



Ref. No. SU/BOM/1.14

Date 31/03/2024

## REGULATIONS FOR RECRUITMENT OF ADMINISTRATIVE STAFF

The Board of Management of the University, Gurugram in the exercise of the powers conferred under Statute 14(i)(a) of the First Statutes of the University, hereby makes the following regulations for regulating the method of recruitment of Administrative Staff in the University.

### 1. Short Title and Commencement:

- (a) These regulations may be called Recruitment Regulations for Administrative Staff.
- (b) These will come into force on the date of the approval from the Board of Management of the University.

### 2. Definitions:

- (a) The upper age limit for appointment to various posts has been prescribed in these regulations.
- (b) "Competent Authority" means the Vice Chancellor/Registrar of the University as per context.
- (c) "Central Government" means the Govt. of India.
- (d) "Departmental Candidate" means those employees working on regular basis in the University but does not include employees working on ad-hoc, daily wages or contract basis.
- (e) "Limited/Departmental Examination" or "Test" means a competitive test limited to certain category(ies) of holders of posts conducted by the University for promotion to a higher post specified in these regulations.
- (f) Minimum qualification and experience shall be as prescribed in these regulations.
- (g) "Administrative Staff" means employees of the University other than teaching faculties and such other employees as defined otherwise.
- (h) "On Probation" with relation to an employee, means an employee appointed to any post on probation as specified in these regulations.

Rules for appointment of Administrative Staff

  
Registrar  
Sanskaram University  
Kheri-Taluka, Patauda  
Jhajjar (Haryana) 124108

- (i) "Regular Service" means service rendered by an employee in the Cadre on regular basis.
- (j) "Statutes", "Ordinances" and "Regulations" means, the Statutes, Ordinances and Regulations respectively of the University made under the Haryana Private Universities Act, 2006.
- (k) "State Government" means the Govt. of Haryana.
- (l) "Selection Committee" means a composition of members for Selection of Administrative Staff including Departmental Promotion Committee as specified in the Statues/Ordinances or as per these Recruitment regulations.
- (m) "University" means the Sanskaram University established under the Haryana Private Universities Act, 2006.

**3. Extent of Application**

These regulations shall apply to all the Administrative Staff of the University.

**4. The staff of the Sanskaram University shall be classified as:**

- (a) Group "A"
- (b) Group "B"
- (c) Group "C" including Multi-Tasking Staff (MTS)
- (d) Group "D"

**5. Appointing Authority :**

As per Statute 23(a) of the First Statutes of the University, the appointing authority for all the posts of Administrative Staff of the University shall be the Vice-Chancellor except for the post of Group "C" and "D" for which the Registrar will be appointing authority.

**6. Schedule:**

The classification, scales of pay, the details of qualifications, experience, age limit etc. for various posts and any other information relevant to the post is attached as Appendix-II.

**7. Method of Recruitment:**

The mode of recruitment for various posts existing in the University shall be Direct Recruitment or on Promotion.

**8. Procedures for inviting applications for all categories of Administrative Staff posts:**

**(a) Issue of Advertisement:-**

The vacancy of Administrative Staff posts of permanent nature, plan posts, the posts of temporary nature likely to continue, tenure/deputation posts etc. shall be advertised in appropriate time, giving at least one insertion in News Paper and on the official **website of the University**

**(b) Application Form:**

(i) Applications for all the posts shall be entertained only on the prescribed application forms. The candidates are required to apply online through University's website (or any other mode prescribed by the university).

(ii) **Holding of Written Tests :** While filling the posts under direct recruitment, the University may hold the written tests for Administrative Staff posts to be decided by the competent authority.

The criteria to assign appropriate weightage to written test, skill/trade test and interview will be decided by the competent authority.

The University may also hold the written tests and other trade/professional tests at the time of promotion of the employees of the University at its discretion and fix qualifying marks and also hold interviews in addition to screening of the Annual Performance Appraisal Reports for five preceding years. While screening the Annual Performance Appraisal Reports, the University may also fix any other criteria for consideration of the DPC.

**9. Payment of TA :**

The candidate will have to present himself/herself for an interview if called for, at the place and time mentioned at his own expenses.

**11. Constitution of Selection Committees/Departmental Promotion Committees :**

The Constitution of the Selection Committee/Departmental Promotion Committee and the quorum will be as given below :

- (a) The Vice Chancellor as Chairperson or his/her nominee not below the rank of Professor
- (b) Registrar
- (c) Two experts, nominated by the Vice Chancellor
- (d) HoD of the concerned Department

The four members shall constitute the quorum including minimum one outside expert.

