

***MEMORANDUM OF
ASSOCIATION, AMENDED RULES AND
SERVICE BYE LAWS
2019***

**PRARAMBH:
STATE INSTITUTE OF ADVANCED STUDIES IN TEACHER
EDUCATION
JHAJJAR (HARYANA)**

MEMORANDUM OF ASSOCIATION

1. NAME OF THE INSTITUTE

The name of the Society is State Level School for Teacher Education an Institute of Advanced Study in Education Haryana Jhajjar (hereinafter referred to as the Institute).

2. REGISTERED ADDRESS

The Registered office of the Institute shall be situated at Jhajjar with the address - State Level School for Teacher Education, Jhajjar (Haryana) or any other place deemed appropriate for administrative functioning.

3. AREA OF OPERATION

Area of operation shall be the whole of State of Haryana.

4. AIMS AND OBJECTIVES

(i) The Institute shall act as an autonomous body, inter alia, function as the leading institute in the state which will actively contribute in the state policy making, quality research and innovation, and standardizing best practices from the field on the various programmes of school education of Haryana Government.

(ii) The institute with a matrix of functions, people and resources shall efficiently execute the intended tasks like training, content development knowledge management, add and develop human resources towards this renewed role. To assist and advise the School Education Department, Haryana on policy issues, support implementation and appraisal of programmes, conduct research studies and to undertake programmes for quality improvement in education and teacher education.

5. For realization of these objectives, the Institute may undertake any or all the following functions, programmes and activities.

- a. Pre-service innovative Elementary, Secondary teacher education programme.
- b. Program for preparing teacher educators (M.Ed.).

- c. In-service training of teacher educators (mainly DIET faculty).
- d. Short-term courses for teacher educators of CTEs.
- e. Develop resource Material for teachers and teacher educators.
- f. Conduct advanced level fundamental and applied research and experimentation in education.
- g. M.Phil and Ph.D (subject to availability to do necessary faculty and facilities).
- h. Set-up units/centres to do Research and Material development in Curriculum Studies, Pedagogic Studies and Assessment and Evaluation.
- i. Act as Regional Resource Centre for various activities like-
 - Development of curriculum and learning material, Educational Planning and administration
 - Development of Modules for training of educational administrators.
- j. To do all such things as the institute may consider necessary, incidental or conducive to its primary objectives and also act on the assignments/ projects/ programmes given by the state government from time to time for the furtherance of state/ national policy on school education.

6. (i). The institutional and other programmes conducted by the Institute shall be open to persons of either sex, and of whatever race, creed, caste or class and no test or condition shall be imposed as to religious belief or profession in admitting or appointing members, students, teachers, workers or in any other connections whatsoever.
- 6 (ii) The Govt. of Haryana may appoint one or more persons to review the work and progress of the Institute and to hold enquiries into the affairs thereof and to report thereon in such manner as the Govt. of Haryana may stipulate and upon receipt of any such report the Govt. of Haryana take such action and issue such directions as it may consider necessary in respect of any of the matters dealt with in the report.(and the same shall be duly considered by the council for taking action). In addition, the Govt. of Haryana may at any time issue general guidelines, directions to the Institute on important matters of policy and -programmes for the development of school education in Haryana.

7. INCOME AND PROPERTY

- (a) All property of the Society, movable or immovable, shall vest in the Executive Council.
- (b) The income and property of the Institute however derived shall be applied towards the promotion of the objectives thereof as set forth in this Memorandum of Association, and the objectives for which grants are received from Haryana/ Central Government and the sponsoring agencies. No portion of the income and property of the Institute shall be paid or transferred, directly or indirectly by the way of dividends, bonus or otherwise, however by way of profit to the persons who at anytime have been members of the Institute or to any of them or to any persons claiming through them provided that nothing therein, contained shall prevent the payment in good faith of remuneration to any member there of or other persons in return of any services rendered to the Institute or for travelling allowance, halting or other similar charges.

8. A copy of the Rules and Regulations of the Society certified to be correct by three members of the Governing Council is filed with the Registrar of Societies, Jhajjar, Haryana, along with the Memorandum of Association.
9. (1) The names, occupations and addresses of the first members of the Executive Council to whom the management of its affairs has been entrusted, as required under Section 2 of the Societies Registration Act, 1860 as applicable to State of Haryana, are as follows: -

Sr. No.	Address and Status of Member
1	Financial Commissioner and Principal Secretary to Govt. of Haryana School Education Department, Chandigarh
2	Director Higher Education Haryana, Panchkula
3	Director Secondary, Education Haryana, Panchkula
4	Director of Elementary Education Haryana, Panchkula
5	Secretary, School Education Board, Bhiwani, Haryana

6	State Project Director Haryana School Shiksha Pariyojna Parishad, Panchkula
7	Director SCERT Haryana, Gurgaon

(2) The appointment of the Chairman and Members is by virtue of their office. A copy of the rule of the Institute, certified to be a correct by the first members of the Institute is filed along with the Memorandum of Association.

10. DECLARATION OF DESIROUS PERSONS:

We the undersigned are desirous of forming a Society by the name of State Level School for Teacher Education - an Institute of Advanced Study in Education Haryana Jhajjar under the Societies Registration Act, 1860 as applicable to the State of Haryana, in pursuance of this Memorandum of Association :-

Sr. No.	Name	Designation in Society	Occupation
1	Smt. Surina Rajan, IAS	Chairman	Financial Commissioner and Principal Secretary to Govt. of Haryana, School Education Department Chandigarh
2	Sh. Ankur Gupta IAS	Member	Director General Higher Education, Panchkula
3	Sh. Pankaj Yadav IAS	Member	State Project Director Haryana School Shiksha Pariyojna Parishad Panchkula
4	Sh. Arun Kumar Gupta IAS	Vice President	Director Secondary Education Haryana, Panchkula
5	Sh. Abhe Singh Yadav, IAS	Member	Director Elementary Education Haryana, Panchkula
6	Sh. DK. Behera IAS	Member	Secretary Board of School Education, Bhiwani, Haryana
7	Smt. Sneha Lata HES-I	Member	Director, SCERT

1. Sh. Ajit Singh adlan (HES-I) Dy.
Director, SCERT, Gurgaon.
2. Sh. Sadhu Ram Rohilla (HES-1)
Distt. Education Officer, Jhajjar

RULES AND REGULATIONS

1. Short title: These rules may be called 'Rules of State Level School for Teacher Education an Institute of Advanced Study in Education Haryana Jhajjar'.
2. 'Definitions: In these rules unless the context otherwise provides:
 - (I) '**Academic Staff**' means the employees of the Institute engaged in education, training, research or consultancy.
 - (II) '**Board**' means the Board of School Education Haryana, established and constituted under section 3 of the Boards Act.
 - (III) '**Chairman**' means the Chairman of the Executive Council/ Standing Committee as the case may be.
 - (IV) '**Chairman PAC**'-means Chairman Programme Advisory Committee.
 - (IV- A) '**Director**' mean Director, Prarambh State Institute of Advanced Studies In Teacher Education.
 - (V) '**Executive Council**' means Executive Council of the Institute.
 - (VI) '**Government**' means the Government of Haryana
 - (VII) '**Governing Body**' means the Governing Body of the institute.
 - (VIII) '**Institute**' means State Level School for Teacher Education- an Institute of Advanced Study in School Education.
'**Institute**' means Prarambh State Institute of Advanced Studies in Teacher Education.
 - (IX) '**Member Secretary**' means the Member Secretary of the Governing Body/ Executive Council / Standing Committee as the case may be.
 - (X) '**Officers and Staff**' means officers and staff with various designations appointed to deal with various affairs of the Institute.
 - (XI) '**President**' means President of the Governing Body.
 - (XII) '**Prescribed**' means prescribed by Rules and bye-laws made by the Executive Council/ Governing Council as the case may be.

(XIII) **'Rules'** means any other rules and bye-laws of the Institute.

(XIV) **'Vice Chairman'** means Vice Chairman of the Executive Council.

(XV) **'Vice President'** means Vice President of the Governing Council.

(XVI) **'Year'** means the financial year ending on 31st March of the calendar year.

3. **GOVERNING BODY**

There shall be an Governing Body of the Institute, which shall consist of the following members: -

Sr. No.	Name	Designation	Nature of the Membership
1	Chief Minister Govt. of Haryana	President	Ex-Officio
2	Education Minister Govt. of Haryana	Vice President	Ex-Officio
3	Finance Minister Govt. of Haryana	Member	-do-
4	Chief Secretary Govt. of Haryana	Member	-do-
5	Two persons nominated by President of Governing Body for three years term out of the panel of 10 persons suggested by Executive Council	Member	Nominated
6	Financial Commissioner & Principal Secretary to Govt. Haryana, School Education Department.	Member	Ex-Officio
7.	Director, Prarambh State Institute of Advanced Studies In Teacher Education	Member Secretary	Ex-Officio

- (i) The appointment of President, Vice-President and other Members except nominated is by virtue of their office.
- (ii) The Governing Body shall be the Governing Body of the Institute.
- (iii) The Meeting of the Governing Body be held at least once in year at such time, date and place as may be determined by Member Secretary with prior approval of President (7 days in exceptional circumstances).
- (iv) The President may direct the Member secretary to convene a special emergency meeting of the Governing Body at notice of three days whenever he deem fit.
- (v) Except as otherwise provided in these Rules all meetings of the Governing Body shall be called by notice under the signature of the Member Secretary.
- (vi) The President, in his absence Vice President/ Senior most member will chair the meetings of the Governing Body.
- (vii) One Fourth of the members of the Governing Body present in person shall form a quorum at every meeting of Governing Body.
- (viii) If within fifteen minutes from the time appointed for the meeting no quorum is present, the meeting shall stand adjourned. The adjourned meeting may take place after two hours on that very day or as decided by the President or in his absence Vice President/ Senior most member in chair For such an adjourned meeting no quorum shall be necessary and the members present may transact the business for which the meeting was called for.
- (ix) (i) All disputed questions at meeting of the Governing Body shall be determined by vote.
(ii) In case of any equality of votes, the President shall have a casting vote
- (x) The Member Secretary shall keep a record of the proceedings of the meeting and shall circulate to its members.
- (xi) Honorarium / TA / DA etc. will be paid to nominated and other members as per Govt. rules.

4. FUNCTIONS AND POWERS OF THE GOVERNING BODY

The following business may be transacted in the meeting of the Governing Body:

1. Consideration, approval of Annual Accounts.
2. Consideration, approval of Annual Report.
3. Consideration of any matter/policy concerning governance, administration, planning, management of the affairs of the institute.

