

ORDINANCE NO.19

**Conditions of Service of Appointed Teachers of the University and the Selection Committee
Procedures for their Appointment**

1. Teacher

- a) Teachers of the University means Professors, Associate Professors, Assistant Professors and such other persons as may be appointed for imparting instruction or conducting research in the University or in any College or Institution maintained by the University and are designated as teachers by the Ordinances.
- b) A teacher of the University shall be a whole-time salaried employee of the University and shall devote his / her whole-time to the University and does not include honorary, visiting, part-time and ad-hoc teachers.
- c) Provided that nothing contained in this Ordinance shall apply to the work undertaken in connection with the examination of Universities or learned bodies or Public Service Commissions or to any literary work or publication or radio / television talk or extension lectures or, with the permission of the Vice-Chancellor, to any other academic work.

2. Recruitment

- i) The University will issue all-India advertisement for recruitment to the teaching posts in leading national dailies giving at least 30 days' from the date of publication of the advertisement time and make appointments thereto on all India basis on the recommendations of the Selection Committee as per UGC Regulations ON MINIMUM QUALIFICATIONS FOR APPOINTMENT OF TEACHERS AND OTHER ACADEMIC STAFF IN UNIVERSITIES AND COLLEGES AND MEASURES FOR THE MAINTENANCE OF STANDARDS IN HIGHER EDUCATION 2010.
- ii) The fee for processing application form shall be collected as prescribed by the University from time to time. The SC/ST/DA (Physically Handicapped) candidates need not pay processing fee.
- iii) In order to attract best talents, the University may make rolling advertisements whereby eligible candidates can submit their applications for different faculty positions throughout the year.
- iv) The application forms will be sold and registration fee collected at the rates prescribed by the University from time to time. The SC/ST/Physically Handicapped candidates need not pay Registration Fee.
- v) The in-service candidates should apply through Proper Channel.

ORDINANCE NO.19
Conditions of Service of Appointed Teachers of the University and the Selection Committee
Procedures for their Appointment

3. Minimum Qualifications and Experience

- I. The terms and conditions with regard to the minimum qualifications and other terms and conditions as prescribed in the UGC Regulations ON MINIMUM QUALIFICATIONS FOR APPOINTMENT OF TEACHERS AND OTHER ACADEMIC STAFF IN UNIVERSITIES AND COLLEGES AND MEASURES FOR THE MAINTENANCE OF STANDARDS IN HIGHER EDUCATION 2010 and amended from time to time, shall be followed.
- II. In addition to the above, the Vice-Chancellor may prescribe in consultation with the concerned Dean of School and Chairperson of the Centre, to the Academic Council such specification or any other condition as required for the post to be filled up.

The minimum qualifications required for the post of Professor, Associate Professor, Assistant Professor are as under:

(i) PROFESSOR

- a) An eminent scholar with Ph.D. qualification(s) in the concerned/allied/relevant discipline and published work of high quality actively engaged in research with evidence of published work with a minimum of 10 publications as books and/or research/policy papers.
- b) A minimum of ten years of teaching experience in university/college, and/or experience in research at the University/National level institutions/industries, including experience of guiding candidates for research at doctoral level.
- c) Contribution to educational innovation, design of new curricula and courses, and technology – mediated teaching learning process.
- d) A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS).

OR

- a) An outstanding professional, with an exceptional accomplishment established reputation in the relevant field, who has made significant contributions to the knowledge in the concerned/allied/relevant discipline, to be substantiated by credentials

(ii) ASSOCIATE PROFESSOR

- a) Good academic record with a Ph.D. Degree in the concerned/allied/relevant disciplines.
- b) A Master's Degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed).
- c) A minimum of eight years of experience of teaching and/or research in an academic/research position equivalent to that of Assistant Professor in a University, College or Accredited Research Institution/industry excluding the period of Ph.D. research with evidence of published work and a minimum of 5 publications as books

ORDINANACE NO.19

**Conditions of Service of Appointed Teachers of the University and the Selection Committee
Procedures for their Appointment**

and/or research/policy papers.

- d) Contribution to educational innovation, design of new curricula and courses, and technology – mediated teaching learning process with evidence of having guided doctoral candidates and research students, as evidenced by Ph.D. thesis /co-authored books/publications in peer reviewed journals.
- e) A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS).