## 12. Direct Recruitment by Open Selection :

- (a) Recruitment to any regular post in the University shall be made on the recommendations of a duly constituted Selection Committee from amongst the eligible candidates as per the recommendations of Screening Committee.
- (b) The Chairman of the Selection Committee shall have the right to cast a vote in case of a tie.
- (c) The Selection Committee may decide its own method of evaluating the performance of the candidates in interviews.
- (d) If two or more candidates are selected, the recommendations shall be made in order of merit of the selected candidates.
- (e) If any candidate is recommended by the Selection Committee for appointment in relaxation of any of the prescribed conditions relating to qualifications, age etc., it shall be so stated and recorded.
- (f) Based on the recommendations of the Selection Committee, the competent authority may, at its discretion, sanction one-time benefit or protect pay of any candidate, in case the candidate possesses higher qualifications, experience, higher pay scale and professional expertise to the satisfaction of the Selection Committee.
- (g) In case of promotion/appointment through the Selection Committee, the recommendations of the Selection Committee shall be placed before the competent authority for approval.

## 13. Appointments/Engagements on Temporary/Ad-hoc/Contract basis.

- (a) The University shall ordinarily explore the possibilities of making engagement of workers in departments like Security, Horticulture, Casual Labour, Sanitation, Electrician, Plumber etc. and other areas wherever possible through the agencies who are in this business by entering into contract for a specified period. The University shall examine the justification, exigencies and financial implications followed by budget allocations. The selection of agencies has to be made based on rates, efficiency and reputation, past records, client feedback and compliance to the requirements of the regulatory authorities.
- (b) Where the hiring of services in any Department is not feasible, the University may consider appointments on temporary basis/ad-hoc/contract basis on the recommendations of a duly constituted committee.
- (c) Appointment on temporary/ad-hoc/contract basis for specific assignments shall be made by the University on certain monetary consideration, taking into consideration the nature of assignments and workload involved, and terms and

conditions as may be agreed to between the Appointing Authority and the person appointed on contract. The contractual appointment shall be given for the specific period as decided by the competent authority from time to time keeping in view the exigency of work.

- (d) The engagement(s) on temporary/ad-hoc/contract basis under any Project/Scheme/Cell of the University shall be made as per the terms and conditions duly approved by the Appointing Authority.
- (e) The temporary service of any person who is an outsider or a non-permanent employee served in the University under any Scheme/Project/Cell/Programme duly sponsored by the UGC or any other organization, shall not be counted for seniority to determine his/her eligibility for promotion to any higher post.. However, his seniority shall be determined from the date of regularization or merger of the Scheme/Project/Cell, as the case may be. In case of any permanent employee who has been appointed and permitted to join any Scheme/Project/Cell/Programme of the University by retaining lien on his/her permanent post and meanwhile, the Scheme/Project/Cell/Programme is merged with the maintenance grant of the University, the period of his/her services rendered in the Scheme/Project/Cell/Programme shall be taken into account for all purposes.
- (f) Temporary/ad-hoc/contractual services shall not be counted for any purpose including seniority for promotion against any post.
- (g) Temporary/ad-hoc/contractual shall not claim or be entitled for regular service as a matter of right.

#### 14. Promotion :

- (a) Candidates to be considered for promotion must comply with the prescribed eligibility criteria as on the date of issue of the notification for holding the meeting of the Departmental Promotion Committee.
- (b) The eligibility criteria with the seniority list of the eligible employees to be considered for promotion with full details of the number of vacancies.
- (c) The DPC should assess the suitability of the employees for promotion on the basis of their service records and the Annual Performance Appraisal Reports (APARs) for five preceding years.
- (d) The HR Department shall ensure that the information furnished to Departmental Promotion Committee is accurate and in proper order in all cases and a certificate to this effect shall form part of the note for the DPC.
- (e) The following cases shall be brought to the notice of the DPC:-

- (i) Employees under suspensions;
  - (ii) In respect of whom a charge-sheet has been issued and disciplinary proceedings are pending; and
  - (iii) In respect of whom prosecution for a criminal charge has been pending.
- (f) The DPC shall assess their suitability without regard to the disciplinary aspect. The DPC findings will be kept in a sealed cover and the facts recorded in the DPC proceedings. Same procedure will be followed by subsequent DPCs till the disciplinary/criminal cases are concluded. On the conclusion of the case, sealed cover will be opened. In case the officer is completely exonerated with honour, the due date of his promotion will be determined and he will be promoted notionally with reference to the date of promotion of his junior and if necessary by reverting the junior most officiating person. The Appointing Authority shall decide whether and to what extent arrears of salary are to be paid. Where arrears are denied, reasons need to be recorded. If not exonerated, the findings of the sealed cover shall not be acted upon.

**15. Functions of the DPC :**

- (a) The Departmental Promotion Committee (DPC) shall consider and make recommendations in all cases of employees.
- (b) While considering the promotion cases, the Departmental Promotion Committee shall consider the following:
  - (i) Provisions of the Act/Statutes/Ordinances/Regulations/UGC/GOI guidelines as applicable.
  - (ii) Work & Conduct Reports
  - (iii) The Annual Performance Appraisal Reports (APARs) for the preceding five years.

**Note:-** In case any APAR(s) of any particular period has not been initiated by the designated authority, despite the facts that the employee concerned produces the proof of submission of appraisal report(s) duly filed-in for that particular period(s) to the concerned section, the DPC/Screening Committee shall ignore the report(s) of that particular period(s) and shall take into account the report(s) of the immediate preceding period(s). It is mandatory on the part of the designated officer to make entries in the relevant register to be maintained for this purpose and issue proper receipt to the employee concerned as a proof of submission of the appraisal reports. There shall be proper entry in the relevant register with regard to each movement of the APAR till the completion of its process.

