :	0	0	2
February :	0	1	0
1st May to 2nd March :	0	0	2

Total :	0	1	4

- iv) **"Officiate"**: A University employee officiates in a post when he performs the duties of a post on which another person holds a lien. A person may, however, be appointed to officiate in a vacant post on which no other person holds a lien.
- v) **"Pay"** means the amount drawn monthly by a University employee as the pay which has been sanctioned for the post held by him, and special pay and personal pay, if any and any other emoluments which may be specially classed as pay.
- vi) **"Personal Pay"** means additional pay granted to a University employee.
 - a) to save him from a loss of substantive pay in respect of a permanent post, other than a tenure post, due to revision of pay other wise than as a disciplinary measure;or
 - b) In exceptional circumstance, on other personal considerations.
- vii) **"Permanent Post"** means a post carrying a definite rate of pay sanctioned without limit of time.
- viii) **"Special Pay"** means an addition, of the nature of pay, to the emoluments of a post of a University employee granted in consideration of the specially arduous nature of the duties or of a specific addition to the work or responsibility.
- ix) **"Subsistence Grant"** means a monthly grant made to an employee who is not in receipt of pay or leave salary.
- x) **"Substantive Pay"** means the pay other than special pay personal pay or emoluments classed as pay to which a University employee is entitled on account of his substantive appointment to a post.
- xi) **"Temporary Post"** means a post carrying a definite rate of pay sanctioned for a limited time.
- xii) **"Tenure Post"** means a permanent post which an individual employee may not hold for more than a limited period.
- xiii) **"Time Scale Pay"** means pay which, subject to any condition prescribed in these rules, rises by periodical increments from a minimum to a maximum.

PAY

2. Drawl of Pay : A University employee shall begin to draw pay and allowances of the post to which he is appointed with effect from the date when he assumes duties of his post and shall cease to draw them as soon as he ceases to discharge his duties. For the purpose of this rule, assumption of duties which takes place in the afternoon of any day shall be deemed to have taken place in the forenoon of the following day for the purpose of calculation of pay and allowance.

3. Fixation of Pay : The initial pay of a University employee who is appointed to a post on a time scale is regulated as follows:

1) Where a University employee holding a post in substantive, officiating or temporary capacity is promoted or appointed in a substantive, officiating or temporary capacity to another post carrying duties and responsibilities of greater importance than those attaching to the post held by him, his initial pay in the time-scale of the higher post shall be fixed at the stage next above the pay notionally arrived at by increasing his pay in respect of the lower post by one increment at the stage at which such pay has accrued. Provided that the provisions of this rule shall be applicable to all the University employees who are promoted or appointed to the following categories of posts:-

a) All posts carrying the scale of Rs.1200-50-1300-60-1900 or below in the Andhra Pradesh Revised pay Scales of 1976 shown in Column (5) of annexure-1 to G.O.Ms.No.1072, Education (W) Department, dated 26th November, 1976.

OR

b) All posts carrying the scale of Rs.1800-75-2400-100-2500 or below shown in Column (3) of schedule-1 to the Andhra Pradesh Revised Scales of Pay Rules, 1979 introduced through G.O. (P) No.235, Finance & Plg. (F.W.PRC.1) Department, dated 17th September, 1979.

Provided also that where a University employee is, immediately before his promotion or appointment to a higher post, drawing pay at the maximum of the time-scale of the lower post, his initial pay in the time-scale of the higher post shall be fixed at the stage next above the pay notionally arrived at by increasing his pay in respect of the lower post by an amount equal to the last increment in the time-scale of the lower post:

2. Provided that if a University employee either.

- a) has previously held substantively, or officiated in
 - i) the same post, or
 - ii) a permanent or temporary post on the same time-scale, or

- iii) a permanent post other than a tenure post, or a temporary post on an identical time-scale, or
- iv) is appointed substantively to a tenure post on a time-scale identical with that of another tenure post which he has previously held substantively or in which he has previously officiated.

Then the initial pay shall not be less than the pay other than special pay, personal pay or emoluments classed as pay which he drew on the last such occasion, and he shall count the period during which he drew that pay on such last and any previous occasions for increment in the stage of the time-scale equivalent to that pay.

If, however, the pay last drawn by the University employee in a temporary post has been inflated by the grant of premature increments, the pay which he would have drawn but for the grant of those increments shall be taken for the purposes of this proviso to be the pay which he last drew in the temporary post.

b) In order to remove the anomaly of a University employee promoted or appointed to a higher post and drawing a lower rate of pay in that post than another University employee junior to him in the lower grade and promoted or appointed subsequently to another identical post the pay of the senior officer in the higher post should be stepped up to a figure equal to the pay fixed for the Junior officer in that higher post. The stepping up should be done with effect from the date of promotion or appointment of the Junior officer and will be subject to the following conditions, namely.

- i) Both the junior and the senior Officer should belong to the same cadre and the posts in which they have been promoted or appointed should be identical and in the same cadre:
- ii) The scale of pay of the lower and higher posts in which they are entitled to draw pay should be identical.
- iii) The anomaly should be directly as a result of the application of this rule. For example, if even in the lower post the junior officer draws from time to time a higher rate of pay than the senior by virtue of grant of advance increment etc., the above provisions will not be invoked to step up the pay of the senior officer.

The orders refixing the pay of the senior officers in accordance with the above provisions shall be issued under Rule-11. The next increment of the senior officer will be drawn on completion of the requisite qualifying service with effect from the date of refixation of pay.

3 In cases of promotion, option may be given to the University employee for fixation of pay as under:-

- a) Either his initial pay may be fixed in the higher post on the basis of sub rule 1) straightaway without any further review on accrual of increment in the pay scale of the lower post, or
- b) his pay on promotion may be fixed initially at the stage of the time scale next above his pay in respect of the old post which may be refixed on the basis of the provisions of sub rule(1) on the date of accrual of the next increment in the scale of pay of the lower post.

If the pay is fixed under b) above, the next date of increment will fall due on completion of 12 months qualifying service from the date the pay is fixed on the second occasion.

Option may be given within one month of the date of promotion. Option once exercised shall be final.

4. When appointment to a new post which does not involve assumption of duties and responsibilities of greater importance initial pay the stage of the time-scale which is equal to his substantive pay in respect of the old post, or if there is no such stage the stage next below that pay plus personal pay equal to the difference. In either case he will continue to draw that pay until such time as he would have received an increment in the time-scale of the old post, or for the period after which the increment is earned in the time-scale of the new post, whichever is less. But if the minimum pay of the time-scale in the new post is higher than his substantive pay in respect of the old post, he will draw that amount as initial pay.

When appointment to the new post is made on his own request and the maximum pay in the time-scale of that post is less than his substantive pay in respect of the old post, he will draw that maximum pay as initial pay.

5. The pay of a regular University employee when appointed to another post under the University by direct recruitment by selection shall be fixed in the new post at a stage which is not lower than the pay drawn by him in the earlier post. If this condition is not fulfilled he will draw as initial pay the minimum of the time-scale of the post to which he is appointed.

6. The Executive Council shall, however, have the power to fix the pay of an officiating University employee at an amount less than that admissible under these rules.

Note:- The Vice-Chancellor may exercise full powers under this rule

7. Pay when additional post held:

a) If a non-teaching University employee is appointed to hold full charge of a post in addition to his own as a temporary measure, the additional pay which may be granted to him shall not exceed one fifth of his pay in respect of the additional post held by him for a period exceeding 14 working days in addition to his own. In the case of appointment to discharge the current duties of the additional post, the additional pay that may be granted to him in respect of the additional post shall not exceed one tenth of his pay for a period exceeding one month.

b) i) The drawl of additional charge allowance should not be allowed for a period exceeding six months out of which, in respect of the first three months the rate of additional pay should be as laid down in sub-rule (a) and for the succeeding period it should be one half thereof. The additional remuneration is admissible only if the post held in additional charge is independent and not subordinate to the post held by the employee.

ii) The Vice-Chancellor shall be the authority competent to make additional charge arrangements.

8. Service Counting for Increments :

a) All duty in a post on a time scale counts for increment in that time scale provided that for the purpose of arriving at the date of next increment the total of all periods as do not count for increments in that time scale shall be added to the normal date of increment.

b) Service in another post, other than a post carrying less pay, service on deputation, foreign service, joining time and leave other than extra-ordinary leave shall count for increments in the time scale applicable to the post held by the University employee. The extent to which the period of deputation, foreign service and leave will count for increment should be restricted to the period during which the employee would have continued to officiate but for his absence on deputation, foreign service and leave.

Provided that the Executive Council shall have the power to direct that extraordinary leave shall be counted for the purpose of increment if it is satisfied that such leave was taken on account of illness, or for any other cause beyond the control of the employee concerned, or for prosecuting higher scientific or technical studies with an undertaking to serve the University on return from leave, for a period of atleast 5 years.

Delegation under rule 8 (b)

The Vice-Chancellor is empowered to count the extraordinary leave taken by a university employee on account of illness on medical certificate or for prosecuting higher scientific or technical studies for a period not exceeding six months towards the grade increment.

(c) A probationer whose period of probation is two years is entitled to draw the first increment after the commencement of probation and after putting in the service necessary to earn the increment applicable to the class or category of the post he holds; his next increment shall, however, be drawn only with effect from the date on which he is declared to have completed his probation satisfactorily, but the period of service from the date of the first increment shall count for subsequent increments.

A probationer for whom the period of probation is one year is entitled to draw the first increment after the commencement of probation only with effect from the date of satisfactory completion of probation, but the period of service from the date of regular appointment applicable to the class or category of the post he holds shall count for subsequent increments.

(d) Service in higher post counts for increments in the lower post. If a University employee while holding a post on a time scale of pay is appointed to a higher post his service in the higher post shall, if he is reappointed to the lower post or is appointed or reappointed to a post on the same time scale of pay count for increment in the time scale applicable to such lower post. the period of service in the higher post which counts for increment in the lower post is however restricted to the period during which the employee would have held the lower post but for his appointment to the higher post.

9. Power to sanction, suspend or withhold increment:

An increment shall ordinarily be drawn as a matter of course unless it is withheld. An increment may be withheld from a University employee by the competent authority if his conduct has not been good or his work has not been satisfactory. In ordering the withholding of the increment the withholding authority shall state, the period for which it is withheld and whether the postponement shall have the effect of postponing future increments.