(iii) ASSISTANT PROFESSOR

- a) Good academic record as defined by the concerned university with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Master's Degree level in a relevant subject from an Indian University, or an equivalent degree from an accredited foreign university.
 - b) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR.
 - c) Notwithstanding anything contained in (ii) above candidates, who are, or have been awarded a 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.
 - d) NET shall also not be required for such Masters Programmes in disciplines for which NET is not conducted.
- III. A relaxation of 5% may be provided, from 55% to 50% of the marks to the Ph.D. degree holders, who have passed their Master's degree prior to 19th September, 1991.
- IV. Relevant grade which is regarded as equivalent of 55% wherever the grading system is followed by a recognized university shall also be considered eligible.

4. Shortlisting of Applications

- a) The prescribed qualification and experience will be minimum, and the mere fact that a candidate possessing the same will not entitle him /her for being called for interview.
- b) The University will have the right to restrict the number of candidates to be called for interview, based on the recommendations of the Screening Committee constituted as per the Regulations for this purpose, to a reasonable number on the basis of qualifications and experience higher than the minimum prescribed or by any other condition that it may deem fit.
- c) The Scrutiny Committee for applications may evolve criteria for shortlisting the candidates to be called for the interview as per the UGC Guidelines in consultation with the Vice Chancellor.

ORDINANCE NO.19
Conditions of Service of Appointed Teachers of the University and the Selection Committee
Procedures for their Appointment

5. Reservation Policy

- I. The rules and procedures. prescribed by the Govt. of India, MHRD and UGC in respect of the Reservation policy for reserved categories shall be followed
- II. A relaxation of 5% may be provided at the graduate and master's level for the SC/ST/Differently-abled (Physically and visually handicapped) categories for the purpose of eligibility and for assessing good academic record during direct recruitment to teaching positions. Rounding off of marks to make it to 55% or 50% as the case may be through grace mark procedure etc., by universities is not permissible for claiming relaxation.
- III. The statutory provision for relaxation prescribed by MHRD &UGC in case of the candidates belonging to SC/ ST/ OBC/PH categories will be made applicable to them.

6. Process of Selection

- a) The overall selection procedure shall incorporate transparent, objective and credible methodology of analysis of the merits and credentials of the applicants based on weightages given to the performance of the candidate in different relevant dimensions and his/her performance on a scoring system proforma, based on the Academic Performance Indicators (API).
- b) Universities may assess the ability for teaching and/or research aptitude through a seminar or lecture in a class room situation or discussion on the capacity to use latest technology in teaching and research at the interview stage.
- c) In all the Selection Committees of direct recruitment of teachers, an academician representing Scheduled Caste/ Scheduled Tribe/ OBC/ Minority/ Women/ Differently-abled categories, if any of candidates representing these categories is the applicant and if any of the members of the selection committee do not belong to that category, shall be nominated by the Vice Chancellor. The academician, so nominated for this purpose, shall be one level above the cadre level of the applicant, and such nominee shall ensure that the norms of the Central Government, in relation to the categories mentioned above, are strictly followed during the selection process.
- d) The process of selection of Associate Professor should involve inviting the bio-data with the duly filled Performance Based Appraisal System (PBAS) proforma developed by the University based on the API criteria provided in UGC Regulation 2010.
- e) The publications shall be provided to the subject experts for assessment before the interview and the evaluation score of the publications provided by the experts shall be

ORDINANCE NO.19

**Conditions of Service of Appointed Teachers of the University and the Selection Committee
Procedures for their Appointment**

factored into the weightage scores while finalizing the outcome of selection by the selection committee.

- f) The process of selection of Professor shall involve inviting the bio-data with duly filled Performance Based Appraisal System (PBAS) proforma developed by the university based on the API criteria based PBAS set out in UGC Regulations 2010 and reprints of five major publications of the candidates.

7. Selection Committee

The **Selection Committee** for the post of **Professor** in the University shall have the following composition.