## 16. Mode of Promotion

- (a) In addition to the condition for promotion for the posts as specified at para (v) below, the University may decide the method and procedure to be followed by the DPC for promotion in respect of any category of posts. For this purpose, the University at its discretion may hold the written tests, interview or other trade/professional tests and fix qualifying marks for any post to assess the competence in an objective manner.
- (b) Mere possession of eligibility conditions shall not entitle an employee to be promoted to the next higher post from the date of his/her eligibility.
- (c) The qualifying of Typing Test/Skill Test with knowledge of computers shall be the compulsory requirement for promotion to all administrative and technical positions.

## 17. Ad-hoc Promotions:

- (a) In case there is an existing vacancy and no eligible employee is available in the feeder channel for promotion, the competent authority may consider relaxation of experience maximum by one year at his discretion to promote an employee on ad-hoc basis after completing all procedural formalities as laid down in these regulations. However, this arrangement shall not be allowed to continue for more than one year in case the employee concerned is not considered for regular promotion. In such cases, the candidate must have maintained at least three outstanding reports in the last 5 years prior to the date of eligibility for such ad-hoc promotion.
- (b) Those employees who fulfill the requisite qualifications and experience and other eligibility criteria as per these regulations, they may also be considered for ad-hoc-promotion against the leave/lien/deputation vacancies or in cases where it is not possible to convene the regular meetings of the DPC/Selection Committee subject to the condition that they have minimum score 5 (Group 'B' & 'C' posts) and 7 (Group 'A' posts) in the preceding years. In such cases, ad-hoc promotions may directly be made by the appointing authority at its discretion after proper screening of the relevant records such as nature of vacancy, the APARs, vigilance clearance report(s), seniority list, roster position etc.

## 18. Probation

- (a) **In case of direct recruitment**, the selected candidate will be kept on probation for a period as specified in the service rules. The appointing authority may at its discretion extend the period of probation in case of unsatisfactory performance, misconduct or on grounds of misbehaviour. In case there is no perceivable improvement despite all this, his/her services shall be terminated without giving any notice.

- (b) **In case of promotion** to the next higher post, the employee(s) shall be kept on probation for a period as specified in Service Rules. The appointing authority may at his/her discretion extend the period of probation of non-performance, misconduct or misbehaviour or if he/she fails to comply with the terms and conditions of the appointment to the post to which the employee was promoted. In case there is no perceivable improvement despite all this, he/she shall be reverted to his parent post with immediate effect.

**Note:-**

- (a) If an employee who is recruited/promoted to any post(s), avail leave on piece meal basis or at a time for a period of two months or more during his/her probation period, his/her probation period shall be extended proportionately i.e. equal to the total period of leave availed by the employee concerned. The lapsable leave, maternity leave, paternity leave, commuted leave shall not be taken into account while computing the leave as mentioned above.
- (b) In order to avoid any anomalous situation, the cases of probation of officials should be reviewed in every six months. In case, the result of review of performance of an official is found indifferent, he/she should be warned of the consequences, i.e. termination of his/her services/reversion to the post from which he/she is appointed/promoted. Such a warning should be issued in advance after which the performance of the official concerned should be continuously kept under observation.
- (c) There will be no probation in the case of an employee appointed to various posts on contract basis, deputation, tenure basis or re-employment after superannuation.
- (d) No application for outside employment shall ordinarily be forwarded during the period of probation in case of temporary employee of the University. However, in case his request has been considered by the competent authority of the University at his/her discretion, an undertaking shall be obtained while forwarding application, that he/she would resign the post in the event of his/her selection in other department.
- (e) No employee of the University shall be confirmed on his/her post unless and until he/she signs the service agreement.

**19. Power to Relax**

The competent authority may relax Age/Experience/Qualification etc. for the highly suitable and competitive candidate.

## 20. Removal of Difficulties

The Competent Authority may from time to time, issue such general and specific directions as may be necessary to remove difficulties in the operations of any of the provisions of these regulations.

## 21. Interpretation

Any ambiguity or lack of clarity with regard to any clause of these regulations, the decision of the Competent Authority shall be final.

## 22. Amendment of Regulations

The Competent Authority shall have the authority to amend, modify change, withdraw, suspend and relax any or all of these regulations. The decisions of the Competent Authority shall be final and binding on all employees.

## 23. Residuary Matters

In respect of all matters not specifically provided for in these regulations, the corresponding provisions as provided by the UGC for their employees or as prescribed by the Govt. of India relating to its employees, as amended from time to time, will be followed. In case any particular provision in these regulations clashes with any provision of the Act/Statutes, the provision of the Act/Statutes shall prevail and the provision in these regulations shall stand superseded.

## 24. Territorial Jurisdiction

In cases of any disputes, any suits or legal proceedings against the University, the territorial jurisdiction shall be restricted to the Jhajjar.