It should expressly state in the order that the period for which the increment has been stopped will be exclusive of any interval spent on leave before the period is completed.

10. Reduction to a lower grade or post:

(a) The authority which orders the transfer of a University employee as a penalty from a higher to lower post may allow him to draw any pay, not exceeding the maximum of the lower post, which it may think proper.

(b) If a University employee is reduced as a measure of penalty to a lower stage in his time scale, the authority ordering such reduction shall state the period for which it shall be effective, and whether, on restoration the period of reduction shall operate to postpone future increments and if so, to what extent.

(c) If an employee is reduced as a measure of penalty to a lower post, the authority ordering reduction may or may not specify the period for which reduction shall be effective, but where the period is specified that authority shall also state, whether on restoration, the period of reduction shall operate to postpone future increments and if so to what extent.

NOTE: An authority ordering the reduction of a University employee for any specified period should expressly state in the order that the period for or which the reduction has been ordered will be exclusive of any interval spent on leave before that period is completed.

11. Grant of Premature increment: The Executive Council may, for adequate reasons recorded, grant a premature increment to a University employee on a time scale of pay.

12. Increments how drawn: To the first bill in which the periodical increment is drawn for an employee of the University shall be attached an increment certificate signed by the drawing officer.

13. Pay and allowances during suspension, removal or dismissal:

(i) The pay and allowances of a University employee who is dismissed or removed from service cease from the date of such dismissal or removal.

(ii) A University employee under suspension or deemed to have been placed under suspension by an order of the appointing authority or any other competent authority shall be entitled to the following payments, namely :-

(a) A subsistence allowance at an amount equal to the leave salary which the University employee would have drawn if he had been on leave on half pay and in addition dearness allowance, if admissible on the basis of such leave salary.

Provided that where the period of suspension exceeds three months the authority which made or is deemed to have made the order of suspension shall be competent to vary the amount of subsistence allowance for any period subsequent to the period of the first three months as follows.

(1) The amount of subsistence allowance may be increased or decreased by a suitable amount, not exceeding 50 % of the subsistence allowance admissible during the period of the first three months, if in the opinion of the said authority, the period of suspension has been prolonged, for reasons to be recorded in writing not directly attributable to the employee or directly attributable to the employee as the case may be.

(2) The rate of dearness allowance will be based on the increased or the decreased amount of subsistence allowance admissible under sub-class(1) above.

(b) any other compensatory allowance admissible from time to time on the basis of pay which the University employee was in receipt on the date of suspension subject to the fulfillment of other conditions laid down for the drawl of such allowances.

(iii) No payment under sub-clause (ii) shall be made unless the University employee furnishes a certificate that he is not engaged in any other employment, business, profession or vocation.

(iv) When a University employee who has been dismissed, removed or compulsory retired is reinstated, the authority competent to order reinstatement may grant to him for the period of his absence for duty.

(a) Should he be fully exonerated that full pay and allowances to which he would have been entitled, had he not been dismissed, removed or compulsorily retired or suspended prior to such dismissal, removal or compulsory retirement as the case may be if there is no delay attributable to the University employee for the conclusion of the proceedings against him. In such cases, the period of absence from duty including the period of suspension prior to such dismissal, removal or compulsory retirement as the case may be, shall be treated as a period spent on duty for all purposes.

(b) In cases not covered by sub-clause a) above such proportion of such pay and allowances, as the authority competent to order reinstatement, after giving an opportunity to the University employee to explain, may prescribe, which, however, shall not be less than the subsistence allowance and other allowances admissible under rule 13 (ii) above. Such payment shall, however, be restricted to a period of three years immediately preceding reinstatement or retirement on superannuation as the case may be. In such cases, it will not be

treated as a period spent on duty unless the competent authority specifically directs that it shall be so treated for any specific purpose. Provided that if the University employee so desires, such authority may direct that the period of absence from duty shall be converted into leave of any kind due and admissible to the University employee.

(v) Where the dismissal, removal or compulsory retirement of a University employee is set aside by a court of law solely on the ground of non-compliance with the requirements of clause (2) of Article 311 of the constitution, and Where he is not exonerated on merits, the pay and allowances to be paid to the employee for the period intervening between date of dismissal removal or compulsory retirement including the period netiv of suspension preceding such dismissal, removal or compulsory retirement as the case may be and the date of reinstatement shall be determined by the competent authority and the said period shall be regularized in accordance with the provisions of rule 13.

(vi) Where the dismissal, removal or compulsory retirement of a University employee is set aside by the court on the merits of the case, the period intervening between the date of dismissal, removal or compulsory retirement including the period of suspension preceding such dismissal, removal or compulsory retirement as the case may be, and the date of reinstatement shall be treated as duty for all purposes and he shall be paid the full pay and allowances for the period to which he would have been entitled, had he not been dismissed, removed or compulsory retired or suspended prior to such dismissal, removal or compulsory retirement, as the case may be.

14. (i) A University employee who has been committed to prison either for debt or on a criminal charge shall be considered as under suspension from the date of his arrest and is therefore, entitled only to subsistence grant under Rule 13 (ii) above until the termination of the proceedings against him, when if he is not dismissed, an adjustment of his pay and allowances shall be made according to the conditions and terms prescribed above, the full amount being given only in the event of the University employee being considered to be acquitted of blame, or if the imprisonment was for debt, of its being proved that the University employee's liability arose from circumstances beyond his control.

(ii) The amount of subsistence grant, if any, already drawn shall be deducted from his pay and allowances or proportionate of them which may be granted.

15. (i) Where the authority competent to order reinstatement is of the opinion that the suspension was wholly unjustified, the employee shall be paid the full pay and allowances to which he would have been entitled had he not been suspended, if there is no delay attributable to the employee for the conclusion of proceedings against him. The period of suspension shall be treated as a period spent on duty for all purposes.

(ii) Where a University employee under suspension dies before the disciplinary or court proceedings instituted against him are concluded, the period between the date of suspension and the date of death shall be treated as duty for all purposes and his family shall be paid the full pay and allowances for that period to which he would have been entitled had he not been suspended, subject to adjustment in respect of subsistence allowance already paid.

(iii) In cases other than those falling under sub-rules (i) and (ii) the employee shall be paid such proportion of the full pay and allowances to which he would have been entitled had he not been suspended, as the competent authority may determine after giving notice to the employee of the quantum proposed and after considering the representation, if any, submitted by him in that connection within such period as may be specified in the notice. The period of suspension in such cases shall not be treated as a period spent on duty, unless the competent authority specifically directs that it shall be so treated for any specified purpose.

Provided that if the employee so desires such authority may order that the period of suspension shall be converted into leave of any kind due and admissible to the employee.

(iv) Where suspension is revoked pending finalisation of the disciplinary or court proceedings, any order passed before conclusion of the proceedings against the University employees shall be reviewed on the own motion after the concluding of proceedings by the authority competent to order reinstatement who shall make an order according to the provisions of sub rules (i) or (iii) as the case may be.

16. Leave under suspension:

Leave may not be granted to a University employee under suspension.

17. Compensatory Allowances:

(1) Compensatory allowances include

- (a) House Rent Allowance
- (b) Local Allowances granted on account of the expensiveness of a locality.

(ii) A compensatory allowance attached to a post will be drawn in full by a University employee performing the duties of the post.

(iii) The competent authority may, after recording his reasons permit a University employee proceeding on leave, or relieved temporarily for preparing for or attending an examination, or transferred temporarily from a post to which an allowance coming under clause (b) of sub-rule(i) is attached to draw the allowance or part of the allowance for a period not exceeding 120 days without prejudice to the University employee officiating for him also drawing it. The competent authority, in arriving at a decision will be guided by the consideration, whether the University employee is expected to return to a post to which a similar allowance is attached. In the absence of this condition the allowance cannot be drawn.

Note: (1) The competent authority under this rule is the authority who sanctions the leave, relief or transfer

Note: (2)(a) The authority sanctioning the leave or transfer shall certify that, on the expire of the leave or temporary transfer, the University employee is likely to return to the post to which the allowance is attached or to any other post carrying a similar allowance; and

(b) The University employee shall produce a certificate to the effect that he has continued for the period for which the allowance is claimed to incur the whole or a considerable part of the expenditure for which the allowance was granted.

(iv) In the absence of the certificate referred to in Note(2)(a) to sub rule (iii) a University employee may be permitted to draw house-rent allowance during the leave provided that -

(i) he actually returns to the same post from which he proceeded on leave or to another post carrying a similar allowance.

(ii) he certifies that he has incurred during the leave the expense to meet which the allowance is claimed; and

(iii) the allowance shall be drawn only on the return of the employee from leave.

Note 1: House Rent Allowance shall be drawn during the leave if

a) The authority sanctioning the leave certifies that the employee on the expire of the leave is likely to return to duty at the station from which he proceeded on leave or at another station in which he will be entitled to a similar allowance; and

b) The employee certifies either:-

i) that he or his family or both continued to reside, for the period for which the allowance is claimed, in the station from which he proceeded on leave; or

ii) that for the period for which the allowance is claimed, he continued to incur the whole or a considerable part of the expenditure on rent for which the allowance was granted.

Note: For the purpose of this rule, the word 'family' shall, in the case of a male employee, include his wife and children, including an adopted son residing with and wholly dependent on him and in the case of a female employee shall not include her husband, unless he is wholly dependent on her; nor shall the term include a married daughter, with effect on and from the date on which she was placed under her husband's protection.

(v) A University employee shall not be entitled to HRA if his wife/her husband has been allotted accommodation at the same station either rent free or at concessional rent by her/his employer irrespective of whether she/he resides in that accommodation or not. A University employee who resides with another University employee who has been allotted such accommodation will also not be entitled to the HRA.

The following certificate shall be furnished halfyearly by all University employees by whom HRA is drawn:

This is to certify that I am not residing with spouse or any other employee who has been allotted accommodation either rent free or at concessional rent by his/her employer during the period from to

18. Joining Time:

1) Joining time may be granted to a University employee to enable him

a) to join new post to which he is appointed while on duty in his old post; or

b) to join a new post

(i) on return from earned leave of not exceeding 120 days;

ii) when he has not had sufficient notice of the appointment to the new post, on return from leave other than that specified in sub-clause (i).

