

Raksha Shakti University

Raksha Shakti University Services (Recruitment of Other employees) Regulations, 2012

(Under Sub Section : of Section :)

Raksha Shakti University Services (Recruitment of Other employees) Regulations, 2012

INDEX

Reg. No.	Subject	Pg No.
1	Title and commencement	5
2	Right to interpret	5
3	Applicability	5
4	Definitions	6-8
5	Set-up	8
6	Cadres	8
7	Classification of the employees	8
8	Appointing authority	8
9	Initial composition	8
10	Recruitment as per regulations	8
11	Condition as to citizenship of India	8
12	Physical fitness	9
13	Methods of recruitment	9
14	Verification of character and antecedents	10
15	Condition as to prescribed qualifications	10
16	Direct recruitment	10
17	Written examination / screening test	10
18	Promotion	10-11
19	Refusal to accept promotion by the University employee	11-12
20	Appointment by transfer	12
21	Selection Committees	12-13
22	Ratio of recruitment	13

Reg. No.	Subject	Pg No.
23	Examination for computer knowledge	13
24	Reservation of vacancies	13
25	Qualifications and experience for the post	13-14
26	Age and relaxation of upper age limit	14
27	Probation	14-15
28	Seniority	15-17
29	Security / Surety bond	17
30	Consent of the present employer	17
31	Repeals & Savings	17

REGULATION

In exercise of the powers conferred under Section 36 of the Raksha Shakti University Act, 2009 (Gujarat Act No 16 of 2009) the Board of Governors of the University hereby makes the following regulations governing the recruitment of Other Employees of the University.

1. Title and commencement

- (1) These Regulations may be called the **“Raksha Shakti University Services (Recruitment of Other Employees) Regulations”, 2012.**
- (2) These Regulations shall come into effect from the date of adoption of the same by the Board of Governors of the Raksha Shakti University.

2. Right to interpret

The power to interpret these regulations vests in the Director General of the University, who may also issue such administrative instructions as may be necessary to give effect to and to carry out the purpose of these regulations.

Provided that, if as a result of a decision of the Director General, as regards the construction, interpretation or implementation of any Regulation, an employee feels aggrieved, he shall have a right to appeal against such decision to the Board of Governors of the University and the decision of the Board of Governors shall be final and binding to all concerned.

3. Applicability

These regulations shall apply to the creation of all the posts of Other Employees and recruitments and promotions made to the various categories of other posts in the university as included in the set up of the university.

Provided that nothing in these regulations shall apply to the appointment of :-

- (1) employees in part-time employment ;
- (2) employees paid otherwise on monthly basis including those paid on daily rate basis or employed casually ;
- (3) employees appointed on specific contract;
- (4) employees appointed on work-charged basis.

4. Definitions

Unless the context requires otherwise the following words and expressions shall have the meaning as assigned to them herein below :

- (1) **“Act”** means the Raksha Shakti University Act, 2009 (Gujarat Act No. 16 of 2009)
- (2) **“Annexure”** means annexure to these regulations.
- (3) **“Appendix”** means appendix to these regulations.

- (4) **“Appointing Authority”** means the authority empowered to appoint an University employee under the Regulations.
- (5) **“Board”** means the Board of Governors constituted under Section – 12 of the Act.
- (6) **“Cadre”** means a group of employees having the same Pay Band and Grade Pay and with reference to their functions and duties they are interchangeable amongst themselves.
- (7) **“Class of the Post”** means category of the post as per regulation-7.
- (8) **“Deputation”** means the arrangements under which a person working in other organization is taken on loan services under the University for the specific period in accordance with the arrangements agreed upon between the lending organization and the University.
- (9) **“Direct Recruit”** means a person recruited under sub-regulation(ii) of Regulations-13 of these Regulations.
- (10) **“Other Employee”** means an employee of the University other than the teacher to whom these regulations apply.
- (11) **“Foreign Employer”** means the Government / Company / Institution / Other University etc., to which an employee has been deputed on Foreign Service.
- (12) **“Foreign Service”** means any service in which a University employee receives pay from any source other than the University Fund with the sanction of the University.
- (13) **“Grade Pay”** means the Grade Pay sanctioned for the post as shown against the Pay Band in Column-5 of the **Annexure-1**.
- (14) **“Officer”** means Officer of the University referred to in Section-10 of the Act.
- (15) **“Officiate”** means employee who officiates in post when he performs the duties of a post on which another person holds a lien. A competent authority may, if it thinks fit, appoint an employee to officiate in a vacant post on which no other employee holds a lien.
- (16) **“Organisation”** means the State Government, Central Government, Local Authority, Statutory University, Public / Private Company owned and / or sponsored by State Government / Central Government.
- (17) **“Other University”** means any University established under a Central or State Act other than the Raksha Shakti University Act.
- (18) **“Pay”** means the basic pay in the Pay Band plus Grade Pay of the post.
- (19) **“Pay Band”** means the Pay Band sanctioned for the post as shown in Column-4 of the **Annexure-1**.
- (20) **“Post”** means post included in the approved set up of the University as detailed in **Annexure-1**.