## 25. General Terms and Conditions of recruitments

- (a) Mere possession of eligibility conditions shall not entitle a candidate to be called for written test/interview. The date for determining the eligibility of all candidates in every respect shall be the closing date as prescribed in the advertisement for receipt of the applications. In other words, no candidate shall be called for interview if he/she does not possess the minimum qualification and experience etc. as on the closing date of the application for a particular post.
- (b) Apart from possessing the requisite qualification and experience as on the closing date of receipt of applications prescribed in the advertisement, any additional qualification and experience acquired after the closing date may be taken into account at the time of selection. The experience in different fields as prescribed in these regulations against any particular post shall be calculated by taking into account either in one field exclusively or by counting more than one field as the case may be.

- (c) It is the responsibility of the candidate to assess his/her own eligibility for the post for which he/she is applying in accordance with the prescribed qualification, experience etc. and submit his/her application duly filled-in along with the desired information, documents and other supporting materials as per the advertisement. Suppression of factual information, supply of fake documents, providing false or misleading information or any other undesirable action by the candidate shall lead to cancellation of his/her candidature. In case, it is detected at any point of time in future even after appointment that the candidate was not eligible as per the prescribed qualification, experience etc. which could not be detected at the time of interview due to whatever circumstances, his/her appointment shall be liable to termination forthwith as per this clause and also based on his undertaking. This must be mentioned in the letter of offer and appointment clearly. With regard to any ambiguity relating to the recruitment regulations in general and eligibility in respect of any post in particular, the decision of the Competent Authority shall be final.
- (d) Acceptance of documents/certificates/claims etc. submitted by an applicant will be subject to their verification by the competent authorities/sources. If, any claim/certificate/document is found to be false/fake/incorrect/*malafide* at any stage of verification before or after appointment, the document in question shall be summarily rejected and action may be initiated against the candidate for this misconduct including rejection of his candidature which shall lead to cancellation of his appointment, if already appointed.
- (e) If at any stage of the recruitment process or employment, it is detected that there is a willful suppression of factual information relating to the eligibility or otherwise as a candidate, followed by supply of fake documents/or misleading statement/information in the application or tampering of documents or providing such information relating to the caste, educational qualifications, experience or domicile etc. the candidature shall be cancelled and services shall be terminated forthwith, if already appointed.
- (f) The persons appointed against any post shall be governed by the Act/Statutes/Ordinances/Regulations/Regulations governing the service conditions/method of recruitments as amended from time to time and resolutions of the Competent Authority of the University and Regulations of the Govt. of India/Guidelines of the UGC adopted by the University from time to time.
- (g) The appointment of a fresh candidate will be subject to police verification. Until the police verification report is received, the appointment shall be treated as provisional which should be mentioned clearly in the letter of appointment. In case, the report of the police with regard to his/her conduct, character, antecedents etc. is not found to be satisfactory, the provisional appointment shall be withdrawn/cancelled/terminated forthwith without notice.

- (h) The selected candidate will also have to undergo a medical examination/test to ascertain his/her medical fitness for the post prior to joining. In case, he/she is, not found to be fit by the authorized medical authorities, the offer of appointment shall be treated as withdrawn.
- (i) The terms and conditions of appointment/Engagement shall be communicated in the "Offer of Appointment/Engagement" to the Selected Candidates. If the candidate does not accept the terms and conditions mentioned in the offer of appointment/engagement letter within the stipulated time period, the offer will be treated as withdrawn and no further communication shall be entertained in this regard. The Competent Authority reserves the right to enhance the scope of the nature of duties and can assign any duty to any employee at any point of time even during Sundays and holidays including night duties in the exigency of service and in the interest of the University irrespective of the fact that such duties do not come under the already notified duties for any post.
- (j) **Nature of Duties.** The selected candidates will be required to perform duties as per the regulations of the University as amended from time to time. The University is free to assign any duty as per the exigency of the situation at any time even during non-working hours/holidays which the employee has to perform without fail to avoid disciplinary action in this regard.
- (k) The University will not be bound to provide the accommodation.
- (l) The selected candidate is liable to serve anywhere in the country or outside the country where the offices or projects of the University are located or may be located in future.
- (m) The selected candidates shall be governed by the Act/Statutes/Ordinances/Regulations of the University and any other rule/resolution prescribed specifically for maintaining the conduct of the employees by the Competent Authority of the University.
- (n) The candidate applying for the Administrative posts should send the self attested copies of all certificates relating to his/her educational qualifications, experience, age, caste and other testimonials along with his/her application.
- (o) Seven Point Scale for grading system is given below for information of all concerned with recruitment :

**PERCENTAGE EQUIVALENCE OF GRADE POINTS FOR A SEVEN POINTS SCALE**

Grade	Grade Point	% Equivalent
O - Outstanding	7	≥90
A - Very Good	6	≤75<90
B - Good	5	≤60<75
C - Above Average	4	≤50<60
D - Average	3	≤40<50
E - Below Average	2	≤30<40
F - Poor	1	<30