1. The Vice Chancellor shall be the Chairperson of the Selection Committee.
2. An academician nominated by the Visitor.
3. Three experts in the concerned subject nominated by the Vice Chancellor out of the panel of names approved by the Executive Council.
4. Dean of the concerned School, wherever applicable.
5. Chairperson of the Centre.
6. An academician representing SC/ ST / OBC/ Minority /Women/ Differently-abled categories to be nominated by the Vice Chancellor, if any of the candidates representing these categories is an applicant and if any of the above members of the selection committee do not belong to that category.

The **Selection Committee** for the post of **Associate Professor** in the University shall have the following composition.

1. The Vice Chancellor shall be the Chairperson of the Selection Committee. Vice Chancellor may delegate power to Pro Vice Chancellor to chair the Selection Committee.
2. An academician nominated by the Visitor.
3. Three experts in the concerned subject nominated by the Vice Chancellor out of the panel of names approved by the Executive Council.

ORDINANCE NO.19
Conditions of Service of Appointed Teachers of the University and the Selection Committee
Procedures for their Appointment

4. Dean of the concerned School. Wherever applicable
5. Chairperson of the Centre.
6. An academician representing SC/ST/OBC/Minority/Women/ Differently-abled categories to be nominated by the Vice Chancellor, if any of the candidates representing these categories is an applicant and if any of the above members of the selection committee do not belong to that category.

The **Selection Committee** for the post of **Assistant Professor** in the University shall have the following composition.

1. The Vice Chancellor shall be the Chairperson of the Selection Committee. Vice Chancellor may delegate power to Pro Vice Chancellor to chair the Selection Committee.
 2. An academician nominated by the Visitor.
 3. Three experts in the concerned subject nominated by the Vice Chancellor out of the panel of names approved by the Executive Council.
 4. Dean of the concerned School, wherever applicable
 5. Chairperson of the Centre.
 6. An academician representing SC/ ST/OBC /Minority /Women/ Differently-abled categories to be nominated by the Vice Chancellor, if any of the candidates representing these categories is an applicant and if any of the above members of the selection committee do not belong to that category.
- g) The Registrar, and while the office of the Registrar is vacant, the Deputy Registrar nominated by the Vice-Chancellor for the purpose, shall be the ex-officio Secretary of the Selection Committee, but shall not be deemed to be a member thereof.
- h) At least four members, including Chairperson and two outside subject experts shall constitute the quorum.

ORDINANCE NO.19
Conditions of Service of Appointed Teachers of the University and the Selection Committee
Procedures for their Appointment

- i) Selection committee shall assess the following dimensions with the weightages given below:

	Assistant Professor	Associate Professor	Professor
Minimum API Score	As stipulated in the API developed by the University	Consolidated API score requirement of 300 points from category III of API's	Consolidated API score requirement of 400 points from Category III of API's
Selection Committee criteria/Weightages (Total Weightages= 100)	a) Academic Record and Research Performance (50%) b) Assessment of Domain Knowledge and Technical Skills (30%) c) Interview performance (20%)	d) Academic Background (20%) e) Research performance based on API score and quality of publications (40%) f) Assessment of Domain Knowledge and Technical Skills (20%) g) Interview performance: (20%)	h) Academic background (20%) i) Research performance based on API score and quality publications (40%) j) Assessment of Domain Knowledge and Teaching Skills (20%) k) Interview performance: (20%)

- j) The University shall issue to each member a Notice, not less than ten days before the meeting, stating the time and venue of the meeting. Meeting of the Selection Committee shall be fixed after prior consultation with, and subject to the convenience of Visitor's nominee and of the experts nominated by the Executive Council.
- k) No recommendations should be made with a condition attached to the concurrence of the future events.
- l) The Selection Committee, after considering a candidate for the post of Professor or Associate Professor, may, if it is of the opinion that he or she will be suitable choice for the next lower post, can make such recommendation, If any candidate is recommended by the Selection Committee for appointment in relaxation of any of the prescribed conditions relating to qualifications, age, experience etc., it shall be so stated and recorded.
- m) When the Selection Committee considers it fit to recommend a higher initial pay or advance increments to be offered to a selected candidate, it shall be as per the UGC

ORDINANCE NO.19
Conditions of Service of Appointed Teachers of the University and the Selection Committee
Procedures for their Appointment

Regulation 2010 para no. 6.4.11

- n) Outstation candidates belonging to SC/ST/DA categories called for interview will be paid equivalent to return single second class railway fare towards journey, expenses on production of Ticket /proof.

