



# **MOHANLAL SUKHADIA UNIVERSITY**

## **UDAIPUR – 313001 (INDIA)**

### **Empanelment rules/ guidelines for engaging work force in different Units of the University under Self Finance Advisory Board (SFAB)**

#### **Preamble:**

To cater the academics in global context and in view of the state constraints for funding the grant-in-aid courses, courses under self finance scheme have been commenced in University. For the associated administrative, academic and financial governance, guidelines have been framed and duly approved by the Board of Management of the University in the year 2017 by introducing Self Finance Advisory Board (SFAB). These rules will be recognized as recruitment or empanelment rules or guidelines for work force engaged under SFAB.

#### **Governance and execution:**

The recruitment or empanelment process will be governed by the SFAB and Member Secretary (MS) to the SFAB will be the executive officer of the process in all aspects.

1. The MS will undertake the task as per directions of the Vice Chancellor and associated body, SFAB and the statutory bodies' viz. Academic Council and Board of Management.
2. The MS will seek directions of the University/ the Vice Chancellor wherever guidelines or rules are not available or in any controversial circumstances.
3. Wherever any decision is made by getting approval of the Vice Chancellor, the same will be reported to the next meeting of the SFAB.

#### **Determination of positions/ vacancies:**

The determination of positions and vacancies will be done by the associated Controlling Officers and Drawing and Disbursing Officers (DDOs) as per associated requirements in light of running self finance courses, available funds and associated guidelines for Self Finance Advisory Board (SFAB) duly approved by the Academic Council and Board of Management in the year 2017 as:

1. The grant-in-aid positions which are vacant would be kept separate as these positions are funded by the State Government.
2. The SFAB positions are totally funded by the Self Finance Courses revenue resources and hence, these will be determined/ calculated separately by ensuring optimum utilization of the available resources.
3. The services of Security Guard will be undertaken through external agency as per RTPP rules or Home Guard Services as deems fit but, not through the SFAB mechanism.

#### **Qualification, experience and compensation:**

The required qualifications, experience and compensation bands/ levels comprising of rates per months are provided in Annexure A and B (tabulated form) where the engaged



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consultant will be fixed in band level as per experience by reducing acquired experience required for qualification.

1. If a position is not incorporated in the table with associated details for catering need, the associated controlling officer or DDO submit proposal to the MS comprising of position, qualification, experience, compensation.
2. The required qualification and experience must be acquired on or before the deadline or last date of application submission
3. The MS will obtain approval of the SFAB or the Vice Chancellor as per appropriateness within the framework of rules.
4. Wherever require, the controlling officer or DDO may upgrade the qualifications of any position by getting approval of the Vice Chancellor or SFAB through the MS but, it must be before publishing the advertisement, once the advertisement is published then NO alteration could be done till expiry of the validity of the contract/ process.
5. Wherever required qualification is lesser than Secondary School Examination Certificate, the MS will acquire an undertaking from the applicant on non-judicial stamp of Rs. 50/- that the produced mark sheet/ document is correct and if find fabricated/ false in due course, legal action would be taken against the associated beneficiary.
6. For electrician services, compensation of 10 % of the specified service category may be paid as extra time allowance for undertaking 4 hours extra duty per day.
7. The minimum payable compensation (wages) will be reviewed by the SFAB as applicable as per State norms in concurrence with the University and its statutory body, Board of Management.

### **Application fee and deadline:**

#### ***Application fee:***

- (i) Rs. 600/- for General and Other Categories, and
- (ii) Rs. 300/- for SC, ST and PH categories.

The MS to the SFAB may alter the application fee by presenting compelling reason by getting approval of the Vice Chancellor or SFAB.

#### ***Deadline:***

The deadline for submitting applications will be 21 days from date of issue of the associated advertisement/ notification which may be varied by approval of the Vice Chancellor or SFAB, if requires.

### **Age limit:**

The age limit will be as per University and State Government rules.

### **Advertisement/ Notification:**

Advertisement/ Notification for empanelment will be published by the Member Secretary (MS) to the SFAB in light of the present rules or guidelines.



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In the detailed guidelines which will be published on the University website and notice board of the University, the number of positions/ vacancies to the consultants would be visible explicitly.

### **Applications receipt mechanism:**

Applications and associated fee will be done through SUMS portal of the University and submission of hard copies will be decided by the MS as per need for completing the process as deems fit for catering need of the work force seeking Units to the University.

### **Selection and approval mechanism:**

The screening and scrutiny of the received applications will be undertaken by the MS by constituting a committee duly approved by the Vice Chancellor.