5. EXECUTIVE COUNCIL

There shall be an Executive Council of the Institute, which shall consist of the following members: -

Sr. No.	Name	Designation	Nature of the Membership
1	Additional Chief Secretary / Principal Secretary to Govt. of Haryana School Education Department, Chandigarh	Chairperson	Ex-Officio
2	Director General / Director Secondary, Education Haryana, Panchkula	Member	-do-
3	Director Higher Education Haryana	Member	-do-
4	Director of Elementary Education Haryana, Panchkula	Member	-do-
5	State Project Director Haryana School Shiksha Pariyojna Parishad Panchkula	Member	-do-
6	Secretary, School Education Board, Bhiwani, Haryana	Member	-do-
7	Director, S.C.E.R.T. Haryana, Gurgaon	Member	Ex-officio

8	Nominee of Finance Department Haryana	Member	-do-
9	Nominee of Vice Chancellor of Affiliating University	Member	-do-
10	Principal of Regional Institute of Education (NCERT) applicable to State of Haryana [presently RIE Ajmer] or his nominee	Member	Ex-officio
11	One academic expert / specialist / person of eminence in the field of Education / Pedagogy / IT etc. nominated by President of Governing Body for a term of three years out of the panel of 05 experts provided by Member Secretary	Member	Nominated
12	Two academic expert / specialist / person of eminence in the field of Education / Pedagogy / IT etc. nominated by Chairperson of Executive Council for a term of three years out of the panel of 08 experts provided by Member Secretary	Member	Nominated
13	Director of the Institute	Member Secretary	-do-

- a) The Executive Council shall be the Executive Body of the Institute.
- b) The Executive Council shall function notwithstanding any vacancy therein and notwithstanding any defect in the appointment or nomination of any member and no act or proceedings of the Executive Council shall be invalidated or nullified merely by

reasons of the existence of any vacancy therein or of any defect in the appointment/ nomination of any member.

- c) Any casual vacancy amongst the nominated members of the Executive Council, arising from death or resignation or otherwise, may be filled by nomination by the President and the members so nominated shall hold office for the unexpired portion of the term of office of the member causing the vacancy. .
- d) Every meeting of the Executive Council shall be presided over by its Chairman and, in his absence, by a member chosen in the meeting.
- e) Four members of the Executive Council present in person shall constitute the quorum. No quorum shall be required for an adjourned meeting.
- f) For every meeting of the Executive Council, not less than ten clear days notice shall ordinarily be given to each member. However, the Chairman may, at his discretion, call a meeting with shorter notice if it is considered necessary or expedient due to any reason.
- g) At least two meetings of the Executive Council shall be held in each year.
- h) The Chairman of the Executive Council may himself call or by a requisition in writing signed by him may instruct the Director (Member secretary) of the Institute to call a meeting of the Executive Council at any time.
- i) Each member of the Executive Council, including the Chairman, shall have one vote and in case there is an equality of votes on any question to be decided by the Executive Council, its Chairman or in his absence the person presiding over the meeting shall have a casting vote.
- j) The Chairman of the Executive Council may invite any person other than member, to attend any particular meeting of the Executive Council. Such invitee shall not be entitled to vote, however he will be entitled for Honorarium / TA / DA etc.
- k) Any business which may be necessary for the Executive Council to perform may be carried out by circulation among all its members and any resolution so circulated and approved by a majority of members signing shall be as effectual and binding as if the resolution had been passed at a meeting of the Executive Council.

- 1) Honorarium / TA / DA etc. will be paid to nominated and other members as per Govt. rules.

6. FUNCTIONS AND POWERS OF THE EXECUTIVE COUNCIL

- i) The Executive Council shall carry out the objectives of the Council as set forth in the MEMORANDUM of ASSOCIATION,
- ii) The Executive Council shall have under its control the management of all affairs and funds of the Council and shall have the authority to exercise all the powers as provided under the rules from time to time.
- iii) The Executive Council shall have powers to frame and amend regulations/ bye-laws, not inconsistent with these rules, State/ Central policy on school Education as also the various programmes/ policies of the State/ Central Government for the development of school education, for the administration and management of the affairs of the Institute. The first bye-laws of the Institute shall be as contained in this MOA/ Rules & Regulations, The subsequent amendments / Rules & Regulations will be prepared and approved by Executive Council and come in to force w.e.f. date it is approved by Executive Council or any other date decided by Executive Council.
- iv) Without prejudice to the generality of the foregoing provision, such regulation may provide for the following:-
 - a) The preparation and sanction of budget estimates, the sanctioning of expenditure, making and execution of contracts, the investment of the funds of the Institute and sale or alteration of such investment and account and audit.
 - b) Powers, functions and conduct of business by advisory Committees, or Committees, standing and other Sub Committees as may be constituted , from time to time, and the term of office of their members.
 - c) Procedure for appointment of the officers and staff of the Institute and the institutes and services established and maintained by the Institute but not in dilution of rules of the State Govt.

- d) The terms and tenure of appointments, emoluments, allowances' rules of discipline and other conditions of the service of the officers and staff of the Institute but not in dilution the rules of the State Government.
 - e) Terms and Conditions governing scholarships, fellowships and deputations, grant-in-aid, research schemes and projects, provisions of extension services and establishment of research centers and training institutes.
 - f) Such other matters as may be necessary for the furtherance of the objective and the proper administration of" the affairs of the Institute.
 - g) For smooth transactions of the business of institute the appointment for all Teaching / Non-Teaching Officers would be accomplished by:
 - (i) Chairperson of Executive Council for regular appointment to Group - A and Group - B posts and temporary appointment against Group - A post.
 - (ii) Director of Institute -cum- Ex-officio Member Secretary, Executive Council for regular appointment to Group - C and Group - D.
 - (iii) The Executive Council has the power to frame the rules and regulations for appointment. Subject to provisions of these Rules and Regulations all appointments to various posts would be made on the recommendation of duly constituted selection committees. The Executive Council has right to make special appointment without selection committee subject to specific provisions of budget, instructions governing the project/ scheme under which appointments are to be made and to define their duties.
- All appointments to be reported to Executive Council in immediate next meeting.
- h) The Executive Council shall have the power to enter into arrangements / agreement / MOU with the Haryana Govt. and other public or private organizations or individuals for furtherance of its objectives, for implementation of its programmes and for securing and accepting endowments, grant-in-aid, donations or gifts to the Institute on mutually agreed- terms and conditions provided that the conditions of such grant-in-aid

donations or gifts shall not be inconsistent or in conflict with objectives of the Council or with the provisions of these rules. The Director of institute is competent to accomplish all such agreements / MOUs but financial liabilities occurring due to such agreements / MOUs shall be approved by Vice Chairperson / Chairperson of Executive Council / Govt. as per empowerment of financial power with concerned.

- i) The Executive Council shall have the powers to take over and acquire by purchase, gift or otherwise from Government and other public bodies or private individuals, movable properties or other funds together with any attendant obligations, engagements not inconsistent with the objectives of the Institute and the provisions of these Rules.
- j) The Executive Council shall have the power to sell or lease any movable or immovable property of the Council, provided, however, that no asset of the Institute created out of government funds be disposed of, encumbered or utilized for purpose other than those for which the grant was sanctioned.
- k) The Executive Council may by Resolution constitute Advisory Boards or special committees for assistance in the working and for such purposes and with such powers as the Executive Council may think fit, and the Executive Council may also dissolve any of the Committees and advisory Bodies, so constituted after the registration of the Institute. Any amendment / modification in the bodies/ committees as provided in the MOA for the registration of Institute shall be done with the concurrence of the State government.
- l) The Executive Council may delegate to the Chairman or any of the member and / or other officer of the Institute such administrative and financial powers and impose such duties as it deems proper and also prescribe limitations within which these powers and duties as are to be exercised or discharged.
- m) Consideration, approval and recommendation to Governing Body of Annual Accounts.
- n) Consideration, approval and recommendation to Governing Body of Annual Report.

- o) Consider and recommend to the State Govt. the projects/ programmes to be continued/ new projects to be undertaken and the provision of funds there under.
- p) Monitor ongoing programmes/projects and planning far the next year.
- q) Consider any matter/ policy concerning Governance, administration, planning management of the affairs of the Council.

7. MEMBERS / MEMBERSHIP

(i) MEMBER/ MEMBERSHIP OF THE Institute shall be:-

Government Departments, Semi govt. Organizations/ Public Sector Undertakings/ Cooperative Institutions/ Society promoted by the Government/ NGO's working in the departmental programmes/ Publication/ Health/ Social/ Educational/ Literary/ Research etc.

(ii) Industrial Enterprises

(iii) Educational Research and other Institutions interested in the Promotion of Education.

(iv) Individuals not covered under category i to iii above.

(v) Ex-officio / Honorary members

8. ROLL OF MEMBERS OF THE COUNCIL

The Council shall keep a roll of members giving their addresses and occupations and every member shall sign the same. If a member of the Council changes his address, he shall notify his new address in the roll of members. If the member fails to notify his new address, his address in the roll of members shall be deemed to be his address.

9. THE TERM OF OFFICE

Where a person becomes a member/ office bearer of the Council by reason of the office of appointment he holds, his membership of the Council shall ipso facto terminate when he ceases to hold that office or appointment. This rule applies to all ex

officio members. The successor in office of Ex-officio member shall become member from the date of his assuming charge of his office. The term of non official members, nominated by the state / Central Government/ Institute shall be three years. Members of the Council shall cease to be such member if they resign or they do not attend two consecutive meetings. A resignation of membership shall be tendered to the Member Secretary of the Council and shall take effect from the date it has been accepted on behalf of the Chairman.

10. POWERS TO REMOVE MEMBERS

Notwithstanding anything contained in any section of these rules, the Chairman may recommend to the Executive Council to remove any person from his membership if in his opinion the continuance in office of such person as a member is not in the interest of the society. The Executive Council shall have the final authority to accept or reject any such recommendation.

11. MANAGEMENT OF THE INSTITUTE

The affairs of the Institute Shall be managed by the Executive Council and Governing Body

12. AUTHORITIES OF THE INSTITUTE

- (a) Governing body
- (b) Executive Council
- (c) Standing Committee
- (d) Programme Advisory Committee
- (e) Such other committees, Sub committees as may be set up by the Executive Council/ Governing Body

13. OFFICER OF THE INSTITUTE

The following shall be the officers of the Institute, namely:

- (a) Director;
- (b) Such other officers as the Executive Council/ Governing Body may, from time to time, appoint.

14. **BYE-LAWS OF THE COUNCIL**

The, Executive Council as specifically provided under the rules shall have powers to frame, amend or repeal any rules/ regulations of the Institute for the furtherance of its objectives, and in particular to provide for the following matter:

- (a) Matters relating to appointment, removal and resignation of the office holders of the Council.
- (b) The preparation and submission of budget estimates, the sanction of expenditure, investment of the funds of the Institute and sale or alternations of such investments, and accounts and audit.
- (c) Conduct of business of committees and sub-committees as may be constituted from time to time, determining the power and functions of such committees and sub-committees, their constitution and terms of office of the members.
- (d) The procedure for terms and tenure of appointments, emoluments, allowances, rules of discipline and other conditions of service of personnel and staff employed by the Institute; and
- (e) Such other matters as may be necessary for the administration of the affairs of the Institute.