8. Appointment

- I. In case of selection to two or more posts on the same date, the recommendations shall invariably be made in order of merit of the selected candidates for the purpose of determining seniority in service.
- II. 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.
- III. The Selection Committee's recommendations, when approved by the Executive Council, shall remain valid for a period of one year from the date of such approval.
- IV. In cases of any disputes any suites or legal proceedings against the University, the jurisdiction shall be restricted to the Courts in Gandhinagar or any other place which is the Headquarters of the University.
- V. It would be open to the Executive Council to offer appointment to suitable persons who may not have applied in accordance with Statute 19 (1) of the Central Universities Act, 2009.
- VI. The Executive Council may appoint a teacher or any other academic staff of any other University or organisation for undertaking a joint project in accordance with Statute 19 (2) of the Central Universities Act, 2009.

9. Contract

- I. Incumbent teacher shall enter in to contract as per Proforma given in Annexure-I
- II. Short term appointee for teaching shall enter in to contract as per Proforma given in Annexure-II.

10. Period of Probation and Confirmation

- I. The minimum period of probation shall be one year extendable by a maximum period of one

ORDINANACE NO.19

Conditions of Service of Appointed Teachers of the University and the Selection Committee
Procedures for their Appointment

more year in case of unsatisfactory performance. The confirmation at the end of one year shall be automatic, unless extended for another year by a specific order, before expiry of the first year.

- II. Subject to this Clause it is obligatory on the part of the university to issue an order of confirmation to the incumbents within 45 days of completion of probationary period after due process of verification of satisfactory performance.
- III. Probation and confirmation rules are applicable only at the initial stage of recruitment, as issued from time to time, by Government of India.
- IV. All other Central Government rules on probation and confirmation shall be applicable mutatis mutandis.

Confirmation

- I. It shall be the duty of the Registrar to place before the Executive Council the case of Confirmation of a teacher on probation, not later than forty days before the end of the period of probation with Annual Performance Report duly scrutinized with recommendation of the concerned Dean.
- II. The Executive Council may then either confirm the teacher or decide not to confirm him, or extend the period of probation so as not to exceed twenty-four months in all.
- III. In case the Executive Council decides not to confirm the teacher, whether before the end of twenty-four months' period of his / her probation, or before the end of the extended period of probation, as the case may be, he shall be informed in writing to that effect, not later than thirty days before the expiration of that period.
- IV. Provided that the decision not to confirm a teacher shall require a two-third majority of the members of the Executive Council present and voting.

11. Pay and Allowances

A Per the Government of India rules /UGC regulations issued from time to time and adopted by Central University of Gujarat

12. Increment

Every teacher shall be entitled to increment in his / her scale of pay, unless the same is withheld or postponed by a resolution of the Executive Council and after the teacher has been given due opportunity to make his / her written representation

ORDINANCE NO.19

**Conditions of Service of Appointed Teachers of the University and the Selection Committee
Procedures for their Appointment**

13. Fixation of pay for re-employed pensioners

As Per the Government of India Rules issued from time to time and adopted by Central University of Gujarat

14. Professional Code of Conduct

Every teacher of the University shall abide by the Code of Conduct framed by the University and the following lapses would constitute misconduct on the part of a University teacher.

- I. Any lapses in performing his / her duties as assigned by the university from time to time.
- II. Inciting students against other students, colleagues or administration (This does not interfere with the right of a teacher to express his / her difference of opinion on principles in seminars and other places where students are present) or any other such actions which are against the interest of the university.
- III. Indulging in communal activities, or making inappropriate remarks on caste, creed, religion, race or sex in his / her relationship with his / her colleagues and trying to use the above considerations for improvement of his / her prospects or any other such actions which are against the interest of the university.
- IV. Refusal to carry out the decisions by appropriate administrative and academic bodies and / or functionaries of the University without giving reason.
- V. Indulging in Plagiarism of any sort within the legal meaning, interpretation and expression of the term.