- (21) **“Promotee”** means a person recruited to a post in accordance with sub-regulation (i) of Regulation-13 of these Regulations.
- (22) **“Probationer”** means an employee on probation in or against a substantive or temporary vacancy in the cadre of the University.

Note-1 : No person appointed substantively to a permanent post in a cadre is a probationer, unless definite conditions of probation have been attached to his appointment.

Note-2 : An employee (other than one who holds substantively a permanent post) appointed on promotion to a temporary post will be treated for all purpose as a temporary employee.

- (23) **“Registrar”** means the Registrar appointed under Section-22 of the Act.
- (24) **“Recruitment”** means all recruitments under Regulation-13 of these Regulations.
- (25) **“Selection Committee”** means the committee constituted under Regulation-22 of these Regulations.
- (26) **“Semi-Government”** includes Boards, Corporations, Public Undertakings, Statutory Bodies, Municipal Corporations, Municipalities, Panchayats and all other Grant-in-Aid institutions of a Gujarat /Central Government.
- (27) **“Set-up”** means the list of various categories of the non-teaching posts as listed in the **Annexure-1** as may be amended from time to time
- (28) **“Seniority-cum-merit basis”** means that a senior employee can be overlooked from consideration if he has adverse merits.
- (29) **“Teacher”** means a Teachers defined in Regulation-4(30) of the Raksha Shakti University Services (Creation of Posts of Teachers and Recruitment of Teachers) Regulation, 2012.
- (30) **“University”** means the Raksha Shakti University
- (31) **“Vacancy”** means such of the sanctioned post in the cadre, which has not been filled in on the date on which this Regulations come into effect or which may fall vacant thereafter and which is intended to be filled in by the University during the year.
- (32) **“Director General”** means Director General appointed under Section-8 of the Act.
- (33) **“Year”** means the Calendar Year.

Note-1 : Words & expressions used but not defined in these regulations shall have the meaning assigned to them in the Act or in Other regulations governing the service conditions of the University employees.

5. Set-up The cadre, designation, pay band, grade pay and the number of posts sanctioned in the set-up of the university shall be as shown in the **Annexure – 1.**

6. Cadres The posts included in the set-up shall be grouped in the following cadres as detailed in **Annexure-1.**

Officers

Administrative / Accounts Cadre

Isolated Cadre

7 Classification of the employees The sanctioned posts in the University as listed in **Annexure-1** shall be grouped and classified as Class-I, Class-II or Class-III as shown in the set-up.

8. Appointing authority Without prejudice to provisions contained under the general scheme of delegation of powers, all the powers of making recruitment to various posts under the administrative control of the University shall vest in the authority to whom they are delegated by the Board.

9. Initial composition Notwithstanding the provisions of these regulations, all persons to whom these regulations apply and are already recruited to the relevant and respective posts under the University before the date these regulations come into effect, shall be treated to have been recruited to/holding the post in the University.

10. Recruitment as per rules After the date of these regulations coming into force, recruitment to the various posts shall be made in accordance with these regulations.

11. Conditions as to citizenship of India Subject to the provisions of these regulations, no person shall be appointed to any service or post unless he is a citizen of India, or a person in whose favour a certificate of eligibility has been issued by the State Government for appointment to the State Government Service.

12. Physical fitness No person shall be appointed to any service or post, if he has failed to pass such medical test of physical fitness as may be laid down by the University:

Provided that where an appointment is made by promotion or transfer of a person already in service, no medical test shall ordinarily be required.

13. Methods of recruitment

Following shall be the methods of recruitment:-

- (i) By promotion of suitable employee as per the provisions contained in regulations for the relevant post on the basis of recommendations of the Selection Committee.

Provided that where an appointing authority is satisfied that a person having an experience specified in relevant regulations of the post is not available for promotion and that it is in the interest of the University to fill up the post by promotion of a person having experience for a lesser period, it may, for reasons to be recorded in writing, promote such person who has experience for a period not less than two thirds of the period specified.