(c) If vacation is combined with leave, joining time should be regulated under clause (b) (i) of sub rule (1), if the total period of leave and vacation combined is less than 120 days.

(d) Where an employee on return from leave has compulsorily to wait for orders of posting and such period of waiting is treated as duty, the joining time shall be allowed to the employee in continuation of such period of waiting.

(2) (a) Not more than one day is allowed to a University employee in order to join a new post when the appointment to such post does not necessarily involve a change of residence from one station to another. A holiday or Sunday counts as a day for this purpose.

b) No joining time is admissible in cases where the change of post does not involve an actual change of office.

Transfers which do not involve change of building should not be treated as change of office for the purpose of his rule and no joining time is admissible in such cases.

(3) In cases involving a change of station, the joining time allowed to a University employee is subject to a maximum of 30 days. 6 days are allowed for preparation and in addition a period to cover the actual journey calculated as follows.

(a) A University employee is allowed for the portion of the Journey he travels one day for each

By Railway	-	50 Kilometers
By Motor or Steam Launch	-	150 „
By Motor Vehicle	-	150 „
By any other way	-	25 „

(b) Where the old and new headquarters are connected by rail, the joining time shall be calculated as admissible for a journey by rail.

(c) For any fractional portion of any distance described in sub-clause (a) an extra day is allowed;

(d) Travel by road not exceeding 8 Kms to or from a railway station at the beginning or end of journey does not count for joining time.

(e) A Sunday does not count as a day for the purpose of calculation in this rule, but Sundays are included in the maximum period of 30 days.

(f) When holiday(s) follow(s) joining time the normal joining time may be deemed to have been extended to cover such holiday(s).

(g) The authority sanctioning the transfer may in special circumstances, reduce the period of joining time admissible.

(4) By whatever route the University employee actually travels his joining time shall, unless the Vice-Chancellor for special reasons otherwise orders, be calculated by the route which travelers ordinarily use.

(5) Within the maximum of 30 days, the Vice-Chancellor may under special circumstances recorded in writing, extend the joining time admissible.

(6) Where an employee joins his post before the expire of his leave plus joining time admissible the period short taken shall be considered as leave not enjoyed and corresponding periods of the leave sanctioned shall be canceled without reference to the authority which granted the leave.

(7) When a University employee eligible to avail vacation is transferred during the vacation he may be permitted to join at the end of the vacation although the usual joining time is thereby exceeded.

(8) A University employee transferred at his own request may be allowed joining time subject to the condition that the authority sanctioning the transfer may reduced period of joining time admissible to the extent necessary in the interest of University service.

(9) The joining time shall commence from the date of relinquishment of charge of old post, if the charge is made over in the forenoon or the following date if the charge is made over in the afternoon.

19. (i) A University employee on joining time shall be regarded as on duty during that period and shall be entitled to be paid joining time pay, equal to the pay which was drawn before relinquishment of charge in the old post, He will also be entitled to dearness allowance if any, appropriate to the joining time pay In addition, he can also draw compensatory allowance like city compensatory allowance, house rent allowance as applicable to the old station from which he was transferred, He shall not be allowed conveyance allowance.

(ii) Teachers of the University who are deputed to undergo a recognised course of training in a training institution may be allowed pay for the period spent in transit to and from the training institution at rates not exceeding half of the pay they draw prior to their deputation.

20. In cases where the charge transferred consists of several stores and/or scattered works which the relieving and relieved University employees are required to inspect together before the transfer of charge is completed, the relieving University employee should be treated as on "duty" if the period spent on carrying out these inspections or physical handing over charge of stores, etc., is not considered excessive by the Vice-Chancellor based on the certificate given by the head of the office concerned.

21. A University employee who does not join in his post within his joining time is not entitled to any pay or leave salary after the end of the joining time. Willful absence from duty after the expiry of the joining time will be treated as misbehavior resulting in disciplinary action.

22. Foreign Service

1) No University employee may be transferred to foreign service against his will:

Provided that this sub-clause shall not apply to the transfer of University employee to a post under the control of the University, the expenditure on which is met under a scheme funded by another agency.

NOTE:- Foreign service means service in which a University employee receives his pay with the sanction of the University from any source other than General Funds of the University.

2) Transfer of a University employee on foreign service shall be sanctioned by the Executive Council. Such transfer shall be subject to the observance of the following criteria:

(a) A University employee who holds a lien or is an approved probationer in any category in the University service and has put in not less than a total service of five years in the Dr.B.R.A.O.U. alone will be considered for deputation on Foreign service.

(b) For purposes of calculation of the qualifying service of five years, the period spent under QIP and the like, if any, for which full salary was paid will not be counted.

(c) Not more than 20% of a cadre will be considered for deputation on Foreign Service. For this purpose the vacancies including long form vacancies and the vacancies caused due to deputation on QIP etc., will be set off against the aforesaid 20% of the total strength.

(d) The lien or probationary rights of employees permitted to proceed on Foreign Service will be retained for a period of not exceeding three years in the first instance.

(e) Extension of deputation on Foreign Service may at the discretion of the Executive be granted subject to the following conditions.

i) No employee shall remain on Foreign service for a total period exceeding five years in his total service.

ii) Extension of deputation beyond three years may be considered at the rate of one year for every three years of service in the University beyond five years. Such extension of deputation at any one time shall not exceed one year.

iii) Employees permitted to proceed on Foreign Service whose lien or probationary rights is retained should rejoin the University service on the expiry of the deputation period. Those who do not rejoin shall be deemed to have resigned from the University with effect from the date of expiry of deputation.

iv) Employees who have once availed the facility of deputation on foreign service shall not be given priority when they apply on a subsequent occasion.

v) While considering the requests of the employees for deputation on Foreign Service, the total length of qualifying service of the employees will be taken into account.

vi) All cases for retention of lien or probationary rights under the above provisions shall be with the prior approval of the Executive Council.

(3) If an employee is transferred to foreign service while on leave, he ceases, from the date of such transfer, to be on leave and to draw leave salary.

(4) The normal terms of deputation to be granted to the University employees deputed on foreign service are given below:

(a) Leave: During the period of foreign service, the University employee shall be subject to the leave rules by which he is governed in the University service.

(b) Leave Salary and Pension Contribution : The foreign employer shall pay to the Dr.B.R.A.O.U. leave salary and pension contribution at such rates as may be prescribed by the Vice-Chancellor in consultation with the auditors of the University appointed by Government under Sec.28 of the Dr.B.R.A.O.U. Act.

(c) Contribution dues shall be paid by the University employee himself unless the foreign employer consents to pay them. They shall not be payable during leave taken while in foreign service. Contribution for leave salary or pension due in respect of a University employee on foreign service may be paid annually within 15 days from the end of each financial year or at the end of the foreign service, if the deputation on foreign service expires before the end of financial year, and if the payment is not made with the said period, interest must be paid to the University on the unpaid contribution unless it is specially remitted, at the rate 7.3% p.a. from the date of expire of the period aforesaid upto the date on which the contribution is finally paid. The interest shall be paid by the employee or the foreign employer according as the contribution is paid by the former or the latter.

(d) Traveling Allowance: The foreign employer shall allow Traveling allowance as on transfer in respect of the journeys performed by the University employee for joining the post in foreign service and on reversion therefrom. In respect of journeys performed during the period of foreign service, the foreign employer shall allow Traveling Allowance and Daily Allowance as on tour under the T.A. Rules applicable to the University employee or under the rules of the organisation to which he is deputed whichever the employee opts.

(e) Joining time and Joining time pay : The foreign employer shall allow the University employee joining time as admissible to the University employee for joining the post in foreign service and on reversion therefrom and shall allow pay during such period at the rates admissible.

(f) Encashment of Leave: During the period of foreign service, a deputationist may be allowed to encash the leave under the University Rules and the foreign employer should initially bear the expenditure of such leave and get the expenditure reimbursed from the parent department.

(g) Educational Concession : During the period of foreign service, all University employees may be allowed Educational Concessions for the children as per the orders of the University and the liability in this regard shall be borne by the foreign employer.

(h) A University employee in foreign service -

i) may not elect to withhold pension and leave salary contributions, if contributions are not paid on his behalf by the foreign employer and to forfeit the right to count as duty in University service the time spent in foreign employment.

ii) may not, without the consent of the University, accept pension or gratuity from his foreign employer in respect of such service;

iii) may not be granted leave otherwise than in accordance with the rules applicable to their service of which he is a member.

(iv) General: The foreign employer shall pay the arrears claims, if any, that may be pointed out by the University or the Accountant General on account of the University employee owing to revision of pay and allowances while on foreign service.

(5) A University employee transferred to foreign service shall remain in the cadre or cadres in which he was included in substantive or officiating capacity immediately before his transfer and may be given such substantive or officiating promotions in those cadres as the authority competent to order promotion may decide.

(6) A University employee in foreign service, if appointed to officiate in a post in University service will draw pay calculated on the pay of the post in University service on which he holds a lien or would hold a lien had his lien not been suspended and that of the post in which he officiates. his pay in foreign service will not be taken into account in fixing his pay in the University service.

23. Leave Rules:

(a) Refusal or revocation of leave: Leave cannot be claimed as of right, when the exigencies of University service so require, discretion to refuse or revoke leave of any description is reserved to the authority empowered to grant it.

(b) Commencement of leave: Leave ordinarily begins on the day on which transfer of charge is effected or the employee avails himself of the leave sanctioned and ends on the preceding day on which charge is resumed.

(c) Affixing or prefixing holidays to leave : When the day immediately preceding the day on which the leave of a University employee begins or immediately following the day on which leave or joining time expires is a holiday or one of series of holidays. The university employee may leave the station at the close of the day before, or re-appear to it on the day following such holidays or series of holidays. If holidays are prefixed to leave, the leave and any consequent re-arrangement of pay and allowances take effect from the first day after the

holidays. If holidays are affixed to leave, the leave or joining time is treated as having terminated on, and any consequent re-arrangement of pay and allowances takes effect from, the day on which the leave would have ended if holidays had not been affixed.