15. TEACHERS AND THEIR RESPONSIBILITIES:

Whoever adopts teaching as a profession assumes the obligation to conduct himself /herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition.

a) Teachers should:

- i) Adhere to a responsible pattern of conduct and demeanour expected of them by the community;
- ii) Manage their private affairs in a manner consistent with the dignity of the profession;

ORDINANCE NO.19

Conditions of Service of Appointed Teachers of the University and the Selection Committee Procedures for their Appointment

- iii) Seek to make professional growth continuous through study and research;
- iv) Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge;
- v) Maintain active membership of professional organizations and strive to improve education and profession through them;
- vi) Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication;
- vii) Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as: assisting in appraising applications for admission, advising and counselling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation; and
- viii) Participate in extension, co-curricular and extra-curricular activities including community service.

Teachers and the students

b) Teachers should:

- i) Respect the right and dignity of the student in expressing his/her opinion;
- ii) Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
- iii) Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
- iv) Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- v) Inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace;
- vi) Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason;
- vii) Pay attention to only the attainment of the student in the assessment of merit;
- viii) Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- ix) Aid students to develop an understanding of our national heritage and national goals; and
- x) Refrain from inciting students against other students, colleagues or administration.

Teachers and colleagues

c) Teachers should:

- i) Treat other members of the profession in the same manner as they themselves wish to be treated;
- ii) Speak respectfully of other teachers and render assistance for professional betterment;

ORDINANCE NO.19

Conditions of Service of Appointed Teachers of the University and the Selection Committee
Procedures for their Appointment

- iii) Refrain from lodging unsubstantiated allegations against colleagues to higher authorities; and
- iv) Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

Teachers and authorities:

d) Teachers should:

- i) Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest;
- ii) Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
- iii) Co-operate in the formulation of policies of the University by accepting various offices and discharge responsibilities which such offices may demand;
- iv) Co-operate through their organizations in the formulation of policies of the other institutions and accept offices;
- v) Co-operate with the authorities for the betterment of the University keeping in view the interest and in conformity with dignity of the profession;
- vi) Should adhere to the conditions of contract;
- vii) Give and expect due notice before a change of position is made; and
- viii) Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.
- ix) No whole-time salaried teacher of the University shall without the permission of the Executive Council engage directly or indirectly in any trade or business whatsoever or any private tuition or other work to which any emolument or honorarium is attached. However, teachers may engage in consultancy work as per UGC guidelines and with prior approval of the University.
- x) Every teacher shall undertake to take part in such activities of the University and perform such duties in the University as may be required by and in accordance with the Act, the Statutes and Ordinances framed there-under, for the time being in force, whether the same relate to organisation of teaching, research, extension, examination of students, their discipline, welfare, and generally to act under the direction of the authorities of the University.

Teachers and non-teaching staff:

- i) Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within University; and

ORDINANCE NO.19

Conditions of Service of Appointed Teachers of the University and the Selection Committee
Procedures for their Appointment

- ii) Teachers should help in the function of joint staff-councils covering both teachers and the non-teaching staff.

Teachers and guardians

e) Teachers should:

- i) Try to see through teachers' bodies and organizations, that University maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the University.

Teachers and society

f) Teachers should:

- i) Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
- ii) Work to improve education in the community and strengthen the community's moral and intellectual life ;
- iii) Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;
- iv) Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
- v) Refrain from taking part in or subscribing to or assisting in any way activities which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration.

16. Teaching Days, Work Load and Leave Rules

The rules and conditions governing number of teaching days, work load and leave rules shall be as prescribed by the University Grants Commission from time to time.

17. Age of Superannuation

Subject to the provision of Statute 25, every teacher confirmed in the service of the University, shall continue in such service until he / she attains the age of superannuation as prescribed by the UGC and Govt. of India, adopted by Central University of Gujarat from time to time.

Provided further that if the date of Superannuation of a teacher falls at any time during the Academic Session the Executive Council, may on the recommendation of the Vice-Chancellor re-employ the teacher for any period up to the end of the academic session, with a view not to disturb the teaching work of the Department / Centre.

In special cases, a teacher on his / her attaining the age of superannuation, may be re-employed on a contract in keeping with the regulations in this behalf as issued by the UGC from time to time.