- (ii) By direct recruitment through advertisement and making selections therefrom.

Provided that it shall be open to the University to appoint any person on the post included in the approved set up by drawing suitable person working in State/Central Government/Other University or Bodies, on deputation for specified period on such terms and conditions as may be mutually agreed between the University and the lending Government/University/Body.

Provided the further that the initial appointment to Class-III posts shall be made on fixed pay basis for a period of five years on such terms and conditions as laid down by the University.

14. Verification of character and antecedents

The character and antecedents of a candidate for appointment to a post under the University for the first time shall be verified before his appointment orders are issued. In respect of Class-III and IV employees it can be considered sufficient if they produce character certificates from two Gazetted Officers, ID Proof, Residential Address Proof and PAN Card.

15. Condition as to prescribed qualifications

Notwithstanding anything contained in any other regulation and subject to the provisions of these regulations, no person shall be appointed to service, or post, unless at the time of appointment he possesses a certificate of basic knowledge of computer applications from a recognized Institute.

- 16. Direct recruitment** The minimum qualifications required in the case of direct recruits for different posts shall be as shown against the posts in Appendix of the respective post.
- 17. Written examination / screening test / interview** The Selection Committee / Registrar may, if it / he thinks expedient, direct that screening test and / or written test and / or interview be held by the University to assess the suitability of the candidates for Direct Recruitment.
- 18. Promotion**
- 18.1** The mode of recruitment by regular promotion shall be on seniority-cum-merit basis subject to the following criteria :-
- (i) Where an appointment to any post is to be made by regular promotion, no employee shall be entitled to such promotion on the ground only of seniority. No such appointment shall be made unless in addition to seniority the employee to be appointed is found to be fit for such regular promotion on merits.
 - (ii) The eligibility norms including experience for regular promotion to different posts shall be as provided in the respective Appendix.
- 18.2** While making the appointment to any post by promotion, the appointing authority may supersede an employee who is apparently not fit to discharge the duties and responsibilities of the post and whose appointment is likely to affect adversely the efficiency of work assigned to that post.
- 18.3** If any departmental proceeding are pending against an employee at the time when he becomes eligible for consideration for regular promotion, his case for regular promotion shall be considered alongwith other candidates. However his result shall not be declared until conclusion of the departmental proceedings.
- 18.4** If on conclusion of the departmental proceedings the employee is exonerated, he will be entitled to regular promotion immediately after such exoneration and his seniority in the higher post will be reckoned as if he was promoted but for the departmental proceedings. However, the employee shall not be entitled to claim the difference in wages on such regular promotion for the period during which he has not actually worked on the higher post due to the pendency of the departmental proceeding.

18.5 If any employee, on receipt of the order of his regular promotion, for any reasons whatsoever, fails to join the post on which he is promoted within a period of 15 days or any other period stipulated, without prior permission of the appointing authority, he shall not be entitled to regular promotion for a period of one year from the date of such order.

19. Refusal to accept promotion by the University employee

19.1 Where the University employee refuses to accept the promotion, he shall make an application to that effect to the appointing authority showing the reasons for refusing the promotion. The appointing authority, thereafter, may promote the next eligible person and such University employee shall lose his seniority vis-à-vis his juniors who have been promoted after his refusal.

19.2 Where the University employee has refused to accept the promotion, his case shall not be considered for promotion for a period of one year from the date of refusal of promotion or till next vacancy arises, whichever is later.

Provided that the provisions of sub-regulation (1) and (2) shall not apply where ad-hoc promotion against short term vacancy is refused by the University employee.

Explanation: The act of not joining the new assignment within the joining time as admissible, shall amount to refusal of promotion for the purpose of this regulation unless such University employee makes written request in time and the same has been considered by the appointing authority.

20. Appointment by transfer

Notwithstanding anything contained in these regulations a post in any cadre may be filled in by transfer of an employee holding another post in the same cadre.

Provided that an employee serving in one cadre may be posted by transfer to another cadre at his own request if he is suitable for that cadre and if such transfer is in the interest of the University and without his rights in his parent cadre relating to pay, seniority etc. being affected thereby.

Provided further that an employee may be temporarily transferred in the interest of the University to a post in a cadre other than the cadre, in which he is regularly employed, without his rights in his parent cadre relating to pay, seniority etc. being affected thereby.