When a University employee is certified medically fit for joining duty, holiday(s) if any, succeeding the day he is so certified (including that day) shall automatically be allowed to be suffixed to the leave, and holiday(s) if any preceding the day he is so certified shall be treated as part of the leave. When the certificate is of a date intervening the holidays the entire period of holidays may be treated as part of leave.

(d) Service while on leave : A University employee while on leave may not take any service or accept any employment without obtaining the previous sanction of the Executive Council. This rule does not apply, however, to casual literary work or to serve as an examiner or similar employment.

(e) Recall to duty while on leave: The authority which sanctions the leave or its superior authority shall have the right to recall the University employee to duty before the expiry of the period of leave. All orders recalling the University employees to duty before the expiry of his leave shall state whether the return to duty is optional or compulsory. If the return to duty is compulsory he is entitled to be treated as on duty from the date on which he starts for the station to which he is posted, and to draw traveling allowances for the journey, but to draw until he joins his post leave salary only. If the return to duty is optional, he is not entitled to traveling allowance.

(f) Cancellation of Leave: A University employee on leave may not return to duty before the expiry of the period of the leave granted to him, unless he is permitted to do so by the authority which granted him leave. However, ordinarily he will be permitted to do so, provided that if any arrangements have been made for the period of his leave which would involve a pecuniary loss in the case of his premature return, he shall take upon himself such pecuniary liability. No formal cancellation order for the unexpired portion of leave is necessary when a University employee returns to duty before the expiry of his leave.

(g) Absence of Teachers of the University to be treated as on duty:

(1) The absence of the University teachers shall be treated as on duty.

(a) When they are deputed on University work relating to examinations, inspection of study centres or to attend the meetings of governing bodies of other Universities Institutions of which they are nominated as members re-presenting the Dr.B.R.A.O.U.

(b) When they attend conferences, seminars, etc., on behalf of the University.

(2) The absence of the Teachers of the University will be treated as on other duty not exceeding 15 days in a calendar year in the following cases :-

(a) When they attend approved seminars, conferences, etc., on their own without payment of T.A. and D.A. by the University.

(b) When they attend meetings of committees appointed by the State/Central government, U.G.C. or other Universities including examinations work, attending the meetings of the academic bodies or giving any lectures etc., provided they do not get any remuneration/honorarium for their work. In case they receive any honorarium/remuneration they should take leave according to their entitlement.

(3) Teachers of the University when attending meetings of social or Academic bodies other than Universities should apply for leave at their credit.

NOTE:- The teachers shall send their application for permission well in advance to the Registrar through the Head of the Department concerned stating the period of their absence from the Head quarters, whether any honorarium/remuneration is being received from the sponsoring authority enclosing a copy of the letter received from the sponsors of the seminars/conferences/meetings etc.

24. In the case of any employee who remain absent after the end of his leave, the period of such overstay of leave should unless the leave is extended by the competent authority be treated as follows:

(i) as leave on half pay to the extent such leave is due unless the overstay is supported by medical certificate;

(ii) as leave on half pay on medical certificate to the extent such leave is due, if the overstay is supported by a medical certificate;

(iii) as extraordinary leave to the extent the period of half pay leave due and/or on Medical Certificate falls short of the period of overstay.

The employee is not entitled to leave salary during such overstay of leave not covered by an extension of leave by the competent authority.

25. (i) Unless the Executive Council in view of the exceptional circumstances of the case otherwise determine, no University employee shall be granted leave of any kind for a continuous period exceeding five years.

(ii) Willful absence from duty after the expiry of leave may be treated as misbehavior and involves forfeiture of appointment and disciplinary action.

NOTE: Willful absence from duty not covered by grant of any leave will be treated as "dies-non" for all purposes, viz., increment, leave and pension.

26. Any kind of leave admissible under these rules may be granted in combination with any other kind of leave so admissible or in continuation of leave already taken whether of the same or of any other kind.

27. Leave at the credit of an employee in his leave account shall lapse on date of retirement.

28. Kinds of Leave:

Leave may be of the following kinds:

- i) Earned Leave;
- ii) Half-pay Leave;
- iii) Leave not due;
- iv) Extraordinary Leave;
- v) Study Leave;
- vi) Medical Leave;
- vii) Maternity Leave;

29. a) All leave applications shall be submitted through the Directors/Deans/Heads of Departments or through other superior officers to the sanctioning authority sufficiently in advance to take all necessary action in making alternative arrangement for carrying on the work. It shall be clearly understood by the employees of the University that leave will be granted to the extent eligible only where in the opinion of the authority competent to grant leave such a grant does not prejudicially effect the work of the University and the reasons are satisfactory. No one shall avail himself of leave except with prior sanction, unless it be on medical grounds duly certified or for urgent reasons to be fully explained to the satisfaction of the sanctioning authority. A person leaving the station shall intimate to the head of the office in which he is working shall furnish and/also/his address during the period of such absence.

b) Intimation of leave at credit: The order sanctioning earned leave/half-pay leave to a University employee shall indicate the balance of such leave at credit.

30. Leave for Vacation staff:

(a) Members of the teaching staff working in the Academic Branch of Dr.B.R.A.O.U. are treated as vacation staff.

(b) (i) Permanent staff members, approved probationers and probationers earn leave at the rate of one eleventh of period spent on duty. Earned leave of a member of the vacation staff shall for each year of duty in which he has availed himself of the vacation be reduced by 30 days.

(ii) If a part only of the vacation has been taken in any year, the period by which the earned leave shall be reduced shall be a portion of 30 days equal to the proportion which the part of the vacation taken bears to the full period of vacation.

(c) A member of the vacation staff shall be considered to have availed himself of the vacation or a portion of the vacation unless he has been required to forego such vacation or a portion of the vacation provides that if he enjoys not more than 15 days of the vacation, he shall be considered to have availed himself of no portion of it and no deduction will be made in the leave earned by him as per sub-rule (b) above.

(d) Vacation may be availed of in combination with or in continuation of any kind of leave admissible under the rules.

Provided that the total duration of vacation earned leave and leave on half pay taken in conjunction shall not exceed 180 days in the case of Teachers declared as vacation staff.

(e) Any period of recess which exceeds 15 days shall be treated as a vacation.

(f) An employee holding two appointments, one in a vacation department and the other not, will not be deemed to be employed in a vacation department.

(g) When a teacher is transferred from a vacation department to a non vacation department, his period of service in the former will be considered to have terminated with effect from the close of the last vacation enjoyed by him. When a teacher is transferred from a non-vacation department to a vacation department, his period of service in the latter will be held to have commenced from the date of expiry of the last vacation previous to such transfer.

(h) A vacation or part of a vacation included in a period of maternity leave should be treated as vacation taken.

31. Earned Leave:

All University employees other than teachers who are declared as vacation staff earn leave as indicated below:

(i) The leave account of all regular employees should be credited with 30 days earned leave, in two installments, 15 days each on the 1st January and 1st July every year.

(ii) (a) The leave at credit of the employees at the close of the previous half year shall be carried forward to the next half year subject to the leave so carried forward plus the credit for that half year shall not exceed the maximum limit of 240 days in respect of regular University employees.

(b) The credit afforded under clause (i) shall be reduced by $\frac{1}{10}$ th of the period of extraordinary leave only availed during the previous half year subject to a maximum of 15 days.

NOTE: (i) When an employee is appointed on or after 1st January or 1st July of a year earned leave should be credited to the leave account at the rate of $2\frac{1}{2}$ days for each completed month of service which he is likely to render in the calendar half year in which he is appointed, e.g., if he is appointed on 13th March, the number of completed months of his service in that half year will be 3 and credit will be $3 \times \frac{5}{2} = 7\frac{1}{2}$ days rounded to 8 days. If he is appointed on 20th April the number of completed months will be only 2 and the credit will be $2 \times \frac{5}{2} = 5$ days.

(ii) The credit for the half year in which an employee is due to retire or resigns from the service, shall be afforded only at the rate $2\frac{1}{1}$ days per completed month in that half year upto the date of retirement or resignation. If in the case of University employee who resigns from the service the leave already availed of more than the credit so due to him necessary adjustment should be made in respect of leave salary overdrawn, if any.

32. Half Pay Leave:

(1) (a) The half pay leave admissible to an employee for each completed year of service is twenty days. The half pay leave is admissible in respect of periods spent on duty and on leave including extra-ordinary leave.

(b) The half pay leave due may be granted to any employee on medical certificate. In the case of permanent employees leave may be granted on private affairs also, In respect of probationers half pay leave on medical certificate may be granted after putting in 2 years of service.

A permanent employee or an approved probationer may be granted leave on medical certificate for the treatment of Tuberculosis or Leprosy provided that a medical certificate from the employee's Medical Attendant or the medical officer of a recognised sanatorium in the case of those undergoing treatment in a recognised sanatorium, is produced. The prospect of returning to duty on the expiry of the leave should be assessed on the basis of the certificate given by the appropriate medical authority.

(2) Commuted Leave:

Commuted leave not exceeding half the amount of half pay leave due may be granted on a medical certificate to an employee subject to the following conditions:-

- (i) Commuted Leave during the entire service shall be limited to a maximum of 240 (two hundred and forty days).
- (ii) When Commuted Leave is granted, twice the amount of such leave shall be debited against the half pay leave due.

Provided that no commuted leave may be granted under this rule unless the authority competent to sanction leave has reason to believe that the employee will return to duty on its expiry.

Note:- When Commuted Leave is granted to an employee under this rule and when the employee intends to retire or resigns subsequently, the commuted leave should be converted to half pay leave and the difference between the leave salary in respect of commuted leave and half pay leave should be recovered from him. An undertaking to this effect should therefore be taken from the employee whenever commuted leave is sanctioned to him.

In all cases of resignation or voluntary retirement refund of excess leave salary should be enforced, while in cases where he is compulsorily retired by reason of ill health incapacitating him from further service or in public interest or when he dies before resuming his duty, no refund should be enforced.

33. Leave not due:

Leave not due may be granted to a permanent employee only on medical certificate for a period not exceeding 180 days during the entire service. Such leave will be debited against the half pay leave the employee may earn subsequently.

Note-1: Leave not due should be granted only if the authority empowered to sanction leave is satisfied that there is a reasonable prospect of the employee returning to duty on the expiry of the leave and it should be limited to half pay leave he is likely to earn thereafter.