ORDINANCE NO.19

Conditions of Service of Appointed Teachers of the University and the Selection Committee
Procedures for their Appointment

18. Voluntary Retirement

As Per the Government of India/UGC Rules issued from time to time and adopted by Central University of Gujarat

19. Variations in terms and conditions of service

Every teacher shall be bound to act in conformity with the Statutes, Ordinances, Regulations and rules of the University as well as a code of professional ethics as may be formulated by the University.

Provided that no change in the terms and conditions of service of a teacher shall be made after his / her appointment in regard to designation, scale of pay, increment, provident fund, retirement benefits, age of retirement, probation, confirmation, leave; leave salary and removal from service so as to adversely affect him.

20. Resignation

A whole-time salaried teacher may, at any time, terminate his / her contract by giving the University three months' notice in writing or on payment to the University of three months salary in lieu thereof. The notice period shall be one month in case of probationers, contractual, temporary and ad-hoc teachers or salary in lieu thereof.

Provided that the Executive Council may waive the requirement of notice at its discretion.

21. The other conditions of service or any matter which are not covered above shall be as prescribed by the University Grants Commission/Government of India and Central University of Gujarat from time to time.

ORDINANCE NO.19

**Conditions of Service of Appointed Teachers of the University and the Selection Committee
Procedures for their Appointment**

Annexure-I

Every teacher and member of the academic staff of the University shall be appointed on a written contract, the form of which is hereby prescribed and appended to this ordinance”.

(To be typed on rs.10/- non-judicial stamp paper& submit one original and two copies thereof.)

WRITTEN CONTRACT OF APPOINTMENTS-SERVICE CONTRACT

ARTICLES OF AGREEMENT EXECUTED his / her the _____ day
of _____ the year Two Thousand _____ of the
Republic of India between _____ S/O
/D/O/W/O _____ aged _____
_____ years, residing at _____ of the
first part (hereinafter called ‘the party of the first part’) and the Central University of
Gujarat of the second part.

WHEREAS the Central University of Gujarat (hereinafter referred in as “the University”) have engaged the party of the first part as _____
(Designation) and the party of the first part has agreed to serve the University on the terms and conditions hereinafter contained;

Now these present witness and the parties here to 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 may from time to time, be placed by the University and shall remain in the service 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 / her whole time and attention efficiently and diligently to his / her duties and at all-time obey the rules including the University Servants Conduct Rules prescribed for the time being for the regulations of the branch of the University to which he may be attached and shall whenever required to perform such duties as may be assigned to him / her from time to time.
3. The party of the first part shall be of the Teacher’s / Officer’s rank and his / her status shall be that of _____ (Designation) in _____ (Department / Centre/Office)

ORDINANACE NO.19

Conditions of Service of Appointed Teachers of the University and the Selection Committee
Procedures for their Appointment

4. The party of the first part shall be from the date of coming into force of these presents, be granted Rs._____ (Basic Pay including the grade pay of Rs._____) in the pay scale of Rs._____. He/she shall also be eligible for the usual allowance admissible under the rules of the University / Govt. of India in force.
5. The party of the first shall, during the period of this / her agreement earns leave according to the rules applicable to him/her.
6. 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 rules of the University.
7. This agreement may be terminated at any time within the said period of the age of superannuation / by either party, by giving three months' notice in writing to the other. Provided always that either party may in lieu of the notice, give to the other party a sum equal to the salary of the period which may fall short of three months.
8. The party of the first part shall be eligible to the benefit of the University Provident Fund / Pension / New Pension Scheme according to the rules applicable.
9. The Party of the first part shall submit himself / herself for Self-Appraisal PABS methodology as prescribed by the UGC/ University as notified and amended from time to time.
10. In regard to any matter in respect of which no provision has been made in this agreement, the provision of the rules made or deemed to have been made under Article 309 B & 313 of the Constitution of India, the provisions of any Act or Rule made by the University in regard to the employees borne in the category of the Teacher / Officer 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 / her agreement and the decision of the University as their applicability shall be final.