- (p) At the time of recruitment, a service agreement should be executed between the University and the employee concerned and a copy of the same should be placed in his/her personal file kept with HR Department.
- (q) The preference against the MTS post(s) may be given to the candidates who have adequate experience of working in the University Administration with knowledge of data-feeding/typewriting on computer, record maintenance, operation and maintenance of photocopier/lamination machines etc. or having adequate experience in some other technical/professional fields.
- (r) Candidate should bring all original certificates relating to his/her age, qualification, experience and caste etc. at the time of interview. In case the candidate fails to submit the original documents for verification of the certified/xerox copies of the enclosures to his/her application, he/she shall not be allowed to appear at the interview and his/her candidature shall be treated as cancelled without any further communication in this regard.
- (s)
- (i) The University reserves the right to fill or not to fill up the post(s) advertised for any reasons whatsoever. If any vacancy arises after recruitment to a particular post due to whatsoever reasons, the vacancy may be filled up from the panel of that post within a period of one year from the date of Selection Committee. In any case, every panel shall be treated as invalid after one year w.e.f. the date of the meeting of the Selection Committee.
- (ii) The University reserves the right to withdraw the advertisement either partly or wholly at any time without assigning any reason to this effect.
- (iii) Number of posts advertised may be treated as tentative. The University shall have the right to increase/decrease the number of posts at the time of selection and make appointments accordingly.

- (iv) The University reserves the right to reject any application without assigning any reason thereof.
- (v) The University reserves the right to appoint a Consultant for a definite period as per the requirement on the payment term as prescribed by the Government of India in case of any exigency.
- (vi) If any advertisement for any post(s) is withdrawn due to whatever reasons, the application fee or any other fee collected from the candidates shall be refunded preferably within 30 working days.
- (t)
- (i) Interim enquiries shall not be entertained.
- (ii) 'Canvassing in any form shall disqualify the candidature of the candidate'.
- (iii) Applicants are required to apply on separate form for each post.
- (u) The University shall not be responsible for any postal delay. The candidate shall be required to submit the list of enclosures and also write his/her complete information with regard to his/her correspondence and permanent address with Pin Code, Telephone Numbers, Cell-phone Numbers, E-mail ID, if any in the application which will facilitate communication at any point of time.
- (v) For any clarification, the candidates may contact the HR Department or any other designated officer of the University in writing. In case of any grievance of any candidate, the candidate may also approach the Competent Authorities of the University in writing for redressal relating to the recruitment sufficiently in advance.
26. In case of any exigency, for any engagement for a period of less than one year, the same may be done without release of public notice in newspapers. For exceptional, bright, qualified, expert candidates, an invitation may be made on the recommendation of the Selection Committee directly to the identified candidate.
27. For Legal/Audit/Sports/Co-curricular activities/Extra co-curricular activities, the University may engage experts on hourly/assignment basis.
28. University in the interest of smooth discharging of duties, may create positions other than as mentioned in this regulation.
29. The university can offer a higher pay scale and/or advance increment of suitable candidates.

## RECRUITMENT REGULATIONS FOR THE POST OF REGISTRAR

1.	Name of the Post	Registrar
2.	Nature of Post	Direct Recruitment
3.	Classification	Group "A"
4.	Pay Band and Grade Pay	Rs. 37400-67000 (PB-4) + Grade Pay Rs. 10000
5.	Age limit for direct recruitment	Preferably below 57 years
6.	Educational and other qualifications required for direct recruitment	<p>Master's degree with at least 55% of marks or its equivalent grade of "B" in the UGC 7-point scale with at least 15 years experience as Assistant Professor in the AGP of Rs. 7000/- and above</p> <p><b>OR</b></p> <p>Comparable experience in a research establishment and/or other institutions of higher education</p> <p><b>OR</b></p> <p>15 years of administrative experience with reputed organizations</p>

## RECRUITMENT REGULATIONS FOR THE POST OF CHIEF FINANCE AND ACCOUNTS OFFICER

1.	Name of the Post	Chief Finance and Accounts Officer
2.	Nature of Post	Direct Recruitment
3.	Classification	Group "A"
4.	Pay Band and Grade Pay	Rs. 37400-67000 (PB-4) + Grade Pay Rs. 10000
5.	Age limit for direct recruitment	Preferably below 57 years
6.	Educational and other qualifications required for direct recruitment	<p>Master's degree with at least 55% of marks or its equivalent grade of "B" in the UGC 7 point scale with at least 15 years experience as Assistant Professor in the AGP of Rs. 7000/- and above</p> <p><b>OR</b></p> <p>Comparable experience in a research establishment and / or other institutions of higher education</p> <p><b>OR</b></p> <p>15 years of administrative experience, of which 08 years shall be as Deputy Registrar or an equivalent post</p> <p><b>DESIRABLE</b></p> <p>Persons possessing Master's degree in Business Administration (Finance)/Commerce or possessing CA/ICWA qualification</p>