15. **STANDING COMMITTEE**

To decide on day to day policy of institute Standing Committee shall consist of the following members: -

1.	Director Secondary Education Haryana, Panchkula	Chairperson	Ex-Officio
2.	Additional Director / Joint Director / In- charge of Prarambh Cell in DSE	Member	Ex-Officio

3.	Director of Institute	Member Secretary	Ex-Officio
----	-----------------------	---------------------	------------

- (a) *The Standing committee shall be responsible to examine all the matters to be placed before Executive Council and Governing Body and got it approved from Chairperson of Executive Council.*
- (b) *The standing committee may decide all the matter referred to it by Director of Institute. On receipt of any matter for perusal Chairperson of committee shall decide; and make a decision accordingly; whether to be:-*
- (i) decided at his own level,*
 - (ii) decided in the meeting of committee*
 - (iii) referred to Chairperson of Executive Council, or*
 - (iv) referred to Executive Council.*
- (c) *The Standing committee shall perform all functions and duties as entrusted / directed by Executive Council / chairperson of Executive Council to them.*
- (d) *Chairperson of Executive Council may refer any matters involving any issue in regard to implementation of any programme/policy of the Govt./institute and day-to-day functioning of the Institute to be decided by the Chairperson of the Council, to the Standing Committee for deliberations and to make recommendations.*

16. PROGRAMME ADVISORY COMMITTEE

- (a) The Programme Advisory Committee shall consist of the following members:-

1	Director Secondary Education Haryana, Panchkula	Chairman PAC	Ex-Officio
2	Director Elementary Education Haryana Panchkula	Member	Ex - officio
3	State Project Director. Haryana School Shiksha Pariyojna Parishad, Panchkula	Member	Ex - officio

4	Secretary, Board of School Education Haryana, Bhiwani	Member	Ex - officio
5	Director, S.C.E.R.T. Haryana	Member	Ex - officio
6	One Nominee Vice Chancellor of affiliating University	-do-	Nominated
7	One Nominee of Chairman NCTE New Delhi	-do-	-do-
8	One Nominee of Director NUEPA New Delhi	-do-	-do-
9-11	Three Eminent Research Scholars, eminent educationists to be nominated by the Chairman for a Period of Three ears	-do-	-do-
12	One Principal of DIET to be nominated by the Chairman PAC for a period of Three years	-do-	Nominated
13	One Representative from REAP Cell, SCERT Haryana, Gurgaon	-do-	-do-
14	Director of the Institute	Member Secretary	Ex-officio

- (b) The Programme Advisory Committee shall have powers to finalize research, evaluation, monitoring, training, extension and other academic programmes of the Institute to promote quality education in the Haryana State keeping in view the aims and objectives of the institute as outlined in Article 4 of the Memorandum of Association. It will be the responsibility of the Programme Advisory Committee to consider all plans, programmes, research proposals etc. and to examine the academic aspects of the work of the Institute and to ensure coordinated approach to the development of programmes.
- (c) Chairman 'PAC' may invite any Head/ s of Department of the institute to attend the meeting / s of the PAC as special invitee.
- (d) The Programme Advisory Committee may appoint such Subcommittees as it may consider necessary to deal with special problems or programmes entrusted to them or with special aspects of its work.

17. POWERS OF THE CHAIRMAN OF EXECUTIVE COUNCIL

Chairman of the Executive Council shall exercise complete financial and administrative powers.

18. POWERS OF THE DIRECTOR

- (a) Director will be the Chief Academic and Administrative officer of the institute
- (b) He shall be the appointing authority for group C&D employees.
- (c) He will be the drawing & disbursing officer. He will be competent to sanction expenditure up to Rs. 3 Lac one single item for which norm /budget has been provided.
- (d) He will be Member Secretary of Executive Council and Governing Body and facilitate its meetings on regular intervals.
- (e) He will oversee management and superintendence of institute in day to day functioning and for that he will initiate various programmes, proposals for furtherance of the objectives for which the institute has been set up. Co-ordinate and monitor the functioning of the institute and its hostels.

18(A). POWERS OF THE PRINCIPAL

He shall be responsible for day-to-day management, functioning/ control over the staff working in the Institute.

19. FINANCIAL RULES

Authority competent to incur expenditure shall do so by strictly following financial rules and Govt. instructions issued from time to time on the subject.

20. FUNDS OF THE INSTITUTE

(i) The Institute shall be fully financed by the Govt. and the funds of the institute will consist of following: —

- (a) Govt. annual recurring/ non-recurring grant.
- (b) Grants made by various authorities for the implementation of state/ centrally sponsored schemes/ projects for the furtherance of the objectives of the Council.
- (c) Contributions from other sources.
- (d) Income from the assets and publications of the Council and income from other sources.

(ii) The Bankers of the Institute shall be such as may be appointed by the Executive Council and the funds shall be paid into the Institute account with the Bank and shall not be withdrawn except through cheque signed by such officers as may be duly empowered by the Executive Council.

21. BUDGET

- 1.) The Director shall by letter call for budget proposals from the Heads of each of the Constituents Units during the month of July of each financial year and furnish them with- the required proforma and such instructions as are deemed necessary.
- 2.) Heads of the Constituent Units shall furnish; in the manner stipulated, the required budget proposals to the Director during the first week of September.
- 3.) The Director shall prepare consolidated budget estimates for the Council as a whole before the middle of September.
- 4.) The budget proposals as finalized shall -be placed before the Executive Council.
- 5.) The budget proposals as finalized, approved by the Executive Council, be referred before the end of October each year to the Government for

their consideration. The budget provision shall not include provision for schemes, etc., the details of which have not been worked out and specifically approved by the Executive/ Governing Council as the case may be.

6.) (i) The powers to sanction expenditure, subject to re-appropriation shall be in accordance with the order of the Executive Council, nevertheless, subject to the condition that without prior approval of the Government, there shall be no.

(a) Diversion of funds from Capital to Revenue or from Revenue to Capital.

(b) diversion of funds from Plan to Non-plan expenditure or vice-versa,

(c) diversion of funds for a new scheme or new programme or expansion of existing programme which has not been specifically provided for in the budget and approved by the Government.

(d) Diversion of funds to augment the provision for administrative posts, viz., pays of officers, pay of establishment, allowances and other charges.

(ii) Any major programme/project/ scheme which is likely to involve an over-all capital expenditure of over Rs. 10 lakhs and/or recurring expenditure of Rs. 5 lakhs per annum on a long term basis exceeding five years should have the approval of the State Government, before it is taken up for implementation.

All the financial power should be applied in concurrence to instruction from Govt. of Haryana / Finance department.

22 . AUDIT & ACCOUNTS

(i) The institute shall maintain proper accounts and other relevant records and prepare annual accounts comprising the Receipt and Payment Account,

Statement of Assets and liabilities in such form as may be prescribed by the Government.

(ii) The Accounts of the institute shall be audited annually by the Chartered Accountants duly appointed by the institute and any expenditure incurred in connection with the audit of account of the Institute shall be payable by the institute.

(iii) The Accounts of the institute as certified by the Chartered Accountants shall be placed before the Annual General Meeting of the Governing Body. The accounts so passed by the Governing Body shall be sent to the Haryana State.

(iv) Separate Accounts shall be maintained for plan and Non-plan.

23. SPECIAL PROVISIONS

Notwithstanding anything contained in these Rules/ regulations and the bye-laws of the institute:

(a) The Chairperson may, in special circumstances, appoint an eminent person on contract for a period not exceeding five years, with a provision of renewal for further period, provided that every such appointment and the terms thereof shall be reported it to the Executive Council in its next meeting.

(b) The Executive Council may authorize the Chairperson to appoint a person to any post in a temporary capacity for a period not exceeding one year, hut not exceeding six months at a time, where it is considered necessary to fill such a post without delay. The action taken under this regulation shall be reported to the Executive Council at its next meeting.

(c) In emergent cases, if it is necessary to take the decision for which Executive Council is empowered, the Chairman of the Executive Council may exercise any of its powers and the action taken by the Chairperson shall be reported at the next meeting of the Executive Council.

(d) The persons in employment in the Institute immediately before the date of constitution of the society shall be considered for appointment/continuance in the

Institute on the recommendation of a special Screening Committee to be constituted by the Executive Council. The screening committee shall submit its recommendations to the Executive Council based on the guiding principles that (i) The incumbents fulfill the prescribed qualifications for the post opted for (ii) sanctioned posts are available. (iii) their work and conduct has been satisfactory. However, the persons thus finally appointed in the Institute shall be governed by the rules and regulations of the Institute and they will be treated as fresh entrants. However, their basic pay and the inter-se seniority shall be protected on such appointment.

24. ANNUAL REPORT

The Annual report on the working of the Institute and the work undertaken by it shall be placed before the Executive Council for consideration and approval before submission to the State Government.

25. SERVICE CONDITIONS

The employees of the Institute for all intents and purposes shall be governed by the Service rules/ regulations as laid down by the Institute with the approval of the State Government.

26. OFFICE OF THE INSTITUTE

The office of the Institute shall, for the present, be at Jhajjar or at such other place as may be determined by the Government of Haryana from time to time.

27. JURISDICTION

In case of any dispute, court at the place where the institute is situated or any other place where institute starts its functioning shall have the jurisdiction to decide the matter

28. SUITS AND PROCEEDINGS BY AND AGAINST THE INSTITUTE

- (a) The Institute may sue or may be sued in the name of the Director or any other officer authorized by the Executive Council in this behalf.
- (b) No suit or proceeding shall abate by reason of any vacancy or change in the holder of the office of the Chairman, or any office bearer authorized in this behalf.
- (c) Every decree or order against the Institute in any suit or proceeding shall be executed against the property of the Institute and not against the person or the property of the Chairman, the Director or any office bearer.
- (d) Every member of the Institute may be sued or prosecuted by the institute for any loss or damage caused to the Institute or its property or for anything done by him detrimental to the interests of the Institute provided that no action shall be taken against the member for anything done by him in good faith.

29. INTERPRETATION OF RULES

In case of any dispute about the interpretation of any rule or regulation of the constitution, the decision of the Chairman shall be final. No act or proceedings of the Institute and its other constituents deemed to be invalid by reasons merely of any deficiency or any defect in its constitution.

30. DISSOLUTION OF THE INSTITUTION

- (a) In case of dissolution of the Society special meeting of all the members of the governing council shall for this purpose according to Rules of Societies Registration Act 1860 and a special resolution passed by 2/3 majority by the members of the Governing Body shall be necessary to request the Govt. to

dissolve the Council. The order for dissolution of the Society shall be issued by the government.

- (b) If upon the winding up or dissolution of the Society there remains after satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the members of the Society, but shall be given or transferred to some other institutions having objectives similar to the objectives of the society to be determined by the member of the Society at or before the time of dissolution.

We, the several persons whose names and addresses are subscribed hereto, being members of the Executive Council of the Institute, certify the above to be a correct copy of the rules of the said Institute.