Note-2: When an employee who has been granted leave not due under this clause applies for permission to retire voluntarily the leave not due shall, if the permission is granted, be canceled. In such cases the retirement shall have effect from the date on which such leave commenced. An undertaking to this effect should therefore be taken from the employee who avails the leave not due. the question whether an employee should be called upon to refund the amount of leave salary should be decided on the merits of each case, e.g. if the retirement is voluntary, refund should be enforced if it is unavoidable by reasons of ill health incapacitating him for further service, no refund need be insisted upon.

When leave not due is granted to an employee under the above rule and he applies for permission to retire voluntarily or resign of his own volition at any time after returning to duty, the question of refund of leave salary in respect of leave not due already availed before return to duty shall, to the extent it has not been subsequently wiped off, be treated in the same way as laid down in the preceding paragraph.

34. (a) Extraordinary Leave:

Extraordinary leave may be granted to a permanent employee.

- (i) When no other leave is admissible under these Rules, or
- (ii) When other leave being admissible, the employee concerned applies in writing for the grant of extraordinary leave, or
- (iii) the authority empowered to grant leave may retrospectively commute the period of absence without leave into extraordinary leave.

(b) In the case of Probationers the duration of extraordinary leave on any one occasion shall not exceed –

(1) three months;

(2) six months in cases where the employee has completed three years continuous service on the date of expiry of leave of the kind due and admissible under the rules (including three months extraordinary leave) under (a) above and his request for such leave is supported by a medical certificate as required under the rules;

(3) eighteen months where the employee is undergoing treatment for:

- (i) Pulmonary tuberculosis(or Pleurisy of tubercular origin) on production of a certificate from a T.B. Specialist; or

(ii) Tuberculosis of any other part of the body from a qualified tuberculosis specialist or a Civil Surgeon; or

(iii) Leprosy in a recognised Leprosy institution or by a Civil Surgeon or a specialist in Leprosy.

Note: The concession of extraordinary leave upto eighteen months under this sub-rule will be admissible only to those employees who have been in continuous service in the University for a period exceeding one year.

(4) Twelve months where the employee is undergoing treatment for cancer or for mental illness in an institution recognised for the treatment of such diseases or by a Civil Surgeon or a Specialist in such disease.

(5) Twentyfour months where the leave is required for the purpose of prosecuting studies certified to be in the interest of the University;

Provided that the employee has completed three years of continuous service on the date of expire of leave of the kind due and admissible under the rules (including three months extraordinary leave under item (1) above.

Note: This concession will be admissible only to those employees who have been in continuous University service for a period exceeding one year.

(c) The authority empowered to grant leave may retrospectively commute the periods of absence without leave into extraordinary leave.

(d) Half pay Leave including commuted half pay leave on full pay may be combined with vacation or sandwiched between two periods of vacation.

(e) The grant of leave to a probationer shall be subject to the condition that but for the grant of the leave He would have continued to hold a post in the University service until the expire of leave.

35 (i) Study Leave:

Study Leave may be granted by the Executive Council to the teachers of the University and in special cases to the employees other than teachers on such terms and conditions as may be prescribed by it to enable the employees to study scientific and technical, linguistics or other problems or to undergo special course of training. Such leave is not debtable to leave account.

(ii) The grant of study leave should be made with due regard to the exigencies of University service. The grant of study leave, in combination with leave other than extraordinary leave or leave on medical certificate should not involve an absence of over 28 months from the employee's regular duties or exceed two years in the whole period of service in the University. Such absence on leave includes the period of vacation. A period of 12 months at one time should ordinarily be regarded as a suitable maximum.

(iii) Extraordinary leave may be taken in conjunction with study leave without regard to the maximum prescribed in subrule (ii) above.

(iv) Study Leave may be granted to approved Probationers with three years of service.

(v) An employee who has been granted Study Leave should execute a bond binding himself to serve the University on return from leave for five years and in default pay a sum equivalent to the entire leave salary paid to him during such study leave.

(vi) Employees who are granted study leave are ordinarily required to meet the cost of fees paid for courses of study.

(vii) During study leave, an employee will be eligible to draw half pay.

36. Medical Leave :

i) A University employee who has been granted leave on medical certificate may be asked to produce a certificate of Physical fitness before he returns to duty by the head of the Office where he joins duty. A similar certificate may be required in the case of any University employee who has been granted leave for reasons of health, even though such leave was not actually granted on medical certificate.

ii) When the leave applied for is on medical certificate, the certificate shall be from a gazetted medical officer or University Medical Officer or any registered Medical Practitioner. However, the University employee may, if felt necessary be asked to appear before a medical board or the District Medical Officer or the Superintendent or a Civil Surgeon of a Government Hospital on requisition at his cost for examination and report.

37. Maternity Leave:

A competent authority may grant maternity leave on full pay to married women employee for a period not exceeding 120 days.

The above provision shall apply in cases of confinement and shall apply in cases of miscarriage including abortion subject to the following modifications, namely:-

- i) that the leave does not exceed six weeks, and
- ii) that the application for the leave is supported by a certificate from a registered Medical Practitioner.

Maternity leave may be combined with leave of any other kind, but any leave applied for in continuation of the former may be granted only if the request be supported by a Medical certificate.

NOTE:- Regular leave in continuation of maternity leave may also be granted in case of illness of newly born baby, subject to the woman employee producing a medical certificate to the effect that the condition of the ailing baby warrants mother's personal attention and her presence by the baby's side is absolutely necessary.

38. Leave Salary:

A University employee

(a) While on earned leave and on half pay leave on medical certificate commuted to full pay is entitled to leave salary equal to his pay last drawn.

(b) While on leave on half pay or medical leave is entitled to leave salary equal to half the pay last drawn:

provided that when such leave is taken or is combined with earned leave by an employee for Leprosy, Tuberculosis, Cancer, Mental illness and heart diseases treatment, as the case may be, he shall be eligible for leave salary equal to his pay for not more than six months in all on producing a certificate (1) from the Medical Officer incharge of a recognised Leprosy, Tuberculosis, Cancer, Mental illness or heart diseases treatment centre of his having undergone regular treatment during the period of such leave of (2) from the Superintendent of the Government Head Quarters Hospital in which such employee is kept on the waiting list for admission into a recognised centre for want of accommodation in the respective recognised centre.

(c) While an extra-ordinary leave is not entitled to any leave salary.

39. Surrender Leave:

(i) Regular employees of the University are permitted to surrender earned leave not exceeding 15/30 days once in one/two calendar years, and receive cash equivalent to leave salary and allowances in view of the leave so surrendered. The orders sanctioning surrendered leave should specifically indicate the date on which the employee is permitted to surrender leave so as to facilitate necessary entries to be made in the service records. They may be permitted to surrender earned leave for the first time upto 15 days after one year of service.

(ii) The rate per month of cash value of the leave surrendered by an employee shall be the sum total of the monthly rates of leave salary and allowances to which the employee is eligible on the date of the surrender.

For this purpose a month consists of 30 days irrespective of the month in which the leave is surrendered.

(iii) In order to ensure that surrender of leave has not been permitted more than once during the block period the authority competent to grant leave should append the following certificate in the sanction order:

"Certified that the surrender of leave now permitted of one or two calendar year(s) has not been sanctioned and availed by the employee "earlier".

(iv) The leave salary for the period of leave surrendered will not be liable to any deductions an account of Provident Fund subscriptions.

(v) Cash equivalent of the leave salary to the extent of leave admissible to the employee, subject to a maximum of 180 days may be paid to the employee on his retirement and to the legal heirs of a deceased employee in case of death of the employee while in service.

(vi) Employees may not be permitted to surrender leave on a date earlier than the date of application.

(viii) Reemployed Pensioners are also eligible for surrender upto 15 days of earned leave after completion of twenty four months of service for the first time.

40. (i) Authorities to grant leave:

All kinds of leave other than study leave may be sanctioned to the officers/employees of the University shown below by the authorities mentioned against each:

Categories of Officers/Employees	Sanctioning Authority
(a) Directors, Registrar, and Finance Officer Subject to eligibility	Vice-Chancellor
(b) All teaching and other non-teaching staff subject to eligibility and on the recommendation of the Head of the Branch concerned	Registrar

(ii) Leave Account:

Leave Account shall be maintained for each employee of the University, wherein is entered the leave earned, leave taken and the balance of leave to his credit. The amount of leave due to a University employee is the balance of leave at his credit in the leave account. Leave at credit of the University employee in his leave account lapses on the date of retirement.

PART IV - CONDUCT RULES

1. Application :

The provisions contained in these rules shall apply to all employees of the Dr.B.R.Ambedkar Open University whether on duty or under suspensions on leave or on foreign service either within or outside India whether paid any salary or not. In the case of these employees on part time basis on payment of honorarium or allowance, the extent to which these rules shall apply will be decided by the Executive Council either for each category of appointment or in individual cases.

2. Definitions:

In these rules, unless the context otherwise requires

(a) "Members of the family", in relation to an employee includes the spouse, son, daughter, step-son or step daughter or such employee whether residing with such employee or not and any other person related to and residing with such employee and wholly dependant on such employee, but does not include a spouse legally separated from the employee, or child or stepchild who is no longer in any way dependant upon him or her, or whose custody the employee has been deprived of by law.

(b) "Service" means Dr.B.R.A.O.U. service.

(c) Words importing the masculine gender shall be taken to include the feminine, if the circumstances so require.

3. General :

(a) Every University employee shall be devoted to his duty and shall maintain absolute integrity, discipline, impartiality and sense of propriety.

(b) No University employee shall behave in a manner which is unbecoming of such an employee or derogatory to the prestige of the University.

4. Joining of Association by employees :

No employee shall join or continue to be a member of an association the object or activities of which are prejudicial to the interests of the University or public order, decency or morality.

5. Demonstrations :

No employee shall participate in any demonstration which is prejudicial to the interests of the University, public order, decency or morality.

6. Taking part in strikes or similar activities:

No University employee shall take part in any act or movement such as strike, incitement thereto or similar activity in connection with any matter pertaining to his service or to any other matter which tends to bring the University to disrepute.

