

प्रथम संशोधित अध्यादेशों का संकलन

Compilation of First Amended Ordinances

( देवी प्रसाद )  
संयुक्त सचिव  
औद्योगिक विकास विभाग  
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Gautam Buddha University  
Noida, Uttar Pradesh



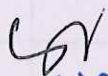


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**GAUTAM BUDDHA UNIVERSITY**  
**COMPILED ORDINANCES**  
**Approved by Sixteenth Board Of Management**

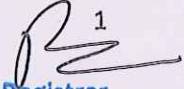
**1. SCHOOL OF STUDIES** (Refer Statues 12 (1/2 a))

- i. The University shall have Schools of Studies, which shall consist of various Departments or/and Centre of Studies.
- ii. Departments/ Centre of Studies shall be created by the Board of Management from time to time.
- iii. The University will offer 'Academic Programmes' at various levels as decided by Board of Management with flexible learning options such as modular learning, lateral entries, cross-registration of courses of studies across schools, credit-based evaluation system, dual-degree programmes, collaborative programmes with universities and Institutes in India and abroad and other concurrent learning of values adding skills as the Board of Management may decide.
- iv. The University shall follow rules and regulations, pay-scales & other benefits for faculty and staff at par with national level institutes of higher learning as approved by Board of Management from time to time.

**1.1** The following School of Studies and the Centers of Excellence / Departments are proposed to be established in the University by the committee of Deans of the University by the approval of Honorable Vice Chancellor:

1. **School of Management**
  - (i) Department of Business Management
2. **School of Information & Communication Technology**
  - (i) Department of Computer Science & Engineering
  - (ii) Department of Electronics & Communication Engineering
3. **School of Law, Justice & Governance**
  - (i) Department of Law & Justice
4. **School of Vocational Studies and Applied Sciences**
  - (i) Department of Vocational Studies
  - (ii) Department of Environmental Science
  - (iii) Department of Applied Chemistry
  - (iv) Department of Applied Physics
  - (v) Department of Applied Mathematics
5. **School of Biotechnology**
  - (i) Department of Biotechnology
6. **School of Engineering**
  - (i) Department of Civil Engineering
  - (ii) Department of Architecture & Regional Planning
  - (iii) Department of Electrical Engineering
  - (iv) Department of Mechanical Engineering
  - (v) Department of Industrial Engineering & Management
7. **School of Buddhist Studies & Civilization**
  - (i) Department of Applied Buddhist Studies

  
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8. School of Humanities & Social Sciences

a. Humanities

- Department of English and Modern European Languages
- Department of Indian Languages and Literature
- Department of Mass Communication and Media Studies

b. Social Sciences

- Department of Economics, Planning and Development
- Department of Education and Training
- Department of History and Civilization
- Department of Political Science and International Relations
- Department of Psychology and Wellbeing
- Department of Public Administration and Policy Research
- Department of Social Work
- Department of Sociology

**Centres of Excellence in the School of Humanities and Social Sciences**

1. Dr. Ambedkar Centre for the Study of Human Rights
2. Dr. Martin Luther King Jr. Centre for the Study of Interfaith and Global Peace
3. Centre for Professional Development

- (i) **CELL FOR EQUAL OPPORTUNITY** : The Cell is to be created in the University to safeguard the rights of university students/staff to have equal opportunity. Emphasis to the disadvantaged groups for learning and creating space for them to mainstream themselves will be the job of equal opportunity cell which will run specific scheme of coaching for SCs, STs, women, OBC (non-creamy layer), minorities and physically challenged persons in order to remove social inequalities that created the barriers of denial of access to materials, cultural and educational resources to the disadvantaged groups of society.

(ii) **CELL FOR ACTION AGAINST SEXUAL HARASSMENT**

1.2 **The Dean of the School:**

Powers and duties:

- (i) The various Deans of Schools shall be appointed by the Vice-Chancellor from amongst the Professors of the Schools. When the office of the Dean is vacant or when the Dean is by the reason of illness or absence or any other cause, unable to perform the duties of his office, the duties of the office will be performed by the person appointed by the Vice-Chancellor for this purpose.
- (ii) If there is no faculty member at the level of Professor available in a School of studies the Vice-Chancellor may appoint an Associate Professor as Dean (I/C) to carry out the usual responsibilities of the Dean.
- (iii) The Dean, as the case may be, shall be the chair person of the School of Studies and shall be responsible for the conduct and standards of teaching and research in the School.