Sr. No.	Name, Occupation and Address	Signature
1.	Smt. Surina Rajan, IAS Financial Commissioner & Principal Secretary to Govt. of Haryana School Education Department, Chandigarh	Sd/-
2.	Shri A. Sreenivas, IAS Director Secondary Education, Haryana, Panchkula	Sd/-
3.	Shri Abhe Singh Yadav, IAS Director Elementary Education, Haryana, Panchkula	Sd/-

SERVICE BYE LAWS

Preamble

In view of the aims and objectives & functions of the Society as contained in the Memorandum of Association, the first rules regulating the recruitment and conditions of service of persons appointed/ to be appointed to the service of the Institute (Group A, B, C & D) shall be as Under:-

PART-I GENERAL

1. Short Title and Commencement

- (a) These rules may be called the State Institute of Advance Studies in Teacher Education referred to as Institute (Group A, B, C & D) Bye-laws, 2019.
- (b) These shall come into force on the date on which the Society notifies these Bye laws.

2. Definition

In these rules, unless the context otherwise requires:

- (a) **"Appendix"** means an appendix to these rules;
- (b) **"Authority"** means the authority empowered to make any Group A, B, C or D posts;
- (c) **"Chairman"** means Chairman of the Executive Council.
- (d) **"Deputation"** in relation to appointment means being appointed to a post in the institute/under its units by deputation from any of the State Government or any Statutory Board, Undertaking or other Agency controlled by it, from any of Central Government or any Statutory Board, Undertaking or other Agency wholly or partially owned by the Government of India, as well as from any recognized Institute;
- (e) **"Direct recruitment"** means an appointment made otherwise than by promotion from within the Service or by transfer/ deputation of an officer already in the Service of the Government of India or the State Government or Statutory Board/ Govt. Undertaking;

(f) **"DSE"** means Director Secondary Education, Haryana:

(f)(i) **"Director"** mean Director, Prarambh State Institute of Advanced Studies in Teacher Education.

(g) **"Discharge"** means termination as per conditions of the contract or the service rules otherwise than by way of dismissal/compulsory retirement.

(h) **"Dismissal"** connotes removal, of member of Service for misconduct as a result of enquiry duly instituted against her/him;

(i) **"Executive Council"** means the Executive Council of the institution constituted under the relevant Rules.

(j) **"Employee"** means an employee of the Institute to. whom these bye laws apply;

(k) **"Government"** means Government of Haryana;

(l) **"Post"** means the post sanctioned by the Executive Council from time to time;

(m) **"Principal"** means Principal of the Institute;

(n) **"Promotion"** means elevation of an employee of the Institute from a lower grade to higher grade within the same post or from any lower to higher post;

(o) **"Probationer"** means an employee appointed against a regular vacancy and placed on probation for a specific period, as provided under the (Group A, B, C & D) Service Bye-laws;

(p) **"Recognized University"** means-

(i) Any university incorporated by law in India; or

(ii) Any other university which is declared by the Government to be a recognized University for the purpose of these rules;

(q) **"Review Committee"** means a committee constituted under these rules for reviewing cases of employees of Service Group A, B C relating to pre-mature retirement at the age of 50/ 55 years and taking appropriate decision with regard thereto;

(r) **"Selection Committee"** means .a Committee constituted under these : rules for making selection for appointment to the posts mentioned in Appendix "A".

- (s) **"Screening Committee"** means a committee constituted under these rules for recommending promotion/ financial upgradation to the employees under these Bye-laws;
- (t) **"Service"** means the State Institute of Advanced Studies in Teacher Education (Group A, B, C & D) Service.
- (u) **"Society"** means State Institute of Advanced Studies in Teacher Education.
- (v) **"Transfer"** in relation to appointment means absorption of a person already in the service of Government or any statutory body to the Institute on the basis of interview by Selection Committee/ Screening Committee.

PART 11- RECRUITMENT TO SERVICE

3. Number and character of Posts

The service shall comprise the posts shown in Appendix A to these rules.

Provided that nothing in these bye-laws shall affect the inherent right of Executive Council to make additions to, or reduction in, the number of such posts or to create new posts with different designations and scales of pay, either permanently or temporarily. The position of sanctioned posts under each Group A, B, C & D is given in **Appendix A**.

4. Nationality, domicile and character of candidates appointed in Service

- (i) No person shall be a pointed to any post in the Service, unless he is;-
 - (a) a citizen of India ; or
 - (b) a subject of Nepal ; or
 - (c) a subject of Bhutan ; or

Provided that a person belonging any of the categories (b) or (c) shall be person in whose favour a certificate of eligibility has been issued by the Government.

- (ii) A person in whose case a certificate of eligibility is necessary, may be admitted to an examination or interview conducted by the Institute but the offer of appointment may be given only after the necessary eligibility certificate has been issued to him by the Government.

5. Age

No person shall be appointed to the post in the service by direct recruitment who is less than 18 years or more than 40 years of age or such age as fixed by the Society from time to time or for specific post mentioned in **Appendix B**.

Provided that in the case of candidates belonging to the Scheduled Caste, Scheduled Tribes and Backward Classes, Ex-servicemen, Physically challenged and Widows/Divorcee etc., the upper age limit shall be such as may be fixed by the Government from time to time.

6. Appointing Authority

Appointment to the posts in the Service of Group A & B shall be made by the Chairman.

Appointment to the posts in the Service of Group C & D shall be made by the Director.

7. Qualification

No person shall be appointed to any post in the Service, unless he is in possession of qualifications and 'experience specified in column of Appendix B to these Rules in the case of direct recruitment and those specified in column 4 of the aforesaid Appendix in the case of persons appointed other than by direct recruitment.

Provided that in the case of direct recruitment, the qualifications and experience shall be relaxable as per govt. instructions on this subject for the candidates' belonging to the Scheduled Caste, Scheduled Tribes and Backward Classes, Ex-servicemen, Physically-challenged und Widows/Divorcee etc.

8. Disqualification

(i) No person;

(a) who has entered into or contracted a marriage with a person having a spouse living ; or

(b) who having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to any post in the Service;

Provided that the Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this rule.

(ii) No person, who has been dismissed from the service of the Government of India or any State Government or a local authority, a Corporation or Institute, shall be eligible for appointment to any post in Group A, B, C & D Service.

9. Method of Recruitment

1) Recruitment to the service shall be made

Group A:

(a) Director & Principal

- (i) by direct recruitment or recruitment on contract basis as the case may be; or
- (ii) by transfer or deputation of an officer already in the service of State Government or the Government of India or recognized institutions subject to fulfilling the prescribed qualifications and-experience .

(i) Associate Professor

- (i) by promotion from amongst Assistant Professors; or
- (ii) by transfer or deputation of an official possessing the prescribed qualifications and already in the service of any State Government, Government of India/ Govt. Undertaking/ Societies.

2) All promotions, unless otherwise provided shall be made on seniority cum- merit basis and seniority alone shall not confer any right to such promotions.

Group B:

(c) Assistant Professor

- (i) by direct recruitment or recruitment on contract basis as the case may be; or
- (ii) by transfer or deputation of an official possessing the prescribed qualifications and already in the service of any State Government, Government of India/ Govt. Undertaking/ Societies/ recognized institutions.

Group C:

(d) Manager HR

- (i) by direct recruitment or recruitment on contract basis as the case may be; or
- (ii) by promotion from amongst the Assistant/Office Assistant/ Accountant/Senior Scale Stenographer on the seniority-cum-merit basis; or
- (iii) by transfer or deputation of an official possessing the prescribed qualifications and already in the service of any State Government, Government of India/ Govt. Undertaking/ Societies/ recognized institutions.

(e) Deputy Superintendent,

- (i) by promotion from amongst the Assistant/Office Assistant/ Accountant/Senior Scale Stenographer on the seniority-cum-merit basis; or
- (ii) by transfer or deputation of an official possessing the prescribed qualifications and already in the service of any State Government, Government of India/ Govt. Undertaking/ Societies/ recognized institutions.

(f) Assistant/Office Assistant

- (i) 67% by promotion from amongst Data Entry Operators-cum Clerks; and
- (ii) 33% by direct/ recruitment or recruitment on contract basis as the case may be; or
- (iii) by transfer or deputation of an official possessing the prescribed qualifications and already in the service of any State Government, Government of India/ Govt. Undertaking/ Societies/ recognized institutions.

(g) Accountant

- (i) by direct recruitment or recruitment on contract basis as the case may be; or
- (ii) by transfer or deputation of an official possessing the prescribed qualifications and already in the service of any State Government, Government of India/ Govt. Undertaking/ Societies/ recognized institutions.

(h) Senior Scale Stenographer

- (i) 67% by promotion from amongst Junior Scale Stenographers; and
- (ii) 33% by direct/ recruitment or recruitment on contract basis as the case may be; or
- (iii) by transfer or deputation of an official possessing the prescribed qualifications and already in the service of any State Government, Government of India/ Govt. Undertaking/ Societies.

(i) Junior Scale Stenographer

- (i) by direct recruitment or recruitment on contract basis as the case may be; or
- (ii) by transfer or deputation of an official possessing the prescribed qualifications and already in the service of any State Government, Government of India/ Govt. Undertaking/ Societies.

(j) Hostel Warden/ Superintendent

- (i) by direct recruitment or recruitment on contract basis as the case may be; or
- (ii) by transfer or deputation of an official possessing the prescribed qualifications and already in the service of any State Government, Government of India/ Govt. Undertaking/ Societies.

(k) Information Manager-cum-Librarian,

- (i) by direct recruitment or recruitment on contract basis as the case may be; or
- (ii) by transfer or deputation of an official possessing the prescribed qualifications and already in the service of any State Government, Government of India/ Govt. Undertaking/ Societies.

(l) Library Assistant,

- (i) by direct recruitment or recruitment on contract basis as the case may be; or

- (ii) by transfer or deputation of an official possessing the prescribed qualifications and already in the service of any State Government, Government of India/ Govt. Undertaking/ Societies.

(m) Driver,

- (i) by direct recruitment or recruitment on contract basis or by outsourcing as the case may be; or
- (ii) by transfer or deputation of an official possessing the prescribed qualifications and already in the service of any State Government, Government of India/ Govt. Undertaking/ Societies.

(n) Data Entry Operator-cum Clerk

- (i) by direct recruitment or recruitment on contract basis or by outsourcing from HARTRON as the case may be; or
- (ii) by transfer or deputation of an official possessing the prescribed qualifications and already in the service of any State Government, Government of India/ Govt. Undertaking/ Societies.

(o) Electrician-cum-Plumber

- (i) by direct recruitment or recruitment on contract basis as the case may be; or
- (ii) by transfer or deputation of an official possessing the prescribed qualifications and already in the service of any State Government, Government of India/ Govt. Undertaking/ Societies/ recognized institutions.

(p) Laboratory Assistant

- (i) by direct recruitment or recruitment on contract basis as the case may be.
- (ii) by transfer or deputation of an official possessing the prescribed qualifications and already in the service of any State Government, Government of India/ Govt. Undertaking/ Societies/ recognized institutions.