7. Gifts :

No University employee shall himself accept or permit member of his family to accept from any person any gift which places him any form of official obligation.

8. Subscriptions :

No University employee shall, except with the previous sanction of the Vice-Chancellor ask for, or accept or in a way participate in the raising of any subscriptions or other pecuniary assistance in pursuance of any object whatsoever except for routine farewell and felicitation functions connected with the University.

9. Tuitions :

No teacher of the University shall engage himself in coaching privately any student for any remuneration.

10. Connection with press or Radio :

(1) No employee shall except with the previous sanction of the Vice-Chancellor, own wholly or in part, or conduct, or participate in the editing or the management of any newspaper or other periodical publication.

(2) No employee shall, except with the previous sanction of the Vice-Chancellor or in the bonafide discharge of his duties, participate in a radio broadcast or contribute any article or write any letter either in his own name or anonymously, pseudonymously or in his own name of any other person to any newspaper or periodical.

Provided that no such sanction shall be required if such broadcast or such contribution is of a purely literary, artistic or a scientific character.

11. Criticism of the policy or action of the University:

No employee shall, by any public utterance, written or otherwise indulge in any public criticism of any policy or action of the University administration in such manner as is repugnant to the dignity of the University employee or causes or is likely to cause embarrassment to the administration in its relations with its staff or students or the government or any other agency.

Provided that this rule does not apply to recognised associations of University employees from participating in discussions at any private meeting solely of University employees, of matters which affect the interests of such employees individually or generally.

12. Evidence before any committee, commission or other authority:

(1) No employee shall give evidence in connection with any inquiry conducted by any committee, commission or other authority except with the previous permission of the Executive Council.

(2) Where any sanction is accorded under sub-rule (1), no employee giving such evidence shall criticise the policy of the University, Central Government or of a State Government.

(3) Nothing in sub-rule (1) shall apply to --

(a) Evidence given before a statutory committee, commission or other authority which has power to compel attendance and the giving of answers;

(b) Evidence given in judicial inquiries;

(c) Evidence given at any departmental inquiry order by University

13. Communication of official documents or information:

It shall be the duty of every one of the employees to honour the confidence reposed in him by the University and not to divulge any information obtained by him in the course of his official duties to any unauthorised person or to make any improper use thereof. An employee connected with examination work is specially required to be very cautious in the observance of this rule and should not, under any circumstances, divulge any information that passes through his hand in the discharge of his duties, to unauthorised persons.

14. Private employment or work not connected with the University :

No employee shall, except with the previous permission of the Vice-Chancellor negotiate for or undertake any employment or work outside his official assignment.

Provided that a university employee may without such sanction accept membership other than office bearership on the governing body of an educational institution or any institution connected with literary activities or may undertake honorary work of a literary, artistic or scientific character subject to the condition that such work does not interfere with his duties in the University, but shall not undertake or shall discontinue such work if so directed by the Vice-Chancellor.

15. Private trade or business:

(i) No University employee shall engage directly or indirectly in any trade or business save in the course of his official duties.

Explanation: Canvassing by an employee in support of the business of Insurance Agency, Commission Agency and the like owned or managed by his wife or any other member of his family shall be deemed to be a breach of this sub-rule.

(ii) No University employee shall except with the previous sanction of the Executive Council take part in the registration.

Promotion or management of any bank or other company.

Provided that a University employee may take part in the registration, promotion or management of a Co-operative Society substantially for the benefit of the employees registered under the Co-operative Societies Act or of a literary scientific or charitable society registered under Societies Registration Act.

16. Investment :

No employee shall speculate in any investment nor shall he make or permit any member of his family to make, any investment likely to embarrass or influence him in the discharge of his official duties.

17. Insolvency and habitual indebtedness:

An employee shall so manage his private affairs as to avoid habitual indebtedness or insolvency. An employee who is involved in legal proceedings for insolvency shall forthwith report the full facts to the Vice-Chancellor.

18. Vindication of acts and character of employees :

No employee shall, except with the previous sanction of the Executive Council have recourse to any Court of Law or the press for the vindication of any official act which has been the subject matter of adverse criticism or an attack of defamatory character.

Nothing in this rule shall be deemed to prohibit an employee for vindicating his private character or any act done by him in his private capacity.

19. Taking part in Politics, Elections & Public activities :

The employees of the University shall not take part in politics or stand for elections to Parliament, State Legislature or local authorities. They shall observe in their public activities restraint, dignity and courtesy enjoined by University traditions in their conduct and demeanor and such activities shall not conflict with their duties to the University.

However, the teachers of the University may stand for election or accept nomination to Parliament/State Legislature after giving prior intimation in writing to the University. The teachers who are so elected/nominated may not be required to resign their academic positions or take long leave during the tenure of their membership. In order that the University work may not suffer, the University may prescribe the minimum workload that such teachers should perform or the number of days for which they should be available for their academic and research work in the University. Such teachers should not hold any administrative position or responsibilities in the University during the period they are members of Parliament state legislature.

20. Bigamous marriages :

(1) No employee who has wife living shall contract another marriage without first obtaining the permission of the Executive Council, notwithstanding that such subsequent marriage is permissible under the personal law for the time being applicable to him.

(2) no woman employee shall marry any person who has a wife living without first obtaining the permission of the Executive Council.

21. No employee shall :

- (a) Give or take or abet in giving or taking or dowry or
- (b) Demand directly or indirectly from the parents or guardian or bride or bridegroom as the case may be any dowry.

Explanation :- For the purposes of this rule dowry has the same meaning as in the Dowry Prohibition act, 1961 (Central Act 28 of 1961).

22. Influencing superior authorities for furtherance of interests:

No University employee shall bring or attempt to bring any kind of influence to bear upon any superior officer or a member of any University authority to further his interests in respect of matters pertaining to his service in the University.

PART - V

Dr.B.R.A.O.U. EMPLOYEES DISCIPLINE AND APPEAL RULES

1. These rules may be called the Dr.B.R.Ambedkar Open University Employees Discipline and Appeal Rules and shall apply to every member of the Dr.B.R.Ambedkar Open University, Service and to the holders, other than those employed only occasionally or subject to discharge at less than one month's notice, of all post whether temporary or permanent, appointed there to except to the extent otherwise expressly provided by or under any law for the time being in force.

2. A member of the University service whose services are placed at the disposal of State/Central Government or of any other University, Institution or Organisation by the University shall, for purposes of these rules, be deemed to be the member of that service, notwithstanding that his salary is drawn from sources other than the Dr.B.R.A.O.U. Fund.

3. (a) The following penalties may, for good and sufficient reason and as hereinafter provided, be imposed on the employees of the University, namely:-

- i) Censure;
- ii) Fine;
- iii) Withholding of increments;
- iv) Withholding of promotion; and
- v) Recovery from pay of the whole or any part of the pecuniary loss caused by negligence or breach of orders.
- vi) Reduction to a lower rank in the seniority list or to a lower post not being lower than that to which he was initially recruited direct to the University Service or to a lower timescale, not being lower than that to which he was directly recruited or to a lower stage in a time-scale;
- vii) Compulsory Retirement otherwise than under Rule 44 (1) (b) of the Revised Pension Rules, 1980.
- viii) Removal from the Dr.BRAOU University Service;
- ix) Dismissal from the Dr.BRAOU Service;
- x) Suspension, where a person has already been suspended under rule 5 (a) to the extent considered necessary.

(b) The discharge:-

(1) of a person (on account of termination of agreement) in accordance with the terms of his contract, or

(2) of a person appointed, otherwise than under contract on the expiration of the period of the appointment does not amount to removal or dismissal within the meaning of this rule.

EXPLANATION:

The removal of a person from the Dr.BRAOU service shall not disqualify him from future employment but the dismissal of a person from the Dr.BRAOU service shall ordinarily disqualify him from future employment.

(c) The reversion of a member of the Dr.BRAOU service from an organisation in which he is on deputation or to a post not lower than the post on which he holds a lien or a suspended lien, shall not amount to reduction within the meaning of this rule.

Provided that such reversion is not by way of punishment for any misconduct or unsatisfactory work but is for administrative reasons unconnected with his work or conduct.

(d) The stoppage or postponement of increments on account of extension of probation under Dr.B.R.A.O.U. Service Rules does not amount to withholding of increments within the meaning of this rule.

(e) Non-promotion, whether in a substantive or officiating capacity of a member of the service in a class, category of the service, after consideration of his case on merits, to a higher class, or category in the University service to which he is eligible does not amount to withholding of promotion under this rule.

Penalty or fine may be imposed only on members of the categories 2 to 7 of Branch-V Miscellaneous of the Dr.B.R.A.O.U. service.

5. (a) A member of the Dr.B.R.A.O.U. service may be placed under suspension from service pending investigation or enquiry into grave charges, where such suspension is necessary in the interests of the University. Such suspension may be ordered by the appointing authority or a higher authority i.e., Executive Council.

(b) A member of the Dr.B.R.A.O.U. service who is detained in custody, whether on criminal charge or otherwise for a period exceeding forty-eight hours shall be deemed to have been suspended with effect from the date of detained, by an order of the authority competent to impose the suspension and shall remain under suspension until further orders.

(c) Where a penalty or dismissal, removal or compulsory retirement from service imposed upon a member of the service who has been placed under suspension under subrule (a), is set aside in appeal or on review under these rules and the case is remitted for further inquiry or action or with any other directions, the order of suspension on such member shall be deemed to have continued in force on and from the date of the original order of dismissal, removal or compulsory retirement and shall remain in force until further orders.

(d) Where a penalty of dismissal, removal or compulsory retirement from service imposed, upon a member of the service is set aside, or declared or rendered void, in consequence of or by a decision of a Court of Law and the authority competent to impose the penalty, on a consideration of the circumstances of the case, decides immediately thereafter to hold a further inquiry against him on the allegation on which the penalty of dismissal, removal or compulsory retirement was originally imposed, the member of the service shall be deemed to have been placed under suspension by the authority competent to impose the suspension from the date of the original order of dismissal, removal or compulsory retirement and shall continue to remain under suspension until further orders.

(e) An order of suspension made or deemed to have been made under this rule may, at any time, be revoked by the authority which made or is deemed have made the order or by any authority to which that authority is subordinate.