21. Selection Committees

- 21.1** For the purpose of appointment either by direct recruit or by promotion in accordance with the provisions under these regulations, there shall be the following Committees constituted as per Schedule :-
- (i) Selection Committee for selection of Direct Recruits and for Promotion to Class-I and Class- II Posts.
 - (ii) Selection Committee for Selection of Direct Recruits and for Promotion to Class-III Posts.
- 21.2** The Selection Committee shall be assigned the functions, powers and duties of recommending candidates / employees for appointment / promotion to the various posts.
- 21.3** The list of selected candidates prepared by the various Selection Committees shall be valid for one year from date on which the same is finalized.

22. Ratio of recruitment

- 22.1** While making the recruitment in accordance with these Regulations, it shall be incumbent for the University to comply with requirements of ratio of recruitment between the direct recruits and promotees for the post as laid down in respective Appendix.
- 22.2** For the purpose of these regulations the number of vacancies in each cadre shall be worked out from time to time.
- 22.3** While working out the number of vacancies to be filled up by direct recruit and promotees in accordance with the ratio prescribed, fraction of half and more shall be rounded to the next higher number and less than that shall be ignored.

23. Examination for computer knowledge.

Notwithstanding anything contained in any other regulations, with effect from the date from which these regulations come in force no person shall be appointed by promotion to any post under sub-regulation 1 of regulation 13 unless he has passed the CCC examination for Computer Knowledge as prescribed by University.

Provided that an employee who has passed such examination either at the time of direct recruitment or at the time of his earlier promotion shall be exempted from passing such examination.

24. Reservation of vacancies.

While making the recruitments on various posts under the provisions of these regulations, the orders issued by the States Government from time to time in connection with the reservations of vacancies and relaxation of age etc., for Scheduled Castes, Scheduled Tribes, Womens and other categories shall be complied with.

25. Qualifications and experience for the post

The prescribed requirements about the educational qualifications, age, experience, ratio of recruitment etc., for the individual post under the University to whom these regulations apply shall be as laid down in respective Appendix pertaining to that post.

Note : Experience referred to in the provision for promotion in various Appendices means experience in the University on the respective post.

26. Age and relaxation of upper age limit

26.1 A person whose age is below 18 years shall not be appointed to any post.

26.2 For the purpose of these Regulations, the minimum and maximum age of the candidate for Direct Recruitment as specified for the post in respective Appendix read with Regulation-17 above, shall be reckoned with reference to his age on the first day of the month immediately following the month in which a period of ninety days from the date of the first publication of advertisement expires and accordingly a candidate shall be deemed to have crossed the age limit before the aforesaid first day of the month.

26.3 The maximum age prescribed shall not apply to a candidate who is already in Central/ State Government/Semi Government Organizations, Central/State Universities or any higher educational institution recognized by /affiliated with such universities, either as a permanent servant or temporary servant or contract base servant and was within the age limit prescribed for the advertised post at the time of his first appointment in such institution.

27. Probation

27.1 All persons recruited directly on Class-I or Class-II posts shall be on probation for a period of two years and subject to provision of regulation 13. On successful completion of the said probation period, the person shall be confirmed on the post.

27.2 (i) The period of probation shall be liable to be extended at the discretion of the appointing authority. The probation period shall be extended by the period of all

kinds of leave except casual leave, availed of by the employee during probation period. However, the total probation period of the employees on aggregate will not exceed three years in case of Class-I and Class-II direct recruits and two years in case of Class-III direct recruits.

- (ii) On expiry of the probation period, if the employee is not confirmed in service by a written order, his period of probation shall be deemed to have been extended. However, subject to the condition that the aggregate period of probation including the period so deemed to have been extended in the absence of confirmation will normally not exceed three years in case of Class-I and Class-II direct recruits and two years in case of Class-III direct recruits.

Provided that if in any case passing of a departmental examination during the period of probation is stipulated as a prerequisite condition for completion of such probation period and where the probationer could not pass the same within the prescribed chances admissible to him under the regulations for reasons beyond his control, the above ceiling on the period of probation shall not be applicable.

27.3 The period of review of the performance of the probation and the items to be included in the Periodical Appraisal Report and the satisfactory completion of the probation period will be decided by the appointing authority.

27.4 All employees shall be eligible for the grant of due increments in the time scale in which they are appointed only after satisfactory completion of probation.

27.5 Notwithstanding anything contained in the foregoing clauses of this regulation, if a probationer's work is found to be unsatisfactory, a probationer can be terminated at any time during the period of probation by the authority who has appointed him with one month's notice or salary in lieu thereof for that period.

28. Seniority 28.1 For the purpose of seniority and promotion, the holders of various posts shall be grouped in different cadres as referred to in regulation-6 of this regulations having regard to the job requirements, necessary educational qualifications and such other related factors.