(q) Assistant Manager infrastructure management

- (i) by direct recruitment or recruitment on contract basis as the case may be.
- (ii) by transfer or deputation of an official possessing the prescribed qualifications and already in the service of any State Government, Government of India/ Govt. Undertaking/ Societies/ recognized institutions.

(r) Group D: (Cook, Peon. Sweeper, Watchman, Mali etc.)

- (i) by direct recruitment or recruitment on contract basis or through outsourcing through prevalent policy of state Govt. as the case may be; or
- (ii) by transfer or deputation of an official possessing the prescribed qualifications and already in the service of any State Government, Government of India/ Govt. Undertaking/ Societies/ recognized institutions.

- 3). All promotions, unless otherwise provided shall be made on seniority cum-merit bases and seniority alone shall not confer any right to such promotions.

10. Probation

- 1) Members of the Service shall remain on probation for a period of two years in case recruited by direct appointment and of one year in case recruited otherwise.

Person appointed to any post in the service shall remain on probation for a period of two years; provided that:

- (a) A person appointed to the service in the Institute by transfer will also have a period of probation of two years.
- (b) Any period after appointment spent on—deputation on a corresponding or a higher post shall count towards the period of probation;
- (c) Any period of work in equivalent or higher rank, prior to appointment to the service may, in the case of an appointment by transfer, at the discretion of the appointing authority, be allowed to count towards the period of probation fixed under this rule; and
- (d) Any period of officiating appointment shall be reckoned as period spent on probation, but no person who has so officiated shall on the completion of the prescribed, period of probation be entitled to be confirmed, unless he is appointed to a permanent vacancy.

- 2) On completion of period of probation an assessment panel will examine the suitability of the person for regularization and give to recommendation to appointing authority. If, in the opinion of the appointing authority the work or conduct of a person during the period of probation is not satisfactory, his services may be dispense with his service:

- (a) if such person is appointed by direct recruitment,
- (b) if such person is appointed otherwise than by direct recruitment: -
 - (i) revert him to his former post; or
 - (ii) deal with him in such other manner as the terms and conditions of his previous appointment permit.

3).

- (a) if his work or conduct has, in its opinion, been satisfactory;-
 - (i) confirm such person from the date of his appointment, if appointed against a permanent vacancy ; or
 - (ii) confirm such person from the date from which a permanent vacancy occurs, if appointed against a temporary vacancy ,

or

- (iii) declare that he has completed his probation satisfactory if there is no permanent vacancy; or

(b) if his work or conduct has; in its opinion, not been satisfactory;-

(i) dispense with his services; if appointed by direct recruitment or if appointed otherwise, revert him to his former post or deal with him in other manner as the terms and conditions of his previous appointment permit ; or

(ii) Extend his period of probation and thereafter pass such orders, as it could have passed on the expiry of the first period of probation provided that the total period of probation including extension if any shall not exceed 3 years.

11. Seniority

Seniority, inter se of the members of the service shall be determined by the length of continuous Service on any post in the Service:

Provided that where there are different cadres in the service, the seniority shall be determined separately for each cadre:

Provided further that in the case of a member appointed by direct recruitment the order of merit determined by the Selection Committee, shall not be disturbed in fixing the seniority:

Provided further that in the case Of two or more members appointed on the same date, their seniority shall be determined as follows:

- (a) A member appointed by direct recruitment shall be senior to a member appointed by promotion or by transfer.
- (b) Two or more members appointed by direct recruitment by the same Selection Committee on the same date, members whose name figures first on the report of the Selection Committee shall be senior;
- (c) a member appointed by promotion shall be senior to a member appointed by transfer;
- (d) in the case of a member appointed by promotion or by transfer, seniority shall be determined according to the seniority of such members appointments from which they were promoted or transfer;
- (e) in the case of members appointed by transfer from different cadres, their seniority shall be determined according to pay, preference being given to a member, who was drawing a higher rate of pay in his previous appointment and if the rates of pay drawn are also the same, then by the length of their Service in the appointments and if the length of such service is also the same, the older member shall be senior to the younger member.

12. Liability to serve

A member of the Service shall be liable to serve at any place, whether within or outside the State of Haryana, on being ordered to do so by the appointing authority.

13. Pay, leave, pension and other matters**(a) Pay**

Each Group A, B, C & D post in the Society will carry a scale or pay as decided by the Executive Council except in the case of officers who are on deputation. The scales of pay for direct recruitment, appointment by transfer and the guiding principles, policy along with emoluments of contractual appointments have been indicated in Appendix A and C.

A member of each Group A, B, C service shall on his appointment to a post in a time scale of pay, draw pay at the minimum of the time scale unless Selection Committee recommends and Executive Council approves that he shall draw pay at any higher scale. The member of each Group of the Society shall also be entitled to such perquisites as are decided by the Executive Council from time to time.

The pay of persons, who are reemployed after retirement, shall be fixed' in accordance with the rules as applicable to Haryana Government Employees from time to time.

(b) Leave

The employees of the Society will be governed by the same rules in this regard as are applicable to Haryana Government Employees from time to time.

(c) Travelling Allowance:

The employees of each group of the Society will be governed by the same rules in this regard as are applicable to Haryana Government Employees from time to time.

(d) Leave Travel Concession:

The employees of each group of the Society will be governed by the same rules in this regard as are applicable to Haryana Government Employees from time to time.

(e) Allowances such as DA, HRA, CCA and Medical Allowance / Reimbursement.

The employees of each group of the Society will be governed by the same rules in this regard as are applicable to Haryana Government Employees from time to time.

(f) Retirement related benefits other benefits

(i) Employees' provident Fund:

The employees of each group except other officers on deputation not covered under EPF rules of the Society shall be entitled to the benefit of EPF. The EPF shall be regulated in accordance with relevant rules under the Acts as applicable from time to time.

(i) (a) New Pension Scheme: The employees will have the choice to opt any one out of the EPF or NPS.

(ii) Leave Encashment:

The employees of each group of the Society will be governed by the same rules in this regard as are applicable to Haryana Government Employees from time to time.

(g) The anything regarding pay, perks, allowances, leave and other matter not specifically mentioned in these rules will be governed by relevant rules and regulations notified by Haryana Govt. / Fiance Department / Higher Education Dept. / School Education Department. The service benefits granted to employees of Prarambh will be, no way less than that of the employees of same rank working in Dept. of Higher Education for Teaching Employees and Dept. of School Education for Non -Teaching Employees.

14. Selection Committee

The Selection Committee is meant for the selection of employees under each group Service, which will consist of the following members:

Post / Group	
Group - A	1) ACS to Govt. Haryana, School Education Department- Chairperson. 2) Nomincc of Vice Chancellor of affiliating University, not below the rank of Professor/ Registrar- Member. 3) Nominee of Vice Chancellor NIEPA/Director NCERT not below the rank of Professor- Member. 4) Two. External: Experts to be nominated by the Chairman of the Committee-Members. 5) Director, Secondary Education, Haryana- Member 6) Director Prarambh - Member Secretary.
Group - B	---- do -----
Group - C	1) Director, Prarambh - Chairperson

	2) Nominee of Director, Secondary Education, Haryana- Member
	3) Two. External: Experts to be nominated by the Chairman of the Committee-Members.
Group - D	1) Director, Prarambh - Chairperson
	2) Nominee of Director, Secondary Education, Haryana- Member
	3) One. External: Experts to be nominated by the Chairman of the Committee-Members.

15. Reviewing Committee:

Reviewing Committee meant for reviewing cases of compulsory retirement of members of Group A, B, & C at the age of 50/55 years will consist of the following members:

Group A

- 1) Chairman, Executive Council
- 2) Director, Secondary Education, Haryana
- 3) Director Elementary Education:

Group B

- 1) Director, Secondary Education, Haryana
- 2) Director Elementary Education
- 3) Additional Director (Administration), Secondary Education

Group C

- 1) Director Elementary Education
- 2) Principal of the Institution
- 3) A nominee of Chairman, Executive Council

15. (a) Policy for selection by Contract appointment

Not with standing anything contained in these rules, contract appointments to the post will be made subject to the terms and conditions given below:

1) CONCEPT:-

- a) Under this policy, the post in the Society will be filled on contract basis initially for one year which may be extendable on year-to-year basis.

Provided that for extension/renewal of contract period on year-to-year basis, the Executive Committee shall issue a certificate that the service and conduct of the contract appointee is satisfactory during the period and only then his period of contract is to be renewed/extended;

- b) The selection will be made in accordance with the eligibility conditions prescribed in the rules.

2) CONTRACTUAL EMOLUMENTS:

The incumbent appointed on contract basis will be paid consolidated fixed contractual amount as prescribed in "**Appendix A**". An annual increase of 5% will be allowed as annual increase in contractual emoluments for subsequent year(s) will be allowed if contract is extended behind one year.

3) APPOINTING /DISCIPLINARY AUTHORITY:

As per provision contained in the bye-laws.

4) SELECTION PROCESS:

As per provision contained in the bye-laws

5) ACADEMIC QUALIFICATION EXPERIENCE ETC:

Academic qualification and experience, if any will be the same as prescribed in "**Appendix B**".

6) AGREEMENT:

After selection of a candidate, he shall sign an agreement as per "**Appendix E**" appended to these rules.

7. TERMS AND CONDITIONS:

- a) The contractual appointee will be paid fixed contractual emoluments as mentioned at (II) above and no other allied benefits such as Senior/Selection/Assured Career Progression (ACP) scales etc. will be given.
- b) The service of the Contract Appointee will be purely on temporary basis and the same can be terminated at any time without assigning any reason by giving one month notice be either side. The appointment is also liable to be terminated in case the performance/conduct of the contract appointee is not found satisfactory.

- c) Contract Appointee will be entitled for one day Casual Leave (CL) after putting one month service. This leave can be accumulated upto one year i.e. till the end of Calendar year. No leave of any other kind is admissible to the Contract Appointee. No LTC will be admissible. Only, Maternity Leave will be given as per rules applicable to contractual employees of the Govt. of Haryana.
- d) He shall not be entitled for open Medical Reimbursement. He will be entitled for Rs. 500/- as fixed medical allowance.
- e) He will be -entitled for DA as applicable from time to time House Rent on the initial contractual amount or increased amount, as the case may be, or actual rent whichever is less on Government pattern.
- f) Unauthorized absence from the duty without the approval of the controlling officer shall automatically lead to the termination of the contract. Contract Appointee shall not be entitled for contractual amount for the period of absence from duty.
- g) Transfer of a contract appointee will not be permitted from one place to another in any case
- h) Selected candidate will have to submit a certificate of his fitness from Senior Medical Officer of CHC/PHC/General Hospital.
- i) Contract appointee will be entitled to TA/DA if required to go on tour in connection with his official duties at the rate fixed by the society.
- j) Provisions of Service Rules like CSR. Leave rules, GPF rules, Pension rules and conduct rules and Haryana Civil Service (Punishment and Appeal) Rules, 1987 etc. as are applicable in case of regular employees will not be applicable in case of contract appointees.
- k) The Employees Provident Fund (EPF)/Contributory Provident Fund (CPF) will be applicable to contractual appointee (s) as per Employees' Provident Fund Act, 1952 and scheme made there under.