6. DISCIPLINARY AUTHORITIES:

(a) (i) The authority which may impose any of the penalties specified in Rule 3 on any member of the Dr.B.R.A.O.U. Service shall be the Executive Council.

(ii) Where the Vice-Chancellor is the appointing authority in respect of any employee under the Special Rules, the Vice-Chancellor may also impose the penalties specified in Rule 3 on such employee.

(b) Notwithstanding the provision in sub-rule (a) above, the authority which may impose any of the penalties of censure, fine, withholding of increments and recovery from pay on members of the service specified in Column (1) of the Table below shall be the authority mentioned against each in Column (2), (3), (4) & (5).

T A B L E

Category of employee	Censure	Fine	Withholding of Increments	Recovery from pay
(1)	(2)	(3)	(4)	(5)
BRANCH - I :TEACHERS				
All Teachers	VC	-	VC	VC
BRANCH - II: ADMN.				
Dy.Registrar, Asst. Registrar and Asst. Librarian	VC	-	VC	VC
BRANCH - III:				
All Ministerial	Registrar	-	Registrar	-
BRANCH - IV: TECHNICAL				
All establishment in Class-I posts	VC	-	VC	VC
All Establishment in Class-II				
Categories 1 to 11	Registrar	-	Registrar	-
Categories 12 to 14	Registrar	-	Registrar	Registrar
BRANCH - V: MISCELLANEOUS				
Category 1	Registrar	-	Registrar	Registrar
Category 2 to 7	Registrar	Registrar	Registrar	Registrar

7. (a) (i) Where the services of a member of Dr.B.R.A.O.U. service are lent to a University, a local authority, company or corporation owned or controlled by the State/Central Govt. (hereinafter referred to in this rule as the "borrowing authority") such borrowing authority may suspend the member pending enquiry or impose on him any penalty specified in clauses (i), (iii) and (v) of subrule (a) of rule 3 subject to the rules and regulations of the borrowing authority.

(ii) Where such member is suspended or any of the aforesaid penalties are imposed upon him the borrowing authority shall forthwith inform the University (hereinafter referred to in this rule as the "lending authority") of the circumstances which necessitated such disciplinary action.

(b) The power to impose the penalty of compulsory retirement or removal or dismissal shall not lie with any authority other than the lending authority. The borrowing authority shall, in a case where it considers that the punishment of compulsory retirement, removal or dismissal should be imposed, appoint the enquiry officer or itself hold an enquiry in accordance with Rule 9, and on completion of the inquiry replace the services of the person concerned at the disposal of the lending authority and forward the record of enquiry for such action as that authority may consider necessary:

8. (i) No order imposing on a member of the Dr.B.R.A.O.U. Service a penalty specified in items (i), (ii), (iii), (iv), (v) or (x) of rule 3 (a) shall be passed except after:

(a) the member of the service is informed in writing by the authority competent to impose penalty of the proposal to take action in regard to him and of the allegations on which the action is proposed; to be taken, and is given an opportunity to make any representation he may wish to make to such authority; and

(b) Such representation, if any, is taken into consideration by the authority competent to impose the penalty.

Provided that where it is proposed, after an enquiry, to impose any of the above penalties, it shall not be necessary to give the person charged any opportunity of making a representation against the penalty and the penalty may be imposed on the basis of the evidence adduced during the enquiry.

9. (1) No order imposing any of the penalties specified in Clauses (vi) to (ix) of Rule 3(a) shall be made except after an enquiry held, as far as may be, in the manner provided in this Rule.

(2) (a) Whenever the disciplinary authority competent to impose the penalties specified in sub-rule (1) is satisfied that there is sufficient prima facie evidence to start disciplinary proceedings against an employee of the University, it may appoint a committee, or an officer or an employee who shall be superior in rank to the person on whom it is proposed to impose the penalty, to enquiry into the truth of any imputation of misconduct or misbehavior or may itself hold an enquiry either suo moto or on a direction from a higher authority.

(b) Where the disciplinary authority itself holds the enquiry, any reference in sub-rules (3) to (14) to the inquiring officer shall be construed as a reference to the disciplinary authority.

NOTE: Before commencing any enquiry against any employee with regard to a disciplinary matter, it is always better for the disciplinary authority to satisfy himself that there is sufficient prima facie evidence to start disciplinary proceedings. For this purpose a preliminary enquiry may be made by an employee under whose administrative control the employee, alleged to be at fault, is working or was working at the time the acts complained of were committed.

(3) (a) Where it is proposed to hold an enquiry against an employee of the University, the enquiring officer shall draw up or cause to be drawn up a charge sheet containing:

- i) definite charge or charges which should be drawn up clearly and precisely;
- ii) the grounds on which each charge is based; and
- iii) a list of documents by which, and a list of witnesses by whom, the articles of charge are proposed to be sustained; and
- iv) any other circumstances which it is proposed to take into consideration in passing orders in the case.

(b) The charge sheet should not indicate the punishment to be imposed on the employee. The charged employee may be asked to show cause why suitable disciplinary action should not be taken against him on the charges specified.

(4) The charge sheet so drawn up shall be delivered or caused to be delivered to the charged employee with a direction to submit within a reasonable time a written statement of his defence and to state whether he desired an oral enquiry or to be heard in person or both and submit a list of witnesses to be examined on his behalf. He may also be informed that in case he fails to put in his written statement within the time allowed the enquiry will be proceeded on the basis that he has no defence to offer.

(5) Inspection of Records: The charged employee may, for the purpose of preparing his defence, be permitted to inspect and take extracts from such official records as he may specify, provided that the enquiry officer may, for the reasons to be recorded in writing, refuse such permission, if in his opinion, such records are not relevant for the purpose or it is against the interest of the University to allow access thereto. Such inspection should be arranged in the presence of a responsible University employee to ensure that the records are not tampered with in any manner.

(6) On receipt of the written statement of defence within the specified time or such further time as may have been given an oral enquiry shall be held if such an enquiry is desired by the person charged or is decided upon by the enquiry officer or is directed by the disciplinary authority.

(7)(a) i) If within the prescribed time, or such further time as the enquiring officer may give, no written statement in defence is filed and no request, in writing, is made for oral enquiry or for being heard in person or if the charged employee absents himself without sufficient reason to attend the enquiry on the date fixed, the enquiring officer may proceed with the enquiry ex parte to satisfy himself about the truth of the charges.

ii) An enquiry must necessarily be held where the University employee asks for it, or has expressed a desire to be heard in person, or having regard to the written statement in defence, or the statement made by the employee himself when he is heard in person, a further enquiry is necessary to decide the truth of the charges.

(b) The enquiring officer shall examine the employee orally, if he desired to be heard in person. The employee should not be compelled to be a witness against himself.

(8) Recording of Evidence: (a) At the oral enquiry, evidence should be heard on charges which are not admitted. The enquiry, however, should not extend to matters not mentioned in the charge sheet.

(b) The evidence in support of the charges should be recorded first and accused University employees given an opportunity to cross-examine the witnesses to give evidence in person and to have such witnesses called, as he may wish, provided that the enquiring officer may, for special and sufficient reason to be recorded in writing, refuse to call a witness.

(c) The evidence of each witness should be recorded in the form of a narrative and when the evidence is completed, it should be read over to the witness and if necessary, explained to him in the language in which it was given. If the witness denies the correctness of any part of the evidence when it is read over to him, the enquiring officer may either carry out the correction, or instead of correcting the evidence, make a memorandum of the objection taken and add such remarks as he thinks necessary. Then, the statement shall be signed by the enquiring officer. Copies of such evidence as are required by the accused employees should be supplied to him free of cost.

NOTE No document or statement produced or recorded at the preliminary enquiry can be relied on at the regular enquiry unless such document is duly proved or the person who made the statement is again examined at such regular enquiry or unless such document or statement is admitted by the accused employee.

(9) The Officer holding the enquiry has no power to enforce the attendance of any non-official witnesses. As regards official witnesses he should be able to procure their presence either by writing to them direct or through the Registrar. Normally, the request to call an Official witness should not be rejected. When, however, it appears that the request is frivolous or vexatious, that it is made with a view to unnecessary prolong the enquiry and that the facts which he is expected to speak to according to the statement of the charged employee are not relevant for the purpose of enquiry, the request should be refused and the reasons thereof recorded in writing and communicated to the charged employee.

(10) In order to arrive at the truth or falsify of the charges against the charged employee. It is the enquiry Officer's responsibility to put whatever questions as may be necessary both to the witnesses examined in support of the charge and to the witnesses produced by the charged employee.

(11) After the entire evidence has been heard, the charged employee shall, if he so desires, put in a further written statement in his defence and also explain his defence orally to the enquiring officer.

(12) (a) On completion of the enquiry including the personal examination of the employee, if any the enquiring officer shall record his findings in respect of each charge with reasons therefore and forward the proceedings to the disciplinary authority. The enquiring officer should not rely on any document or material which the charged employee had no opportunity to explain.

- (b) The proceedings forwarded shall contain:-
- i) the charges framed against the employee along with the grounds of charge;
 - ii) Written statement filed in defence, if any;
 - iii) record of the evidence given during the oral enquiry;
 - iv) a memorandum of the points urged by the employee concerned during the personal hearing, if any;
 - v) a statement of the findings of the enquiry officer on the different charges and the grounds therefore; and
 - vi) the penalty recommended, if any.

(13) The enquiring officer shall on completion of the enquiry or the personal hearing of the person charged or both forward the proceedings of the enquiry to the authority competent to impose the penalty unless he is himself the disciplinary authority.

(14) Except under very special circumstances to be recorded in writing by the enquiry officer or any officer to whom an appeal may be preferred, no pleader or agent shall be allowed to appear either on behalf of the University or on behalf of the person charged before the enquiry officers.

Provided that when a request is made by the person charged for engaging a counsel on the ground that he is not acquainted with the language in which the enquiry is conducted, the enquiry officer or the officer or authority to whom the appeal has been preferred shall allow the person charged to be represented by a counsel.