ORDINANCE NO.19

Conditions of Service of Appointed Teachers of the University and the Selection Committee
Procedures for their Appointment

IN WITNESS WHERE OF _____(name)_____the party of the first part and the Registrar acting for and on behalf of and by the order and direction of the Executive Council, 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:

Witness:

1)

2)

Signed and sealed on behalf of the University under the authority of the Executive Council by:

Signature:

Designation:

In the presence of:

1. Signature

2. Signature

ORDINANCE NO.19
Conditions of Service of Appointed Teachers of the University and the Selection Committee
Procedures for their Appointment

Annexure-II

SERVICE CONTRACT FOR SHORT-TERM APPOINTMENT AS A TEACHER

Memorandum of Agreement made this the _____ day of _____ Two Thousand _____ and between _____ (hereinafter called the 'Teacher') of the first part, and the Central University of Gujarat being a body corporate constituted under the Central University Act, 2009 (hereinafter called the 'University') of the second part.

It is hereby agreed as follows:

1. That the University hereby appoints _____ to be a member of the teaching staff of the University with effect from the _____ and the said _____ hereby accepts the engagement, and undertakes to take such part in the activities of the University and perform such duties in the University as may be required by and in accordance with the said Act, Statutes and Ordinances framed there under, for the time being in force, whether the same relate to organisation of instruction, or teaching, or research or the examination of students or their discipline or their welfare, and generally to act under the direction of the authorities of the University.
2. That the said _____ shall be a contract teacher of the University and unless the contract is terminated by the Executive Council or by the teacher before the expiry of the term of his appointment for which he is appointed or is terminated as herein after provided, shall continue in the service of the University for the period of his appointment as aforesaid.
3. That the University shall pay _____ during the continuance of his engagement hereunder as a remuneration of his services a consolidated salary of Rs. _____
4. That the said teacher agrees to be bound by the Statutes, Ordinances, Regulations and Rules for the time being in force in the University.
5. That the teacher shall devote his whole-time to the service of the University and shall not, without the written permission of the University, engage, directly or indirectly, in any trade or business whatsoever, or in any private tuition or other work to which any emolument or honorarium is attached, but this prohibition shall not apply to work undertaken in connection with the examination of Universities or learned bodies or public service commissions, or to any literary work or publication or radio talk or extension lectures, or, with the permission of the Vice Chancellor, to any other academic work.

ORDINANCE NO.19

**Conditions of Service of Appointed Teachers of the University and the Selection Committee
Procedures for their Appointment**

6. It is further agreed that this engagement shall not be liable to be determined before the expiry of the aforesaid period of appointment by the University except on the grounds specified below:
- a. Where there is an allegation of misconduct against a teacher, or a member of the academic staff, the Vice Chancellor may, if he thinks fit, by order in writing, place the teacher under suspension and shall forthwith report to the Executive Council the circumstances in which the order was made:
Provided that the Executive Council may, if it is of the opinion, that the Circumstances of the case do not warrant the suspension of the teacher or a member of academic staff, revoke such order.
 - b. Notwithstanding anything contained in the terms of his contract of service or of his appointment, the Executive Council shall be entitled to remove a teacher or a member of the academic staff on the ground of misconduct.
 - c. Save as aforesaid the Executive Council shall not be entitled to remove a teacher or a member of the academic staff except for good cause and after giving one months' notice in writing or on payment of one months' salary in lieu of notice.
 - d. No teacher or a member of the academic staff shall be removed until he has been given a reasonable opportunity of showing cause against the action proposed to be taken in regard to him.
 - e. The removal of a teacher or a member of the academic staff shall take effect from the date on which the order of removal is made:
Provided that where a teacher or a member of the academic staff is under suspension at the time of his removal, the removal shall take effect from the date on which he was placed under suspension. "
 - f. The teacher may at any time, terminate his engagement by giving the Vice Chancellor one months' notice in writing or on payment to the University of one month salary in lieu thereof, provided that the Executive Council may waive the requirement of notice at its discretion.
 - g. On the termination of this engagement, from whatever cause, teacher shall deliver up to the University all books, apparatus, records and such other articles belonging to the University as may be due from him.

ORDINANCE NO.19

**Conditions of Service of Appointed Teachers of the University and the Selection Committee
Procedures for their Appointment**

In witness where of the parties here to affix their hands and seal.

Signature:

Designation:

In the presence of:

1. Signature

2. Signature:

Signed and sealed on behalf of the University under the authority of the Executive Council by:

Signature:

Designation:

In the presence of:

1. Signature

2. Signature