## RECRUITMENT REGULATIONS FOR THE POST OF CONTROLLER OF EXAMINATIONS

1.	Name of the Post	Controller of Examinations
2.	Nature of Post	Direct Recruitment
3.	Classification	Group "A"
4.	Pay Band and Grade Pay	Rs. 37400-67000 (PB-4) + Grade Pay Rs. 10000
5.	Age limit for direct recruitment	Preferably below 57 years
6.	Educational and other qualifications required for direct recruitment	<p>Master's degree with at least 55% of marks or its equivalent grade of "B" in the UGC 7 point scale with at least 15 years experience as Assistant Professor in the AGP of Rs. 7000/- and above</p> <p><b>OR</b></p> <p>Comparable experience in a research establishment and / or other institutions of higher education</p> <p><b>OR</b></p> <p>15 years of administrative experience, of which 08 years shall be as Deputy Registrar or an equivalent post</p> <p><b>DESIRABLE</b></p> <p>Relevant experience in conducting University / National level educational institutions examinations or other comparable examinations</p>

## RECRUITMENT REGULATIONS FOR THE POST OF JOINT REGISTRAR

1.	Name of the Post	Joint Registrar
2.	Classification	Group "A"
3.	Nature of Post	Promotion/Direct Recruitment
4.	Pay Band and Grade Pay	Rs. 37400-67000 (PB-4) + Grade Pay Rs. 8700
5.	Age limit for direct recruitment	Preferably below 50 years
6.	Educational and other qualifications required for direct recruitment	Deputy Registrar, on completion of the 5 years can be re-designated as Joint Registrar. The re-designation will be subject to the policy notified by UGC/MHRD and adopted by the University accordingly from time to time

**RECRUITMENT REGULATIONS FOR THE POST OF DEPUTY REGISTRAR/DEPUTY  
FINANCE OFFICER/DEPUTY CONTROLLER OF EXAMINATIONS**

1.	Name of the Post	Deputy Registrar/Deputy Finance Officer/Deputy Controller of Examinations
2.	Classification	Group "B"
3.	Nature of Post	Direct Recruitment/Promotion
4.	Pay Band and Grade Pay	Rs. 15600-39100 (PB-3) + Grade Pay Rs. 7600 (after 5 years of service)
5.	Age limit for direct recruitment	Preferably below 55 years
6.	Educational and other qualifications required for direct recruitment	<p>Master's degree with at least 55% of marks or its equivalent grade of "B" in the UGC 7 point scale with at least 9 years experience as Assistant Professor in a College/Institute/University with experience in educational administration <b>OR</b> Comparable experience in a research establishment and/or other institutions of higher education <b>OR</b> 5 years of administrative experience as Assistant Registrar or its equivalent post</p> <p><b>DESIRABLE</b></p> <ul style="list-style-type: none"> <li>• Relevant experience in relevant field University/Institute.</li> <li>• Thorough knowledge of service matters or accounts/budget or conduct of examinations</li> <li>• MBA/PG Diploma in Management, LL.B. or CA/ICWA or MCA or M. Phil/Ph. D. qualification</li> </ul>

**RECRUITMENT REGULATIONS FOR THE POST OF ASSISTANT REGISTRAR/  
ASSISTANT FINANCE OFFICER/ASSISTANT CONTROLLER OF  
EXAMINATIONS/AUDIT/IT ETC.**


1.	Name of the Post	Assistant Registrar/Assistant Finance Officer/Assistant Controller of Examinations
2.	Classification	Group "B"
3.	Nature of Post	Direct Recruitment
4.	Pay Band and Grade Pay	Rs. 15600-39100 (PB-3) + Grade Pay Rs. 5400
5.	Age limit for direct recruitment	Preferably below 40 years
6.	Educational and other qualifications required for direct recruitment	<p>Master's degree with at least 55% of marks or its equivalent grade of "B" in the UGC 7 point scale</p> <p><b>DESIRABLE</b></p> <p>Relevant experience in relevant field in a reputed University/Institute</p>

## RECRUITMENT REGULATIONS FOR THE POST OF PUBLIC RELATIONS OFFICER

1.	Name of the Post	Public Relations Officer
2.	Classification	Group "B"
3.	Nature of Post	Tenure Post (2 Years)
4.	Pay Band and Grade Pay	Rs. 15600-39100 (PB-3) + Grade Pay Rs. 5400
5.	Age limit for direct recruitment	Preferably below 40 years
6.	Educational and other qualifications required for direct recruitment	<ul style="list-style-type: none"> <li>• Master's degree in Mass Communication &amp; Journalism with at least 55% of the marks or equivalent grade of 'B' in the UGC seven point scale along with a good academic record from a recognized University/Institute.</li> <li>• Excellent command of English and Hindi in speaking</li> <li>• Minimum 2 years of experience in the Editorial department of any established English Newspaper/Periodical</li> </ul>

## RECRUITMENT REGULATIONS FOR THE POST OF LIBRARIAN

1.	Name of the Post	Librarian
2.	Classification	Group 'A'
3.	Nature of Post	Direct Recruitment
4.	Pay Band and Grade Pay	Rs. 37400-67000 (PB-4) + Academic Grade Pay Rs. 10000
5.	Age limit for direct recruitment	Preferably below 57 years
6.	Educational and other qualifications required for direct recruitment	<ul style="list-style-type: none"> <li>• Master's degree in Library Science/Information Science/Documentation with at least 55% marks or its equivalent grade of 'B' in the UGC seven-point scale and consistently good academic record from a recognized University/Institute.</li> <li>• Minimum 13 years of experience as Deputy Librarian in University library or any other library statutory organization or 18 years experience as a College Librarian</li> <li>• Evidence of innovative library service and organization of published work and professional commitment, computerization of library</li> </ul> <p><b>DESIRABLE</b> M.Phil./Ph.D. degree in Library Science/Information Science/Documentation/</p>