10. Where it is proposed, after an inquiry, to impose on the person charged any penalty of (1) reduction to lower rank in the seniority list or a lower post or to lower stage in a time scale, (2) compulsory retirement, (3) removal from service or (4) dismissal from service, such penalty may be imposed on the basis of the evidence adduced during the inquiry after furnishing a copy of the Enquiry Officer's report to the person charged and after taking into consideration any representation made by him thereto within a reasonable time ordinarily not exceeding one month. However, it shall not be necessary to give to the person charged any opportunity of making representation on the penalty proposed to be imposed. Provided that such representation shall be based only on the evidence produced during the enquiry referred to in rule 9 above.

11. The authority imposing any penalty under these rules shall maintain a record showing:-

- (1) i) the allegations upon which action was taken against the person punished,
- ii) the charges framed, if any;
- iii) the person's representation, if any, and the evidence take, if any; and
- iv) the findings and the grounds thereof, if any,

(2) Every order imposing the penalty shall state the grounds on which it is passed.

(3) An order of suspension made on a member of the service and every order imposing on him any penalty, under these rules shall:-

- i) if he is on duty, be served on him by delivering or tendering it in person;
- ii) if he is on leave or under suspension or otherwise absent be communicated to him by registered post to the address given by him if any, or of his usual place of residence;
- iii) if it cannot be so served or communicated be published in the local news paper(s) having wide circulation in the area.

(4) (a) The provisions of rules 8 and 9 shall not apply where it is proposed to impose on a member of a service any of the penalties mentioned in rule 3 on the ground of conduct which has led to his conviction on a criminal charge or where the authority competent to impose the penalty is satisfied that for some reasons to be recorded by that authority in writing, it is not reasonably practicable to hold such inquiry or given such opportunity.

(b) The provisions of Rules 8 and 9 shall not apply where it is proposed to impose on a member of a service any of the penalties mentioned in rule 3 on the basis of the recommendation contained in a report mentioned in sub-section (1) of section 12 of the Andhra Pradesh Lokayuktha and Upalokayuktha Act, 1983.

(5) (a) All or any of the provisions of Rules 8 and 9 may, in exceptional cases and for special and sufficient reasons to be recorded by the competent authority in writing, be waived where there is a difficulty in observing fully the requirements of these Rules, and those requirements can be waived without causing any injustice to the person charged.

(b) If in respect of any person charged a question arises whether it is reasonably practicable to hold such inquiry or give such opportunity as is referred to in Rule 9 the decision thereon of the authority competent to impose the penalty shall be final.

(6) (a) Where two or more members of the same class/category in a Branch of Dr.B.R.A.O.U. service or different branches of the Dr.B.R.A.O.U. service are concerned in any case, the Executive Council or the Vice-Chancellor who ever is competent to impose the penalty of dismissal from service of all such members may make an order directing that disciplinary action against all of them may be taken in a common proceeding;

(b) Subject to the other provisions of these rules, every such order shall specify the authority that may impose any of the penalties specified in rule 3 on all the members concerned in the common proceeding and whether the procedure laid down in Rule 8 or Rule 9 shall be followed in the proceeding.

12. Every person who is a member of the Dr.B.R.A.O.U. service shall be entitled to appeal, as hereinafter provided, from an order passed by an authority:

- (a) imposing upon him any of the penalties specified in rule 3.
- (b) reducing or withholding the maximum pension, including an additional pension if any admissible to him under the pension rules; and
- (c) placing him under suspension under Rule 5.

13. Every member of Dr.B.R.A.O.U. service shall be entitled to make separately and in his own name, within a period of three months from the date on which the order was communicated to him, an appeal to the Executive Council against the decision of any officer or authority of the University.

14. (1) In the case of an appeal from an order imposing any penalty specified in Rule 3 the appellate authority shall consider:-

- (a) whether the facts on which the order was based have been established;
- (b) whether the facts established afford sufficient ground for taking action; and
- (c) whether the penalty is excessive, adequate or inadequate and after such consideration, shall pass such order as it thinks proper:

Provided that :

- i) no order enhancing the penalty shall be passed unless the appellant is given a opportunity of making representation on the enhanced penalty proposed; and
- ii) if the enhanced penalty which the appellate authority proposed to impose is one of the penalties specified in clauses (vi), (vii), (viii) and (ix) of rule 3 and an inquiry under subrule (2) of rule 9 has not already been held in the case, the appellate authority shall subject to the provisions of that subrule hold such an inquiry or direct that such inquiry be held and thereafter, on consideration of the proceedings or such inquiry and after giving the appellant an opportunity of making representation on the penalty propose, pass such orders as it may deem fit.

(2) The appellate authority shall also consider whether the authority which imposed a penalty has followed strictly the procedure prescribed in these rules before such penalty was imposed. Any error or defect in the procedure followed in imposing a penalty may be disregarded by the appellate authority if such authority considers for reasons to be recorded in writing, that the error or defect has neither caused injustice to the person concerned nor has materially affected the decision in the case.

15. Every person preferring an appeal shall do so separately and in his own name. The appeal shall contain all material statements and arguments relied on by the appellant and shall be complete in itself, but shall not contain any disrespectful or improper language. Every such appeal shall be presented to the Secretary to the Executive Council to whom the appeal lies, a copy being forwarded by the appellant to the authority which made the order appealed against.

The authority which made the order appealed against shall, on receipt of a copy of the appeal, forward the same with its comments thereon together with the relevant records to the appellate authority, without any avoidable delay and without waiting for any direction from the appellate authority.

16. The Executive Council may of its own motion or otherwise, revise, for good and sufficient reasons to be recorded in writing, an original order or an order passed on appeal.

Provided that an order enhancing a penalty shall not be passed without following the procedure laid down in the provision to sub rule 1 of rule 14.

17. All orders in respect of discipline and appeal passed by the Executive Council or the Vice-Chancellor shall be issued by the Registrar.

18. Nothing in these rules shall operate to deprive any person of any right of appeal, which he would have had if these rules had not been made, in respect of any order passed before the commencement of these rules. An appeal pending at the time when, or preferred after these rules came into force shall be deemed to be an appeal under these rules and Rule 14 shall apply as if the appeals were against an order appealable under these rules.

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Dr.B.R.AMBEDKAR OPEN UNIVERSITY
Road No.46, Jubilee Hills, Hyderabad - 500 033

PART - I GENERAL RULES

C O N T E N T S

SNO.	Subject	Page No.
1	Commencement	1
2	Applications of Rules	1
3	Relation to the Special Rules	1
4	Application of Rules	1
5	Interpretation of Rules	1
6	Definitions	1
7	Pay, Leave, joining time, Foreign Service & Other Conditions of Service	3
8	Service Whole-time	3
9	Certificate of Physical Fitness	4
10	Declaration of age	4
11	Serving of notice	4
12	Security	4
13	Record of Services	4
14	Prevention of Plural Marriages	5
15	Qualifications	5
16	Constitution of Selection Committes	7
17	Approved Candidates	7
18	Part-time Employees	7
19	Contract	7
20	Special representations	8
21	Employees Absence from duty	8
22	Seniority	8
23	Appointment by deputation from a new Organisation	8
24	Provident Fund	9
25	Disciplinary Countrol	9
26	Service in higher category counting for probation	9
27	Suspension, termination or extension of probation & reappointment of probationers	9
28	Probationers suitability for full membership	11
29	Substantive Appointment to only one post	12
30	Lien	12
31	Promotions	13
32	Terminations of Services	13

33	Resignation	13
34	Reduction of full members	14
35	Relinquishment of rights by employees	14
36	Age of retirement	14
37	Reemployment of retired employees	15
38	Exemption from the provisions of Dr.BRAOU Service Rules	15

ANNEXURES

1	Annexure - I	17
2	Annexure - IA	19
3	Annexure - IB	21
4	Annexure - II	24

PART II : SPECIAL RULES

1.	Branch-I : Teachers	29 - 34
2.	Branch-II : Administration	35 - 43
3.	Branch-III : Ministerial	44 - 52
4.	Branch-IV : Technical	53 - 71
5.	Branch-V : Miscellaneous	72 – 73

PART - III

GENERAL CONDITIONS OF SERVICE RELATING TO (PAY, ALLOWANCES, LEAVE, ETC.)

1.	Definitions	74
2.	Drawl of Pay	76
3,4,5 & 6	Fixation of pay	76
7.	Pay when additional post is held	79
8.	Service counting for increments	79
9.	Power to sanction suspend or withhold increment	80
10.	Reduction to a lower grade or post	81
11.	Grant of premature increment	81

12. Increments how drawn	81
13,14 & 15 Pay and allowances during suspension, removal or dismissal	81
16. Leave under suspension	94
17. Compensatory allowances	84
18,19&20 Joining Time	86
21. Overstayal of joining time	89
22. Foreign service	89
23. Leave Rule:	92
a) Reusal or revocation of leave	
b) Commencement of leave	
c) Affixing or prefixing holidays to leave	
d) Service elsewhere while on leave	
e) Recall to duty while on leave	
f) Cancellation of leave	
g) Absence of teachers of the University to attend conference, etc.,	
24. Overstayal of leave	94
25 Continuous absence on leave	94
26 Combination of various kinds of leave	95
27 Lapse of leave on retirement	95
28 Kinds of leave	95
29 Procedure for sanction of leave	95
30 Leave for vacation staff	96
31 Earned Leave	97
32 Half Pay leave	97
33 Leave not due	98
34 Extraordinary Leave	99
35 Study Leave	100
36 Medical Leave	101
37 Maternity Leave	102
38 Leave Salary	102
39 Surrender of Leave	103
40 Authorities competent to grant leave	104

PART - IV
CONDUCT RULES

1. Application	105
2. Definitions	105
3. General	105
4. Joining of Associations by employees	105
5. Demonstration	105
6. Taking part in strikes or similar activities	106
7. Gifts	106
8. Subscriptions	106
9. Tuitions	106
10. Connection with press or Radio	106
11. Criticism of the policy or action of the	

University	106
12. Evidence before any committee, commission or other author	107
13. Communication of official documents or information	107
14. Private employment or work not connected with the University	107
15. Private trade or business	108
16. Investment	108
17. Insolvency and habitual indebtedness	108
18. Vindication of acts and character of employees	108
19. Taking part in Politics, Elections & Public activities	109
20. Bigamous marriages	109
21. No employee shall	109
22. Influencing superior authorities for furtherance of interests	109
PART - V DR.BRAOU Employees Discipline and Appeal Rules	110 - 122