- 28.2** The seniority lists of all the employee of the University shall be maintained by Registrar separately for each category of the post in the cadre and published the same every two years in the month of April.
- 28.3**
- (a)** The interse seniority of candidates selected by direct recruitment shall be determined in order of merit they are recommended by the Selection Committee which shall assign a serial number to them accordingly.
 - (b)** Candidates appointed on the result of an earlier selection will rank senior to those appointed in the result of any subsequent selection.
 - (c)** The date of joining of an employee from among the panel recommended on each occasion will be immaterial subject to the condition that if a person fails to join duty within the prescribed time limit which can be extended upto three months of the issue of the appointment order, he will be placed below those persons from the panel who have joined earlier to him.
 - (d)** In the case of candidates getting equal number of marks or the same grading, the Selection Committee shall indicate the order of merit. However, when the committee does not indicate the order of merit for any reason whatsoever the candidate older in age shall be deemed to be senior.
- 28.4** The Selection Committee will consider and recommend the cases of eligible employees of the University for promotion to the next higher post. Subject to Regulation -28.3 (b) above, the interse seniority of the employees so promoted on the higher post will be determined by their seniority in their original cadre from which they are promoted subject to roster points. In other words, an employee senior in original cadre, will rank senior in the cadre to which he is promoted. However, the candidates appointed on the basis of an earlier selection will be considered senior to the candidates appointed on the basis of any subsequent selection.
- 28.5** The combined seniority list of two categories of employees viz. promotes and direct recruits will be prepared in the manner provided as follows :-

Interse seniority of direct recruits will be as per Regulation -28.3 above. Interse seniority of promotes will be as per Regulation-28.4 above. The date of offer of appointment / promotion order to different persons will determine their interse seniority in the combined seniority list. For example, if a candidate is offered appointment / promotion on 1st April and another is offered appointment / promotion on a subsequent date, the

person who has been offered appointment / promotion on 1st April will be senior in the combined seniority list irrespective of the joining date :

It is clarified that, for the purpose of reckoning seniority of promotes and direct recruits the appointments on permanent vacant post alone is to be considered.

28.6 Notwithstanding what is provided here-in-above in Regulation -28.3 (c) and (d) the seniority of the employees of the different cadres will be reckoned as under:-

- (a) The seniority of the employees included in the initial composition shall be fixed on the basis of their date of joining the respective posts in the University, interse seniority within the cadre from which they are coming to the new cadre being protected.
- (b) Subject to the provision contained in Regulation – 28.3 the Seniority of recruitment in the cadre will be determined on the basis of the date on which the appointment orders are issued in respect of direct recruitment after these regulation come in force.

**29. Security /
Surety bond**

The incumbents of various posts entrusted with functions of handing cash, stores, valuables etc. shall be required to furnish security and / or surety bond as may be laid down by the Registrar.

**30. Consent
of the present
employer**

No person in the employment of any other organization or the Government shall be appointed in the service of the University except with the written consent of the present employer. Where an application for a post in the University is forwarded through the present employer such consent shall be deemed to have been given.

**31. Repeals
& Savings**

On these Regulations coming into force, all earlier directions, other regulations, orders, instructions etc. on the matters covered under these regulations shall stand superseded.

Provided that anything done or any action taken under the earlier directions, other regulations, orders, instructions etc. on the matters covered under these regulations shall be deemed to have been done or taken under these Regulations.

ANNEXURE-1**(See Regulation -5)****Sanctioned Set-up of the Posts of Raksha Shakti University**

Sr No	Name of the Post	Pay Band	Pay Scale	Grade Pay	Post Sanctioned	Class
1	2	3	4	5	6	7
Officers						
1	Registrar	PB-3	15600-39100	7600	01	I
Admn. / Acct. Cadre						
2	Asst. Registrar	PB-3	15600-39100	5400	02	II
3	Office Supdt.	PB-2	9300-34800	4200	03	III
4	Dy. Accountant	PB-1	5200-20200	2400	01	III
5	Sr. Clerk	PB-1	5200-20200	2400	02	III
6	Jr. Clerk	PB-1	5200-20200	1900	09	III
7	Computer Operator	PB-1	5200-20200	1900	04	III
Isolated cadre						
8	University Engineer	PB-2	9300-34800	5400	01	II
9	English Steno Grade-I (Non Gazetted)	PB-2	9300-34800	4200	01	II
10	English Steno Grade-II (Non Gazetted)	PB-2	9300-34800	4200	01	III
11	Gujarati Steno Grade-III	PB-1	5200-20200	2400	01	III
12	Driver	PB-1	5200-20200	1900	06	III