16. Screening Committee:

The Screening committee for Group A, B, C & D is meant for assessing the suitability; of members of the said Groups for promotion & other benefits. It shall consist of the following members:

- 1) Chairman, Executive Council
- 2) Director, Secondary Education, Haryana
- 3) Director Elementary Education
- 4) Additional Director (Administration), Secondary Education .
- 5) Director of the Institute :

16(1) Absorption of Services of Persons Working on Deputation:

The employees working on deputation can be considered for absorption of their services after 02 years of satisfactory working in the institute, if he/she is other-wise eligible for the post. The services of deputationists will be absorbed on the post, he/she is working on deputation in Prarambh in the entry level pay scale. For the employees deputed from Dept. of School Education Haryana Director will initiate the case for absorption of services and Chairperson of Executive Council is competent to grant final approval while for the person deputed from other departments, their case will be considered only after they submit NOC from their parent department.

17. Reservation Policy:

Instructions issued with regard to, reservation & maintenance of Roster by the Government from time to time will be applicable to each group of these employees as are applicable to Haryana Government Employees for the categories of Scheduled Caste (SC)/ Backward— classes (BC)/ Ex-serviceman (ESM) / Physically Challenged (PHC)..

In case of direct recruitments in academic i.e. Associate Professors and Assistant Professors etc. minimum 33% posts in each category i.e. General/Open Competition (OC), SC, BC etc. shall be reserved for women. This reservation shall be horizontal.

18. Discipline, Penalty and Appeal:

In the matters relating discipline, penalties and appeals, the members of the Service shall be governed by the Haryana Civil Services (Punishment and Appeal) Rules, 1987 as amended from time to time:

Provided that the nature of penalties which may be imposed, the authority empowered to impose such penalties and the appellate authority of these Rules are specified in Appendix C.

For the purpose of this clause, the following terms wherever occurring in the Haryana Civil Services (P&A) Rules would mean the authority as indicated opposite them

(a) Government Executive Council

(b) Head of Deptt. Appointing Authority

Note: (1) The punishing authority and appellate authority in respect of each group of Service has been shown in; the Appendix C..

(2) In the absence of prescribed competent authority the next higher authority will exercise the powers.

19. Vaccination

Every member of the Service, shall get himself vaccinated and revaccinated if and when the Principal Director so directs by a special or general order.

20. Oath of Allegiance

Every member of the Service, unless he has already done so, shall be required to take the oath of allegiance to India and the Constitution of 'India, as by law established.

21. Conduct Rules

Unless otherwise provided in the Group A, B, C & D Service bye-laws, the government Employees Conduct Rules, 1966 as amended from time to time by the Government of Haryana shall apply to every of Service.

22. Termination of Service

The service of a member of each group and employees on deputation, on probation may be terminated by the Appointing authority without assigning reasons at any time during the period of probation, without notice.

A member appointed for a specific period against a temporary post shall be terminated after the expiry of the said period unless such period is specifically extended.

The service of a member holding a permanent post in substantive capacity may be terminated by giving three months notice or on payment of pay and allowances for such period as e notice falls short of three months or without notice on payment of three months pay and allowances if the post to which, he was appointed substantively; is abolished.

Note: If such a member absents himself from duty without permission during period of notice, he shall not be entitled to receive any pay or allowances during the period of absence besides other penalties imposed by the competent authority.

23. Retirement

A member of Service shall retire from the Service of the Society: -

- (i) on his being declared medically unfit for service by a medical board to be designated by the Appointing Authority in this regard; or
- (ii) On the decision of the concerned Reviewing Committee to prematurely retire a member of Group A, B & C service at the age of 50/55."
- (iii) on his attaining the age of superannuation which shall be 58 years in the case of Group A, B & C and 60 years in the case of Group D employees.

If the date of birth of a member of the service falls on the first of the month, he shall retire on the last day of the preceding month. If it is after this date, he shall retire on the last day of that month.

A member of the Service who is declared medically unfit for service by a medical board designated by the Appointing Authority shall retire from the Service from the last day of the month in which the said Authority passes an order in this regard.

A member of the Service whom the Review Committee consider to be fit case for being pre-maturely retired at the age of 50/55 and- 58 years shall retire from the Service on the last date of the month in which the Appointing Authority passes an order to this effect

24. Development of Staff

It is of critical significance for members of Group A, B, C D to continue expand their knowledge, practical experience and communication skills. For this purpose, the Director will make efforts to sponsor them for training courses; involve them in to enhance their capabilities.

25. Power of Relaxation

Where the Executive Council is of the opinion that the application of these Rules or any particular provision thereof is likely to cause substantial hardship in the case: of any individual member it may, for reasons to be recorded, relax, the operation of the Service Bye-Laws or the particular provision thereof, as the case may be, to the reasonable extent. However, the Executive Council shall record reasons for granting such relaxation.

Relaxation of 5% is provided at the graduate and post graduate level for the Scheduled Caste and Differently-abled (Physically and Visually differently-abled) categories for the purpose of eligibility.

26. Interpretation

Whenever the provisions made in these Service Bye-laws are found to be silent, unclear and any question arises relating to interpretation with regard thereto the matter shall be referred to the Executive Council whose decision shall be final.

27. Amendment

The Executive Council has the inherent right unless otherwise provided to amend the Service Bye-laws of the Society, from time to time, in accordance with requirements.

APPENDIX A - APPROVED POSTS

(See Rule 3)

Sr. no	Designation of post	Name of the Department	Number of posts	Scale of pay	Entry Level Pay
1	2	3	4	5	6
1.	Director		-1	1,44,200 - 2,18,200 (Level - 19)	1,44,200
	Principal		1	1,44,200 - 2,18,200 (Level - 19)	1,44,200
2.	i) Professor		-	-	-
3.	ii) Associate Professor		-	1,31,400 - 2,17,100	1,31,400
4.	iii) Assistant Professors in Liberal discipline / Pedagogy	English - 2, Hindi -2, Physics - 3, Chemistry - 3, Botany -2, Zoology - 2, Mathematics - 3, Commerce -1, History - 1, Political Science -1, Economics -1, Geography -2, Environmental Science -1 or any other subject as required	24	57,700 - 1,82,400 (Level -11)	57,700
	iv) Assistant Professors in Educational studies	Psychology -1, Philosophy -1, Sociology -1, Research -1 or any: other subject as required.	4	57,700 - 1,82,400 (Level -11)	57,700
	v) Assistant Professors in Specialized Courses	Visual Arts - 1, Performing Arts (Music) -1 Health & Physical Education -1	3	57,700 - 1,82,400 (Level -11)	57,700
5.	Administrative/ Accounts Supporting Staff				
	Manager HR		1	35400 - 1,12,400 (Level - 6)	35,400

Deputy Superintendent	1	35400 - 1,12,400 (Level - 6)	35,400
Assistant	4	35400 - 1,12,400 (Level - 6)	35,400
Accountant	2	35400 - 1,12,400 (Level - 6)	35,400
Senior Scale Stenographer	2	35400 - 1,12,400 (Level - 6)	35,400
Junior Scale Stenographer	1	29200 - 92,300 (Level - 5)	29,200
Hostel Warden/ Hostel Superintendent	1	35400 - 1,12,400 (Level - 6)	35,400
Information Manager-cum librarian	1	35400 - 1,12,400 (Level - 6)	35,400
Library Assistant	1	35400 - 1,12,400 (Level - 6)	35,400
Driver	3	25,500 - 81,100 (Level - 4)	25,500
Data Entry Operator-cum-Clerk	5	19,900 - 63,200 (Level - 2)	19,900
Electrician-cum-Plumber	1	19,900 - 63,200 (Level - 2)	19,900
Laboratory Assistant	8	18,000 - 56,900 (Level - 1)	18,000
Assistant Manager infrastructure management	1	35400 - 1,12,400 (Level - 6)	35,400
Group D Cook, Peon, Sweeper, Watchman, Mali etc.	10	16,900 - 53,500 (Level - DL*)	16,900

Note: 1. The number is only indicative, the posts should be as created/ sanctioned/ added/ reduced from time to time.

2. Pay scales would be as prescribed/ revised from time to time.

3. *DL denotes Level for Group -D

APPENDIX B - QUALIFICATIONS
(See Rule 7)

Sr. no.	Designation and Post	Academic Qualification and experience if any, for direct Recruitment	Academic qualification and experience if any, for appointment other than direct recruitment
1	2	3	4
1.	Director	1. Post Graduate in Education with Ph.D. 2. At least 10 years experience in school, education, supervision and conducting capacity building programmes for teachers.	1. Post Graduate in Education with Ph.D. 2. At least 10 years experience in school, education, supervision and conducting capacity building programmes for teachers.
	Principal	(i) Masters degree in Science / Humanities / Commerce with 55% (ii) M.Ed. with 55% marks or its equivalent grade. (iii) Ph.D. in education. (iv) 10 years teaching experience out of which atleast 5 years teaching experience in secondary teacher education institution. (v) Consistently good academic record. (vi) Conversant in IT skills and effective use of new technologies as tools for learning. (vii) Matric with Hindi/ Sanskrit or 10+2/B.A./M.A.: with Hindi as one of the subject (viii) Age not less than 35 years.	(i) Masters degree in Science / Humanities/ Commerce with marks. (ii) M.Ed. with 55% marks or its equivalent grade. (iii) Ph.D. in education. (iv) 10 years teaching experience out of which atleast 5 years teaching experience secondary teacher education institution. (v) Consistently academic record. (vi) Conversant in IT skills and effective use of new technologies as tools for learning. (vii) Matric with Hindi / Sanskrit or 10+2/B.A./M.A. with Hindi as one of the subject (viii) Age not less than 35 Year

2.	Associate Professors		By promotion from amongst the Assistant Professors in the service fulfilling the prescribed qualifications and three years experience as Assistant Professor in the service subject to passing the screening test.
3.	Assistant Professors		
	a) English, Hindi, Physics, Chemistry, Zoology, Bptany, Mathematics, Commerce, History, Political Science, Economics, Geography and Environmental Science / Assistant Professor in Liberal Discipline /Pedagogy	As per NCTE (Recognition, norms and procedure) Amended Regulations 2019. <ul style="list-style-type: none"> (i) Masters degree in relevant subject with 55% marks or equivalent grade. (ii) B.Ed. / M.Ed. with 55% marks or equivalent grade. (iii) NET / Ph.D. in concerned subject or in Education. (iv) Consistently good academic record.' (v) Conversant in skills and effective use of new technologies as tools for learning. (vi) Matric with Hindi / Sanskrit or 10+2/B.A./MA.: with Hindi as one of the subject 	By transfer or deputation: <ul style="list-style-type: none"> (i) An official possessing the prescribed qualifications and already in the service of any State Government, Government of India.
	b) Psychology, Philosophy, Sociology and Research Assistant Professor in Educational Studies.	As per NCTE (Recognition, norms and procedure) Amended Regulations 2019. <ul style="list-style-type: none"> (i) M.Ed. / M.A. Education with 55% marks or equivalent grade. (ii) NET / Ph.D. in concerned subject or in Education. 	By transfer or deputation: <ul style="list-style-type: none"> (i) Official possessing the prescribed qualifications and already in the service of any State Government, Government of India.