- (i) The scrutiny will be done through a Scrutiny Committee comprising of three member constituted as under:

1. Professor/ University Officer : Chairperson
2. Controlling Officer/ Head of Department: Member
3. External Expert : Member

The chairperson and external expert will be nominated by the Vice Chancellor. The scrutiny process will be undertaken provided number of received application is so large and scrutiny is needed otherwise, the applicants will be directly called for interview after initial screening.

- (ii) In the processing, data will be prepared in tabulated form by giving 50 %, 20 % and 30% weight to academics, experience and interview, respectively and wherever academics is not dominant weight will be redistributed in other domains as deems fit but, by acquiring approval of the SFAB or the Vice Chancellor.

- (iii) The Empanelment will be done through selection/ empanelment committee as:

1. Dean/ Director/ University Officer : Chairperson
2. Member Secretary : Member
3. Controlling Officer/ DDO : Member
4. Head of Department : Member
5. Vice Chancellor Nominee : Member
6. External Expert : Member
7. SC/ST/OBC Nominee : Member Expert

The expert and SC/ST/OBC nominee will be nominated by the Vice Chancellor where the Quorum will be as per University prevalent rules. Wherever Dean/ Director Position is not in existence, committee chairperson will be nominated by the Vice Chancellor.

- (iv) For Driver Services to run University vehicles, efficiency in driving will be examined through Trade Test by appointing authority.
- (v) The minutes of meeting to the Selection or Empanelment Committee will be approved by the SFAB.



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(vi) Wherever conflict of interest exists, associated person will be refrained from the selection process while the MS needs to acquire an undertaking from the persons working in selection process that NO '*Conflict of Interest*' exists and NO one from his/her relationship is an applicant in the empanelment process '*As so far*'.

### **Validity of panel and training:**

The validity of the panel will be typically for six months while in emergency where the process can't be done immediately, may be extended by approval of the Vice Chancellor or SFAB.

Training to work force: At least one week training will be given to the engaged work force initially, if needs especially where work force will work with instrumentation.

### **Insurance and risk cover:**

The University will give only the per month fixed compensation amount based upon attendance as published in the advertisement and subsequent guidelines. NO other benefits/ allowances will be applicable in any case. The engaged work force will be personally responsible for any type of risk cover and insurance.

For the Electrician and Driver Services, the candidate must have valid accidental insurance who will be solely responsible for any accidental case and unfortunate situations. The University and its Officers will not be responsible for any liability in any case for accident, claim, and other consequences arise on account of any accident, if happens. For the same, the candidate will submit an undertaking which will be included at the time of execution of Agreement on non-judicial stamp of Rs. 100/- .

### **Leave rules:**

The engaged work force will be entitled for one Casual Leave per month which will be earned after completing one month and sanctioned by the associated controlling officer or DDOs who will also maintain the records concerned. The DDOs could decentralize it by empowering the next officer, if needs by getting approval of the University through the MS. NO other leave benefits like privilege leave, maternity or paternity leave etc will be granted to the engaged work force by the University under SFAB.

### **Code of conduct:**

The services of the engaged work force will be ended without giving any notice

- (i) On completion of the associated Contract order,
- (ii) Continuous absence for five working days,
- (iii) Engaged person participates in any agitation or groups.

Besides, the engaged work force will work in light of all the prevalent code of conduct of the University.

### **Disciplinary and legal actions:**

The University will take appropriate disciplinary and level actions against the engaged work force if any unlawful act is determined during the engagement/ contract period.



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### **Agreement:**

At the time of accepting the offer, the engaged work force will execute an affidavit on a non-judicial stamp of Rs. 100/- (Rupees one hundred).

1. That the consultant is abide by the conditions of empanelment and subsequent norms come into force further from time-to-time by the University in order to cater need within the framework of available laws.
2. For Electrician and Driver Services, insurance undertaking will be comprised in the agreement/ affidavit as per 'Insurance and Risk Cover' clause of these rules.

The MS will prepare draft for the affidavit and publish together with advertisement guidelines.

### **University Accommodation:**

The engaged work force will not be entitled for any University Accommodation while if any Accommodation is vacant and revenue loss exists then, may be allotted till completion of the contract by obtaining special approval from the Vice Chancellor of the University. The request will be propagated through the Controlling Officer, Member Secretary and the Estate Officer.

### **Exceptional Circumstances:**

In any exceptional case arise in due course; the aspects will be reviewed by the SFAB followed by approval from the Board of Management of the University.

### **Role of controlling officers and DDOs:**

The associated controlling officer and DDOs will be fully responsible for ensuring duties and controlling the engaged work force together with making compliance of the responsibilities as given in these empanelment rules and SFAB guidelines.

### **Legal Jurisdiction:**

All legal proceedings which may arise related will be subjected to the Jurisdiction of the appropriate court situated in Udaipur and associated higher courts only.