Appendix

Statement of qualifications and Experience for Various posts through Direct Recruitment and Promotion

1.Name of Post : Assistant Registrar			
1.	Essential Qualification for Direct Recruitment	:	<p>(a) not be more than 35 years of age;</p> <p>(b) possesses</p> <p>i) Good academic record with at least 55% of the marks or its equivalent grade of 'B' in the UGC seven point scale at master's degree level from Indian recognized University.</p> <p>ii) Basic skill and knowledge of Computer.</p> <p>iii) Experience of academical administration in a comparable post of minimum five years cumulatively in Central / State Government / Semi Government Organizations / Central / State Universities or any higher education institution recognized by / affiliated with such university.</p> <p>iv) adequate knowledge of Gujarati or Hindi and working knowledge of English.</p>
2.	Essential Requirements for Promotion	:	<p>(i) have worked not less than seven years in the cadre of Office Superintendent (Class-III) in Raksha Shakti University.</p> <p>(ii) have passed the prescribed departmental examination, for promotion to the post of Assistant Registrar; and</p> <p>(iii) have passed the qualifying examination for computer knowledge as prescribed by the University.</p>
3.	Ratio of Direct Recruitment and Promotion	:	1:1

RAKSHA SHAKTI UNIVERSITY**Statement of qualifications and Experience for Various posts through Direct
Recruitment and Promotion**

2.Name of Post : University Engineer (Civil)	
1.	<p>Essential Qualification for Direct Recruitment :</p> <p>(a) not be more than 35 years of age ;</p> <p>(b) possesses</p> <p>(i) at least Second class Bachelor's degree in Civil Engineering of any of the Universities established or incorporated by or under the Central or State Act in India or any other educational institution recognized as such or declared deemed to be a University under section 3 of the University Grants Commission Act, 1956;</p> <p>(ii) five years experience in Building construction on a responsible position in Central/State Government/Semi Government Organizations, Central/State Universities or any higher educational institutions recognized by/affiliated with such universities;</p> <p>(iii) basic knowledge of computer application as prescribed by University.</p> <p>(iv) adequate knowledge of Gujarati or Hindi and working knowledge of English.</p>

RAKSHA SHAKTI UNIVERSITY

Statement of qualifications and Experience for Various posts through Direct Recruitment and Promotion

3. Name of Post : Office Superintendent			
1.	Essential Qualification for Direct Recruitment	:	<p>(a) not be more than 35 years of age ;</p> <p>(b) possesses</p> <p>(i) a degree obtained from any of the Universities established or incorporated by or under the Central or State Act in India or any other educational institution recognized as such or declared deemed to be a University under section 3 of the University Grants Commission Act, 1956; or possess an equivalent qualification recognized by the Government;</p> <p>(ii) the basic knowledge of computer application as prescribed by the University.</p> <p>(c) adequate knowledge of Gujarati or Hindi or both;</p> <p>(d) administrative experience in a comparable post of minimum five years cumulatively in Central/State Government/Semi Government Organizations or Central / State Universities or any higher education institution recognized by/affiliated with such university.</p>
2.	Essential Requirements for Promotion	:	<p>(i) have worked not less than seven years in the cadre of Senior Clerk or Deputy Accountant in Raksha Shakti University.</p> <p>(ii) have passed the prescribed University examination, for promotion to the post of Office Superintendent; and</p> <p>(iii) have passed the qualifying examination for computer knowledge as prescribed by the University.</p>
3.	Ratio of Direct Recruitment and Promotion	:	1:1

RAKSHA SHAKTI UNIVERSITY

Statement of qualifications and Experience for Various posts through Direct Recruitment and Promotion