		<p>(iii) Consistently good academic record.'</p> <p>(iv) Conversant in skills and effective use of new technologies as tools for learning.</p> <p>(v) Matric with Hindi / Sanskrit or 10+2/B.A./MA.: with Hindi as one r' of the subject</p>	
	C)Manager HR	<p>(i) MBA in Human Resources with 60% marks.</p> <p>(ii) Proficiency in the use of ICT; and</p> <p>(iii) Matric with Hindi/ Sanskrit or 10+2 /B.A. /M.A. with Hindi as one of the subject.</p> <p>(iv) Consistent Good Academic Record.</p>	<p>By promotion:</p> <p>(i) 3 year experience as Deputy Superintendent.</p> <p>(ii) Consistent Good Academic Record.</p>
4.	Deputy Superintendent		<p>By Transfer or Deputation:</p> <p>(i) Graduation with 50% marks.</p> <p>(ii) 5 year experience as Assistant/ Office Assistant/ Accountant</p> <p>(iii) Matric with Hindi/ Sanskrit or 10+2/ B.A. with Hindi as one of the subject.</p> <p>(iv) Knowledge of Computer Application.</p> <p>(v) Consistent Good Academic Record</p>
5.	Assistant/ Office Assistant	<p>(i) Graduation with 50% marks.</p> <p>(ii) Matric with Hindi/ Sanskrit or 10+2/ B.A. with Hindi as</p>	<p>By Transfer or Deputation:</p> <p>(i) Graduation with 50% marks.</p>

		<p>one of the subject.</p> <p>(iii) Proficiency in the use of ICT.</p> <p>(iv) 2 year experience as Data Entry Operator-cum-clerk in Govt. / Recognised Institute / Progressive Public School</p>	<p>(ii) Matric with Hindi/ Sanskrit or 10+2/ B.A. with Hindi as one of the subject.</p> <p>(iii) Proficiency in the use of ICT.</p> <p>(iv) 2 year service as Data Entry Operator-cum-clerk.</p>
6.	Accountant	<p>(i) B.Com. with 50% marks.</p> <p>(ii) Matric with Hindi/ Sanskrit or 10+2/ B.A. with Hindi as one of the subject.</p> <p>(iii) Proficiency in the use of ICT.</p> <p>(iv) 2 year work experience in Accounts.</p>	<p>By Transfer or Deputation:</p> <p>(i) Graduation with 50% marks.</p> <p>(ii) 2 year experience in Accounts in any State Government/ Government of India /Govt. Undertaking /Societies/Recognised Institutions.</p> <p>(iii) Matric with Hindi/ Sanskrit or 10+2/ B.A. with Hindi as one of the subject.</p> <p>(iv) Proficiency in the use of ICT.</p>
7.	Senior Scale Stenographer	<p>(i) Bachelor Degree with 50% marks.</p> <p>(ii) English shorthand at a speed of 100 words per minute and transcription speed of 20 words per minute and mistake should not be exceed 6% and typing speed 30 words per minute on computer.</p>	<p>By Transfer or Deputation:</p> <p>(ii) Bachelor Degree with 50% marks.</p> <p>(iii) English shorthand at a speed of 100 words per minute and transcription speed of 20 words per minute and mistake should not be exceed 6% and typing speed 30 words per</p>

		<p>(iii) Matric with Hindi/ Sanskrit or 10+2/ B.A. with Hindi as one of the subject.</p> <p>(iv) Proficiency in the use of ICT.</p> <p>(i) 2 year experience as Junior Scale Stenographer in the service.</p>	<p>minute on computer.</p> <p>(iv) 2 year experience as Junior Scale Stenographer in the service.</p> <p>(v) Matric with Hindi/ Sanskrit or 10+2/ B.A. with Hindi as one of the subject.</p> <p>(vi) Proficiency in the use of ICT.</p>
8.	Junior Scale Stenographer	<p>(i) Bachelor's Degree 50% marks.</p> <p>(ii) English Shorthand at a speed of 80 words per, minute and transcription speed of 15 words per minute and mistakes should not exceed 8% and typing speed 30 words per minute on computer.</p> <p>(iii) Matric with Hindi/ Sanskrit or 10+2/ B.A. with Hindi as one of the subject.</p> <p>(iv) Proficiency in the use of ICT.</p>	<p>By Transfer or Deputation:</p> <p>(i) Bachelor's Degree 50% marks.</p> <p>(ii) English Shorthand at a speed of 80 words per, minute and transcription speed of 15 words per minute and mistakes should not exceed 8% and typing speed 30 words per minute on computer.</p> <p>(iii) Matric with Hindi/ Sanskrit or 10+2/ B.A. with Hindi as one of the subject.</p> <p>(iv) Proficiency in the use of ICT.</p>
9.	Hostel Warden/ Superintendent	<p>(i) Graduation with 50% marks; and</p> <p>(ii) Matric with Hindi/ Sanskrit or 10+2/B.A./M.A. with Hindi as one of the subject; and</p> <p>(iii) Proficiency in the use of ICT, and</p>	<p>By Transfer or Deputation:</p> <p>(i) Graduation with 50% marks; and</p> <p>(ii) Matric with Hindi/ Sanskrit or 10+2/B.A./M.A. with Hindi as one of the</p>

		(iv) Two years experience from Govt. /recognized/ progressive public school.	subject; and (iii) Proficiency in the use of ICT, and (iv) Two years experience from Govt. /recognized/ progressive public school.
10.	Information Manager-cum-Librarian	<p>(i) At least 50% marks in aggregate in any of the following: - BE. or B. Tech. (Comp. Sc./IT) from a recognized university OR BE. or B. Tech. (Any. stream) and Post Graduate Diploma in Computer from a recognized university OR M.Sc. (Comp. Sc.)/MCA or equivalent and Post Graduate Degree in any subject from a recognized university OR Post Graduate Diploma in Computer and Post Graduate Degree in any subject from a recognized university</p> <p>(ii) B.Lib. from any recognized university.</p> <p>(In case candidate does not possess this qualification, he shall have to complete Bachelor of Library and Information Science (BLIS) from IGNOU within two years of taking the assignment. An undertaking to this effect shall have to be given by him/her.)</p> <p>(iii) Knowledge of Multi Media & Web Technology, Computer Science and Informatics Practices.</p> <p>(iv) Matric with Hindi/</p>	<p>By Transfer or Deputation:</p> <p>(i) At least 50% marks in aggregate in any of the following: - BE. or B. Tech. (Comp. Sc./IT) from a recognized university OR BE. or B. Tech. (Any. stream) and Post Graduate Diploma in Computer from a recognized university OR M.Sc. (Comp. Sc.)/MCA or equivalent and Post Graduate Degree in any subject from a recognized university OR Post Graduate Diploma in Computer and Post Graduate Degree in any subject from a recognized university</p> <p>(ii) B.Lib. from any recognized university.</p> <p>(In case candidate does not possess this qualification, he shall have to complete Bachelor of Library and Information Science (BLIS) from IGNOU within two years of taking the assignment. An undertaking to this effect shall have to be given by him/her.)</p> <p>(iii) Knowledge of Multi Media & Web</p>

		Sanskrit or 10+2/BA with Hindi as one; of the subject. (v) Consistently Good Academic Record.	Technology, Computer Science and Informatics Practices. (iv) Matric with Hindi/ Sanskrit or 10+2/BA with Hindi as one; of the subject. (v) Consistently Good Academic Record.
11.	Library Assistant	(i) 3 years Diploma in Library Science with 50% marks (ii) Matric with Hindi/ Sanskrit or 10+2/B.A./M.A. with Hindi as one of the subject; (iii) Proficiency in the use of ICT	By Transfer or Deputation: (i) 3 years Diploma in Library Science with 50% marks (ii) Matric with Hindi/ Sanskrit or 10+2/B.A./M.A. with Hindi as one of the subject; (iii) Proficiency in the use of ICT
12.	Driver	(i) Middle pass with (ii) Must possess a valid Driving License to drive heavy vehicle.	By Promotion: (i) Amongst the employees having 5 years experience on a Group D' post on the basis of Seniority-cum-merit. (ii) Valid Driving License to drive a jeep/car etc. which is atleast 5 years old. (iii) Age shall be restricted to 50 years.
13.	Data Entry Operator-cum-Clerk	(i) Graduation with 50%. (ii) 1 year Diploma in Computer Applications. (iii) 2 years experience in any State Government, Government of India/Govt.	By Transfer or Deputation: (i) Graduation with 50%. (ii) 1 year Diploma in Computer Applications. (iii) 2 years experience in any State Government, Government of

		<p>Undertaking/ Societies /Recognised Institutions.</p> <p>(iv) Matric with Hindi/ Sanskrit or 10+2/ BA with Hindi as one of the subject.</p> <p>(v) Proficiency in operation of Computer (Word Processing and Spread Sheets).</p> <p>(vi) Typing speed in English of 30 w.p.m. on computer.</p>	<p>India/Govt. Undertaking/ Societies/ Recognised institutions,</p> <p>(iv) Matric with Hindi/ Sanskrit or 10+2/ BA with Hindi as one of the subject.</p> <p>(v) Proficiency in operation of Computer (Word Processing and Spread Sheets).</p> <p>(vi) Typing speed in English of 30 w.p.m. on computer.</p>
14.	Electrician-Cum-Plumber	<p>(i) ITI certificate or equivalent in the trade of Electrician or from a recognized institute.</p> <p>(ii) At least 2 years experience in electrical installation, wiring and plumbing work Govt. / recognized/ progressive public School.</p> <p>(iii) Matric with Hindi/ Sanskrit or 10+2/B.A./M.A. with Hindi as one of the subject.</p>	<p>By Transfer or Deputation:</p> <p>(i) ITI certificate or equivalent in the trade of Electrician or from a recognized institute.</p> <p>(ii) At least 2 years experience in electrical installation, wiring and plumbing work Govt. / recognized/ progressive public School.</p> <p>(iii) Matric with Hindi/ Sanskrit or 10+2/B.A./M.A. with Hindi as one of the subject.</p>
15.	Laboratory Assistant	<p>(i) Graduate with 12th science subjects</p> <p>(ii) Proficiency in use of ICT</p>	<p>(i) Graduate with 12th science subjects</p> <p>(ii) Proficiency in use of ICT</p>
16.	Assistant Manager infrastructure	<p>(i) Diploma in civil Engineering</p> <p>(ii) Matric with Hindi/ Sanskrit</p>	Diploma in civil Engineering

	management	or 10+2 with Hindi as one of the subject.	
17.	Group D Cook, Peons, Sweepers, Watchman, Mali etc.	Middle Pass with Hindi	By Transfer or Deputation: Middle Pass with Hindi

Note:

- (i) Professional Training Diploma or Certificate awarded by any State, Board or University other than Haryana Education Department will be recognized only if this Degree or Diploma or Certificate has been recognized by the Haryana Government.
- (ii) Candidate possessing higher academic or professional qualification will not be eligible unless he possesses the minimum qualifications, experience and other eligibility conditions, if any, prescribed for the said post.
- (iii) Consistent Good Academic Record means that a candidate should either have average of 55% marks in two of the three examinations (not below Matric or equivalent) prior to Master's degree or 50% marks in each of these two examinations separately. The following relation will however operate.