  
 Registrar  
 Sanskaram University  
 Kheri-Taluka, Patauda  
 Jhajjar (Haryana) 124108

		Archives and Manuscript Keeping <b>OR</b> Deputy librarian completing service of three years in the AGP of Rs.9000 and otherwise eligible as per the API scoring system and PBAS methodology developed in UGC Regulations, 2010 with a Ph.D. qualification
--	--	--

### RECRUITMENT REGULATIONS FOR THE POST OF DEPUTY LIBRARIAN

1.	Name of the Post	Deputy Librarian
2.	Classification	Group 'A'
3.	Nature of Post	Direct Recruitment/Promotion
4.	Pay Band and Grade Pay	Rs. 15600-39100 (PB-3) + Academic Grade Pay Rs. 8000 Rs. 37400-67000 (PB-4) + Academic Grade Pay Rs. 9000 (after three years of service)
5.	Age limit for direct recruitment	Preferably below 50 years
6.	Educational and other qualifications required for direct recruitment	<ul style="list-style-type: none"> <li>• Master's degree in Library Science/Information Science/Documentation with at least 55% marks or its equivalent grade of 'B' in the UGC seven point scale and a good academic record from a recognized University/ Institute.</li> <li>• Evidence of innovative library service and organization of published work and professional commitment, computerization of library</li> <li>• Minimum 5 years relevant experience</li> </ul> <p><b>DESIRABLE</b> M.Phil./Ph.D. degree in Library Science/Information Science / Documentation / Archives and Manuscript Keeping, computerization of library</p>


### RECRUITMENT REGULATIONS FOR THE POST OF ASSISTANT LIBRARIAN

1.	Name of the Post	Assistant Librarian
2.	Classification	Group 'A'
3.	Nature of Post	Direct Recruitment
4.	Pay Band and Grade Pay	Rs. 15600-39100 (PB-3) + Academic Grade Pay Rs. 6000
5.	Age limit for direct recruitment	Preferably below 40 years

6.	Educational and other qualifications required for direct recruitment	<ul style="list-style-type: none"> <li>• Master's degree in Library Science / Information Science/Documentation or an equivalent professional degree with at least 55% marks (or an equivalent grade of in a point-scale where ever grading system is followed) and a consistently good academic record with knowledge of computerization of library.</li> <li>• Qualifying in the National Level Test conducted for the purpose by the UGC or any other agency approved by the UGC.</li> <li>• However, candidates, who are, or have been awarded Ph.D. degree in accordance with the "University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree), Regulations 2009" shall be exempted from the requirement of the minimum eligibility condition of NET / SLET / SET for recruitment and appointment of the University Assistant Librarian.</li> </ul> <p><b>DESIRABLE</b> Ph. D./PG Diploma in Library Automation and Networking of PGDCA or equivalent.</p>
----	--	--

### RECRUITMENT REGULATIONS FOR THE POST OF UNIVERSITY ENGINEER

1.	Name of the Post	Executive Engineer
2.	Classification	Group 'A'
3.	Nature of Post	Tenure Post (2 Years)
4.	Pay Band and Grade Pay	Rs. 15600-39100 (PB-3) + Grade Pay Rs. 6600
5.	Age limit for direct recruitment	Preferably below 50 years
6.	Educational and other qualifications required for direct recruitment	<ul style="list-style-type: none"> <li>• Bachelor's degree in Engineering (Civil) from a recognized University/Institute.</li> <li>• Eight years of experience in relevant field as Assistant Engineer from CPWD/State Government PWD services or similar organized services/Semi Government/PSU/Statutory or Autonomous organization/University system/reputed private organizations.</li> </ul> <p>Relaxation of 2 years in experience will be given to those possessing Post - Graduate qualification in Construction Management/Structural Engineering or equivalent fields.</p>

  
Registrar  
Sanskaram University  
Kheri-Taluka, Patauda  
Jhajjar (Haryana) 124108

		<p><b>DESIRABLE</b></p> <ul style="list-style-type: none"> <li>• Minimum 2 years of experience as Executive Engineer, In-Charge of time bound construction projects of multistory buildings and have experience in planning / estimation / tendering as per the CPWD / PWD norms. Good knowledge of CPWD manuals, preparation / checking of estimates, drawings, structural details, bill of quantities, substitute / deviation items statements and other associated issues related with building and constructions.</li> <li>• Knowledge of Computer Aided Design (CAD) and latest Management Technology / other relevant software.</li> </ul>
--	--	--