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### 1.3 Board of School of Studies:

Every School shall have a "Board of Studies" which shall be constituted by the Dean of concerned School of Studies from time to time with the approval of Vice-Chancellor. The Board shall consists of

- (i) Dean of concerned School
- (ii) Heads of the Departments/Centers of Studies of concerned School
- (iii) One Professor, One Associate Professor & One Assistant Professor of each Department/School of studies of the concerned School in order of seniority for a period of one year on rotation basis.

The Dean may also invite two other experts who may either be faculty members from other Schools of Studies of Gautam Buddha University or from the Institutes of higher learning/ Universities in India or abroad having specific knowledge in related subject/area.

### 1.4 Deans Co-ordinating University level activities

- (i) In order to co-ordinate the various activities at University level the following Deans shall be appointed
  - (a) Dean Academics
  - (b) Dean Planning & Research
  - (c) Dean Student affairs
- (ii) Co-ordinating Deans shall be appointed by the Vice-Chancellor in such manner to exercise such powers and perform such duties as may be laid down in the Ordinances.  
Provided that when the office of the Dean is vacant or when the Dean is by reason of illness or absence or any other cause, unable to perform the duties of his office, the duties of the office shall be performed by such person as the Vice-Chancellor may appoint for the purpose.
- (iii) The Dean shall be the Professor of any School of Studies and shall be responsible for the coordinating the concerned activities at University level. He shall have such other functions as may be laid down in the Ordinances or assigned by the Vice-Chancellor from time to time. If considered necessary, the Vice-Chancellor may exercise his administrative prerogative to appoint an Associate Professors of the University as a Dean (I/C).
- (iv) The Vice-Chancellor may also appoint an Associate Dean from amongst the Associate Professors of the University to assist a Dean in carrying out his responsibilities.
- (v) The Dean, shall have the right to be present and to speak at any meeting of a board or committee of the University or School as the case may be, but not the right to vote thereat unless he is a member thereof.

## 2. ACADEMIC COUNCIL (Refer statutes- Statue 11)

The Academic Council shall be constituted as per the provisions of clause 19 (1) of Act and shall perform the duties as per the provisions of clause 11 of statutes. The council should consist of the following:-

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- |       |   |     |           |
|-------|---|-----|-----------|
| (i)   | Vice-Chancellor   | ... | Chairman  |
| (ii)  | Dean of all Schools & Activities  | ... | Member    |
| (iii) | One Prof. other than Dean from each School  | ... | Member    |
|       | rotated among the various Departments/Center of Studies of the School on the basis of seniority.  |     |           |
| (iv)  | Four Experts (not below the rank of a Professor) from other national Institutes of higher learning/Universities/ National Laboratories or from Industry to be nominated by the Vice-Chancellor for a period of two years. | ... | Member    |
| (v)   | Registrar   | ... | Secretary |

### 3. TEACHERS OF THE UNIVERSITY

- 3.1 Teachers of the University shall be of the following categories:
- Appointed Teachers of the University.
  - Recognized Teachers of the University.
  - Adjunct Faculty of the University.
- 3.2 Appointed teachers of the University shall be whole time faculty members of the University, paid by the University and appointed by the Selection Committee of the University or directly by the Board of Management/Vice-Chancellor under special mode of appointment statues 20(1).
- 3.3 Appointed teachers of the University who shall be full time faculty members should be placed in following cadars:-
- Professor
  - Associate Professor
  - Assistant Professor
  - Research Associate/Faculty Associate
- Pay scale of the above shall be decided by the Board of Management. (statutes 10(2) (ii).
- 3.4 Recognized Teachers of the University shall be the members of the faculty of National Level Institutes of higher learning/ Universities in India or abroad willing to contribute in research and teaching at Gautam Buddha University. The working period of the recognized Teachers of University and other terms and conditions of their engagement shall be decided by Board of Management from time to time.
- 3.5 Adjunct Faculty of the University shall be the experts from Industry in India or abroad willing to contribute in research and teaching at Gautam Buddha University. The working period of the Adjunct Faculty of University and other terms and conditions of their engagement shall be decided by Board of Management from time to time.