(i)	Candidates having 55% or above marks in M.A./M.Sc./M.Com in the relevant subject and possessing Ph.D. degree.	The criteria of good academic record will not apply at all.
(ii)	Candidates having 55% or above marks in M.A./M.Sc./M.Com in the relevant subject and possessing M.Phil. degree.	Should have 50% marks in one of the lower exams i.e. Graduation/Prep/ 10+2/ Matric.
(iii)	Candidates obtaining first class first in the University in the relevant subject in M.A./M.Sc./M.Com.	Should have 50% marks in one of the lower exams i.e. Graduation/Prep/ 10+2/ Matric.

- (a) B in the 7 point scale with latter grade O, A, B, C, D, E & F shall be recorded as equivalent of 55% wherever the grade system is followed.
- (b) B.Ed. in the lower examination for determining Good Academic Record wherever M.Ed. is the required essential qualification.
- (iv) Consistent Good Academic Record means that where no specific percentage has been mentioned in the lower qualification than the prescribed essential qualification, one must secure 55% marks in one lower examination and 50% in another lower examination, if any.
- (v) In case of posts meant for vocational education, policy planning, research and

- surveys, experience in relevant areas shall be preferred.
- (vi) Candidates who have 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 for recruitment and appointment of Assistant Professor.

APPENDIX C – DISCIPLINARY PROVISIONS

(See Rule 13 (i))

(i) Director, Principal, Professor, Associate Professor

Appointing
Authority

Chairman, EC

1. Minor penalties:

- (i) Warning with copy the personal file (character roll)
- (ii) Censure;
- (iii) With holding of promotion;
- (iv) Recovery from pay of whole or part of any pecuniary loss caused by negligence or breach of orders, to the central Government or the State Govt. or to a Company and association or a body of individuals whether incorporated substantially owned or controlled by the Govt. or to a local authority or University set up an Act of Parliament or of the legislature of a state; and
- (v) Withholding of increments of pay without cumulative effect.

Authority empowered to impose penalty

Chairperson EC

Appellate authority

EC

2nd Appellate authority

2. Major Penalties:

- (i) Withholding of increments of pay with cumulative effect;
- (ii) Reduction to lower stage in a time scale of pay; for a specified period with further directions as to whether or not the Govt. employees will: earn increments of pay, during the period of such reduction and whether on the expiry to such period, the reduction will or will not have the effect of postponing the future increments of

his pay;

(iii) Reduction to a lower scale of pay, grade, post or Service which shall ordinarily be a bar to the promotion of the Govt. employee to the time scale of pay, grade, -post or Service from which he was reduced with or, without further directions regarding condition of restoration to the grade or post or Service from which the Govt. employee was reduced and his seniority and pay on such restoration to that grade, post or Service;

(iv) Compulsory recruitment;

(v) Removal from service which shall not be a disqualification for future employee under the Govt.

(vi) Dismissal from Service which shall ordinarily be a disqualification for future employment under the Govt.

Authority empowered to impose penalty	Chairman, EC
Appellate authority	EC
2nd Appellate authority	Governing Body

(ii) Assistant Professor

Appointing Authority	Chairman, EC
----------------------	--------------

1. Minor penalties:

(i) Warning with copy the personal file (character roll)

(ii) censure;

(iü) with holding of promotion;

(iii) recovery from pay of whole or part of any pecuniary loss caused by negligence or breach of orders, to the' central Government or the State Govt. or to a Company and Association or body of individuals whether incorporated substantially owned or controlled by the govt. or a local authority or University set up by an Act of Parliament or of the legislature of a state, and

(iv) withholding of increments of pay without cumulative effect;

Authority empowered to impose penalty	Director
Appellate authority	Chairman, EC
2nd Appellate authority	

2. Major penalties:

(i) withholding of increments of pay with cumulative effect;

(ii) reduction to a lower stage in a time scale of pay, for a specified period with further directions as to whether or not the Govt. employees will earn increments of pay, during the period of such reduction and whether on the expiry to such period, the reduction will or will not have the effect of postponing the future increment of his pay;

(iii) reduction to, a lower scale of pay, grade, post or Service which shall ordinarily be a bar to the promotion of the Govt. employee to the time scale of pay, grade, post or Service from which he was reduced and with or without further directions' regarding conditions of restoration to the grade or post or Service from which the Govt. employee was reduced and his seniority and pay on such restoration to that grade, post or Service;

(iv) Compulsory retirement

(v) removal from Service which shall not be a disqualification for future employee under the Govt.

(vi) dismissal from Service which shall ordinarily be a disqualification for future employment under the Govt.

Authority empowered to impose penalty	Chairman, EC
Appellate authority	Executive Council
2nd Appellate authority	
(iii) Manager HR, Superintendent, Assistant/ Office Assistant, Accountant, Senior Scale Stenographer, Junior Scale Stenographer, Superintendent, Information Manager-cum- Librarian, Library Assistant, Data Entry Operator-cum-Clerk	
Appointing , Authority	Director

1. Minor penalties:

(i) warning with copy the personal file (character roll)

(ii) censure;

(iii) withholding of promotion;

(iv) Recovery from pay of whole or part of any pecuniary loss caused by negligence or breach of orders, to the ' central Government or the State Govt. or to a Company and Association or a body Of individuals whether incorporated substantially owned or controlled by the Govt. or to a local authority or University set up by an Act of Parliament or, of the legislature of a state; and

(v) Withholding of increments of pay without cumulative effect.

Authority empowered to impose penalty	Director.
Appellate authority	Chairman, EC
2nd Appellate authority	
2. Major penalties: (i) withholding of increments of pay with cumulative effect; (ii) reduction to a lower stage in a time scale of pay; for a specified period with further directions, as to whether or not the Govt. employees will, earn increment of pay during the period of such reduction and whether on the expiry to such period, the reduction will or will not have the effect of postponing the future increments of his pay; (iii) reduction to lower scale of pay, grade, post or Service which shall ordinarily be a bar to the promotion of the Govt. employee to the time scale of pay, grade, post or Service from which he was reduced with or without further directions regarding conditions of restoration to the grade or post or Service from which the Govt. employee was reduced and his seniority and pay on such restoration to that grade, post or Service; (iv) compulsory retirement; (v) removal from Service which shall not be a disqualification for future employee under the Govt. dismissal from Service which shall ordinarily be a disqualification for future employment under the Govt.	
Authority empowered to impose penalty	Chairman, EC
Appellate authority	E.C.
2nd Appellate authority	Chairman, EC
(iv) Group D	
Appointing Authority	Director
1. Minor penalties: (i) warning With copy the personal file (character roll) (ii) censure; (iii) with holding of promotion; (iv) recovery from pay of whole or part of any pecuniary loss caused by negligence or breach of orders, to the: central Government or the State Govt. or to a Company and Association or a' body of individuals whether incorporated substantially owned or controlled by the Govt. or to a local authority or University set up by an Act of Parliament or of the legislature of a state; and	

(v) Withholding of increments of pay without cumulative effect.	
Authority empowered to impose penalty	Director
Appellate authority	Chairman, EC
2nd Appellate authority	
2. Major penalties:	
(i) withholding of increments of pay With cumulative erect;	
(ii) reduction to a lower stage in a time scale of pay; for a period with further directions as to whether or not the Govt. employees will earn increments of pay during the period of such reduction and Whether on the expiry to such period, the reduction will or will not have the effect of postponing the, future increments of his pay;	
(iii) Reduction to. a lower scale of pay, grade, post or Service which ' shall ordinarily be a bar to the promotion of the Govt. employee to the time scale of pay, grade, ' post or Service from which he was reduced with or without further directions regarding conditions of restoration to the grade or post or Service from which the Govt. employee was reduced and his seniority and pay on such restoration to that grade, post or Service;	
(iv) Compulsory retirement;	
(v) Removal from Service which shall not be a disqualification for future employee under the Govt.	
(vi) Dismissal Service which shall ordinarily be a disqualification for future employment under the Govt.	
Authority empowered to impose penalty	Director
Appellate authority	Chairman, EC
2nd Appellate authority	

APPENDIX - E

Form of contract/agreement to be executed between _____
(Name of the post) and the Institute of Advanced Study of Education ("Society" for short)

This agreement is made on this _____ day of _____
in the year _____ between Sh./Smt. _____ S/o Sh.
_____ R/o _____

Contract appointee (hereinafter called the FIRST' PARTY), AND Society (hereinafter called the SECOND PARTY). Whereas, the SECOND PARTY has engaged the aforesaid FIRST PARTY and

the FIRST PARTY has agreed to serve as a _____ (Name of the post) on contract basis on the following terms and conditions:-

- 1) That the FIRST PARTY shall remain in the service of the SECOND PARTY as _____ (Name of the post) for a period of 1 year commencing on day of _____ and ending on the day of _____. It is specifically mentioned and agreed upon by both the parties that the contract of the FIRST PARTY with SECOND PARTY shall ipso-facto stand terminated on the last working day i.e. on and information notice shall not be necessary.

Provided that for further extension/renewal of contract period the Society shall issue a certificate that the service and conduct of the contract appointee was satisfactory during the year and only then the period of contract is to be renewed/extended.

- 2) The contractual amount of the FIRST PARTY will be Rs. _____ per month. An annual increase of 3% be allowed in contractual emoluments for subsequent year(s) if contract is extended beyond one year. FIRST PARTY will be entitled for DA presently @ 55% and 10% or 20% House Rent of the initial contractual amount or increased amount, as the case may be, or actual rent whichever is less on government pattern. No other allied benefits such as Senior/Selection/Assured, Career Progression (ACP) scales etc. will be given.
- 3) Contractual _____ (Name of the post) will be entitled for one day casual leave after putting in one month service. This leave can be accumulated upto one year i.e. till the end of Calendar year. No leave of any other kind is admissible to the contractual _____ (Name of the post). He/she will not be entitled for open Medical re-imbursement and L.T.C. etc. Only maternity leave will be given as per applicable to contractual employees of the Govt. of Haryana.
- 4) Unauthorized absence from the duty without the approval of the controlling officer shall automatically lead to the termination of the contract. Contractual _____ (Name of the post) will not be entitled for contractual amount for the period of absence from duty.
- 5) Transfer of a contract appointee will not be permitted for one place to another in any case.
- 6) Selected candidate will have to submit a certificate of his/her fitness from Senior Medical of CHC/PHC/General Hospital.
- 7) Contract appointee will be entitled to TA/DA if required to go on tour in connection with his/her official duties at the rate as fixed by the Society.