4. Name of Post : Deputy Accountant			
1.	Essential Qualification for Direct Recruitment	:	<p>(a) not be more than 35 years of age ;</p> <p>(b) possesses</p> <p style="padding-left: 20px;">(i) a degree in Bachelor of Business Administration or Bachelor of Commerce or Bachelor of Science (Mathematics / Statistics) or Bachelor of Arts (Statistics / Economics / Mathematics) obtained from a University incorporated or established by an Act of the Central or State Legislature in India; or other educational institution recognised as such or declared to be deemed as University under section 3 of the University Grants Commission Act 1956; or possess an equivalent qualification recognised such by the Government.</p> <p style="padding-left: 20px;">(ii) the basic knowledge of computer application as prescribed by the University.</p> <p>(c) adequate knowledge of Gujarati or Hindi or both;</p> <p>(d) administrative / accounting experience of minimum five years cumulatively in Central / State Government / Semi Government Organizations or Central / State Universities or any higher education institution recognized by / affiliated With Central / State University.</p>
2.	Essential Requirements for Promotion	:	<p>(i) have worked not less than five years in the cadre of Junior Clerk or Computer Operator in Raksha Shakti University.</p> <p>(ii) have passed the prescribed university examination, for promotion to the post of Deputy Accountant, Class-III; and</p> <p>(iii) have passed the qualifying examination for computer knowledge as prescribed by the University.</p>
3.	Ratio of Direct Recruitment and Promotion	:	1:1

RAKSHA SHAKTI UNIVERSITY

Statement of qualifications and Experience for Various posts through Direct Recruitment and Promotion

5. Name of Post : Senior Clerk			
1.	Essential Qualification for Direct Recruitment	:	<p>(a) not be more than 35 years of age ;</p> <p>(b) possesses</p> <p>(i) a degree obtained from any of the Universities established or incorporated by or under the Central of State Act in India or any other educational institution recognized as such or declared deemed to be a University under section 3 of the University Grants Commission Act, 1956; or possess an equivalent qualification recognized by the Government.</p> <p>(ii) the basic knowledge of computer application as prescribed by the University.</p> <p>(c) adequate knowledge of Gujarati or Hindi or both;</p> <p>(d) administrative experience of minimum five years cumulatively in Central / State Government / Semi Government Organizations or Central / State Universities or any higher education institution recognized by / affiliated With Central / State University.</p>
2.	Essential Requirements for Promotion	:	<p>(i) have worked not less than five years in the cadre of Junior Clerk or Computer Operator in Raksha Shakti University.</p> <p>(ii) have passed the prescribed university examination, for promotion to the post of Deputy Accountant, Class-III; and</p> <p>(iii) have passed the qualifying examination for computer knowledge as prescribed by the University.</p>
3.	Ratio of Direct Recruitment and Promotion	:	1:1

RAKSHA SHAKTI UNIVERSITY

Statement of qualifications and Experience for Various posts through Direct Recruitment and Promotion

6. Name of Post : Junior Clerk, Class-III	
1.	<p>Essential Qualification for Direct Recruitment :</p> <p>(a) Not less than 18 years and not be more than 28 years ;</p> <p>(b) possesses</p> <p style="padding-left: 20px;">(i) H.S.C. or its equivalent examination recognized as such by the Government ;</p> <p style="padding-left: 20px;">(ii) the basic knowledge of computer application as prescribed by the University.</p> <p>(c) adequate knowledge of Gujarati or Hindi and working knowledge of English;</p>

RAKSHA SHAKTI UNIVERSITY

Statement of qualifications and Experience for Various posts through Direct Recruitment and Promotion

7. Name of Post : English Stenographer Grade-I (Class-II)	
1.	<p>Essential Qualification for Direct Recruitment :</p> <p>(a) not be more than 30 years;</p> <p>(b) possesses</p> <p>(i) Graduate in any discipline from any of the Universities established or incorporated by or under the Central of State Act in India or any other educational institution recognized as such or declared deemed to be a University under section 3 of the University Grants Commission Act, 1956; or possess an equivalent qualification recognized by the Government; and</p> <p>(ii) Speed in English Short Hand 120 w.p.m. and preferably possessing the certificate of passing GCC Examination.</p> <p>(iii) Speed in English Typing 40 w.p.m. or equivalent key depressions.</p> <p>(iv) basic knowledge of computer application as prescribed by the University</p> <p>(v) adequate knowledge of English and Hindi and working knowledge of Gujarati.</p>

RAKSHA SHAKTI UNIVERSITY

Statement of qualifications and Experience for Various posts through Direct Recruitment and Promotion

8. Name of Post : English Stenographer Grade-II (Class-III)	
1.	<p>Essential Qualification for Direct Recruitment :</p> <p>(a) not be more than 30 years;</p> <p>(b) possesses</p> <p>(i) Graduate in any discipline from any of the Universities established or incorporated by or under the Central of State Act in India or any other educational institution recognized as such or declared deemed to be a University under section 3 of the University Grants Commission Act, 1956; or possess an equivalent qualification recognized by the Government; and</p> <p>(ii) Speed in English Short Hand 100 w.p.m. and preferably possessing the certificate of passing GCC Examination.</p> <p>(iii) Speed in English Typing 40 w.p.m. or equivalent key depressions.</p> <p>(iv) basic knowledge of computer application as prescribed by the University</p> <p>(v) adequate knowledge of English and Hindi and working knowledge of Gujarati.</p>