### RECRUITMENT REGULATIONS FOR THE POST OF ASSISTANT/DEO/MULTI-TASKING

1.	Name of the Post	Assistant/DEO/Multi-Tasking
2.	Classification	Group "C"
3.	Pay Band and Grade Pay	Rs. 5200-20200 (PB-1) + Grade Pay Rs. 2800
4.	Age limit for direct recruitment	Preferably below 35 years
5.	Educational and other qualifications required for direct recruitment	<ul style="list-style-type: none"> <li>• Bachelor's degree from a recognized University/Institute.</li> <li>• Two years' experience in Administration/Finance &amp; Accounts in Central/State Governments/Private University/Research Institution or Autonomous organization.</li> <li>• Knowledge of Computer Applications i.e. Typing Skills, word Processing, spread Sheet, Internet, E-mail communication etc.</li> <li>• Desirable qualification may be added in respect of specific job requirement</li> </ul>

### RECRUITMENT REGULATIONS FOR THE POST OF PRIVATE SECRETARY

1.	Name of the Post	Private Secretary
2.	Classification	Group 'B'
3.	Nature of Post	Direct Recruitment/Promotion
4.	Pay Band and Grade Pay	Rs. 9300-34800 (PB-2) + Grade Pay Rs. 4600
5.	Age limit for direct recruitment	Preferably below 35 years

6.	Educational and other qualifications required for direct recruitment	<ul style="list-style-type: none"> <li>• Bachelor's Degree from a recognized University / Institute.</li> <li>• Proficiency in Stenography in English and/or Hindi with minimum speed of 100 w.p.m.</li> <li>• Proficiency in Typing in English and/or Hindi with minimum speed of 35/ 30 w.p.m.</li> <li>• Knowledge of computer applications.</li> <li>• Minimum 3 years of experience as a Personal Assistant in a reputed establishment.</li> <li>• Desirable qualification will be Masters Degree</li> </ul>
----	--	---

### RECRUITMENT REGULATIONS FOR THE POST OF PERSONAL ASSISTANT

1.	Name of the Post	Personal Assistant
2.	Classification	Group 'B'
3.	Nature of Post	Direct Recruitment
4.	Pay Band and Grade Pay	Rs. 9300-34800 (PB-2) + Grade Pay Rs. 4200
5.	Age limit for direct recruitment	Preferably below 35 years
6.	Educational and other qualifications required for direct recruitment	<ul style="list-style-type: none"> <li>• Bachelor's Degree from a recognized University / Institute.</li> <li>• Proficiency in Stenography in English / Hindi with minimum speed of 80 w.p.m.</li> <li>• Proficiency in Typing in English / Hindi with minimum speed of 35/ 30 w.p.m.</li> <li>• Knowledge of computer applications.</li> <li>• Minimum 2 years of experience in a reputed organization</li> </ul>


### RECRUITMENT REGULATIONS FOR THE POST OF HOUSE KEEPER (HOSTEL WARDEN)

1.	Name of the Post	House Keeper (Hostel Warden)
2.	Classification	Group 'C'
3.	Nature of Post	Direct Recruitment
4.	Pay Band and Grade Pay	Rs. 5200-20200 (PB-1) + Grade Pay Rs. 1800
5.	Age limit for direct recruitment	Preferably below 35 years
6.	Educational and other qualifications required for direct recruitment	<ul style="list-style-type: none"> <li>• Graduation from a recognized Institution/University or 3 Years Diploma in Hospitality</li> <li>• Working knowledge of computer</li> <li>• Two years experience in similar field/area</li> </ul>

		<p><b>DESIRABLE</b></p> <ul style="list-style-type: none"> <li>• A Diploma or certificate of minimum 6 months in House Keeping/Home Science or any other relevant qualification from a reputed institute</li> <li>• Knowledge of Book keeping to maintain : <ul style="list-style-type: none"> <li>○ Stock Register</li> <li>○ Assets Register</li> <li>○ Mess Rebate</li> </ul> </li> <li>• Maintenance of Registers : <ul style="list-style-type: none"> <li>○ Attendance register of students</li> <li>○ Leave Register</li> </ul> </li> </ul>
--	--	---

### RECRUITMENT REGULATIONS FOR THE POST OF LABORATORY ASSISTANT

1.	Name of the Post	Laboratory/Workshop Assistant
2.	Classification	Group 'C'
3.	Pay Band and Grade Pay	Rs. 5200-20200 (PB-1) + Grade Pay Rs. 2000/RS. 1900*/Rs. 1800**
4.	Age limit for direct recruitment	Preferably below 30 years
5.	Educational and other qualifications required for direct recruitment	<ul style="list-style-type: none"> <li>• Bachelor's degree in a relevant field or other relevant field from a recognized University.</li> <li style="text-align: center;">OR</li> <li>• Diploma in relevant field</li> <li style="text-align: center;">OR</li> <li>• ITI in relevant field</li> </ul> <p><b>DESIRABLE</b> Experience in relevant Laboratories of Academic/Research of Higher Institutions.</p>
		* For Diploma Holders * For ITI

  
**Registrar**  
**Sanskaram University**  
 Kheri-Taluka, Patauda  
 Jhajjar (Haryana) 124108