RAKSHA SHAKTI UNIVERSITY

Statement of qualifications and Experience for Various posts through Direct Recruitment and Promotion

9. Name of Post : Gujarati Stenographer Grade-III (Class-III)	
1.	<p>Essential Qualification for Direct Recruitment :</p> <p>(a) not be more than 28 years;</p> <p>(b) possesses</p> <p>(i) H.S.C.E in any discipline from any of the Higher Educational Institutes established or incorporated by or under the Central or State Act in India or possess an equivalent qualification recognized by the Government;</p> <p>(ii) Speed in Gujarati Short Hand 60 w.p.m. and preferably possessing the certificate of passing GCC Examination.</p> <p>(iii) Speed in Gujarati Typing 25 w.p.m. or equivalent key depressions.</p> <p>(iv) basic knowledge of computer application as prescribed by the University</p> <p>(v) adequate knowledge of English and Hindi and working knowledge of Gujarati.</p>

RAKSHA SHAKTI UNIVERSITY**Statement of qualifications and Experience for Various posts through Direct
Recruitment and Promotion**

10. Name of Post : Computer Operator, Class-III	
1.	Essential Qualification for Direct Recruitment : <ul style="list-style-type: none"> (a) not be more than 28 years; (b) possesses <ul style="list-style-type: none"> (i) H.S.C. or its equivalent examination recognized as such by the Government ; (ii) basic knowledge of computer application as prescribed by the University (iii) adequate knowledge of Gujarati and Hindi and working knowledge of English.

RAKSHA SHAKTI UNIVERSITY

Statement of qualifications and Experience for Various posts through Direct Recruitment and Promotion

11. Name of Post : Driver, Class-III

1.	Essential Qualification for Direct Recruitment	:	<p>(a) Not more than 30 years of age;</p> <p>(b)</p> <p style="padding-left: 20px;">(i) has passed Higher Secondary School Certificate Examination conducted by a Secondary and / or Higher Secondary Education Board or possesses an equivalent qualification recognized as such by the Government ;</p> <p style="padding-left: 20px;">(ii) has the experience of driving for a period of five years;</p> <p style="padding-left: 20px;">(iii) possesses a valid motor driving license for light motor vehicles and/or heavy motor vehicles as the case may be, of about three years standing ;</p> <p style="padding-left: 20px;">(iv) has passed a practical test in driving and possesses adequate knowledge of motor vehicles maintenance, traffic Signs and hand signals ;</p> <p style="padding-left: 20px;">(v) has good physique with :</p> <p>(1) <u>In case of male candidate :</u></p> <p style="padding-left: 20px;">(i) height not less than 162 centimeters, (158 centimeters in case of candidate belonging to Scheduled Tribes of the Gujarat Origine) and</p> <p style="padding-left: 20px;">(ii) chest measurement of not less than 84 centimeters when full inflated with a minimum expansion of 5 centimeters;</p> <p>(2) <u>In case of female candidate :</u> height not less than 158 centimeter (155 centimeters in case of candidates belonging to Scheduled Tribes of the Gujarat Origine):</p> <p>(c) not be colour blind and must have good vision with or without glasses;</p> <p>(d) has adequate knowledge of Gujarati and / or Hindi :</p>
----	--	---	---

RAKSHA SHAKTI UNIVERSITY RECRUITMENT REGULATION-
OTHER EMPLOYEES

APPENDIX-1.01

The Detailed requirements for the post shall be as under :-

1. Designation of Post : Registrar
2. Pay Band : 15600-39100 GP 7600
Grade Pay

The Recruitment Rules for the post of Registrar have been included in a separate, regulations laying down the Recruitment Rules for the officers of the University.

SCHEDULE (See Regulation-22)

Constitution of Selection Committees

1. Selection Committee for the Selection of Direct Recruit and for Promotion to Class-I and Class-II Posts.
 1. Director General, Chairman
 2. Dy. Director General
 3. Registrar
 4. Two Experts in the field of University Administration to be nominated by the Director General

2. Selection Committee for the Selection of Direct Recruit and for Promotion to Class-III Posts.
 1. Dy. Director General as Chairman
 2. Registrar
 3. One Officer of the University to be nominated by the Director General
 4. Two Experts in the field of University Administration to be nominated by the Director General

As decided by the Director General