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**4. (a). SERVICE REGULATIONS FOR TEACHING FACULTY** Refer 16 B.o.M. (16.15.07)

**1. Scope**

These Regulations shall govern the following aspects related to the Appointed Teachers (Professors, Associate Professors, Assistant Professors) as defined in the Amended Ordinances of the University:

- i. Appointment Process
- ii. Terms of Appointment
- iv. Salary Structure

**2. Total Faculty Strength**

The total sanctioned strength of the Appointed Teachers in the University shall be determined by aggregating the sanctioned strengths of Teachers in constituent Departments and Schools, calculated on the following basis:

**2.1 Nominal Strengths of Teachers**

- (a) Departments of Sciences, Technology and Engineering offering integrated 5 years programmes and also PG programmes related to the concurrent 5 years programmes: the ratio of the Nominal Strength (SN) of the faculty to the total strength of the students in the respective Department shall not be less than **1:15**.
- (b) Departments in Schools of Humanities and Social Studies, Law, Justice and Governance, Buddhist Studies, Vocational Studies and Applied Sciences and School of Management offering 5 years integrated programmes and also P.G. programmes related to concurrent 5 years programmes: the ratio of the Nominal Strength SN of the faculty to the total strength of the students in the respective Department shall not be less than **1:20**.
- (c) Departments in Schools offering only P.G. programmes with no related U.G. programme: the ratio of the Nominal Strength SN of the faculty to the total strength of the students in the respective Department shall not be less than **1:12**.

**2.2 Sanctioned Strength of Teachers**

The Sanctioned Strength of the teachers ( $S_s$ ) which is the maximum number of teachers required to be appointed in a Department/School shall be calculated by adding to the Nominal Strength  $S_N$ , an Additional Strength ( $S_A$ ) for contributing to teaching in other Departments/Schools by the Department/School and subtracting from the total ( $S_N + S_A$ ), the strength  $S_C$ , which is the Contribution to teaching in the Department/School by other Departments/Schools. Thus

$$S_s = S_N + S_A - S_C$$

where,  $S_s$  = Sanctioned Strength of the faculty for a Department/ School.

$S_N$  = Nominal Strength of faculty in a Department/School as obtained using clause 2.1 above.

$S_A$  = Additional Strength of faculty in a Department/School for teaching in other Departments/Schools by the Department; this shall be one-fifteenth of the total weighted

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contact hours of teaching (lectures, tutorials, laboratory and studio classes/week) in other Departments/Schools.

$S_c$  = Faculty Strength on account of teaching Contributed by other Departments/Schools in the concerned Department/School; this shall also be one fifteenth of the total weighted contact hours of teaching (lectures, tutorials, laboratory and studio classes/week) contributed by other Departments/Schools to the concerned Department/School.

The contact hours /week shall take into account the number of Sections in a class for lectures/tutorials/laboratory and studio classes in which the class has been divided to facilitate teaching of a given subject.

### 2.3 Flexibility in the Total Sanctioned Strength of the University

The intrinsic features of good education include updating and upgrading the course contents, introducing new courses and offering opportunities to students to acquire knowledge across disciplines and also flexibility to study courses on the call of their intellect and interest.

Such an education system would require besides re-structuring the education system, more faculty members. Hence a pragmatic policy is required to decide the actual faculty strength that should not be bound by a unique rigid number determined by the Sanctioned Strength.

The University may, therefore, raise its Total Sanctioned Faculty Strength calculated as per Clauses (2.1) and (2.2) by maximum 5% when it is so required.

### 3. Relative strengths of Professors, Associate Professors and Assistant Professors

A flexible staff structure is in place in the University, similar to IITs, and the same structure should continue.

## 4. Eligibility Criteria

### 4.1 Academic Eligibility Criteria for Professors, Associate Professors and Assistant Professors

Ph.D. with a Post Graduate degree in First Division or equivalent in the appropriate discipline and Under Graduate degree with minimum 55% marks or equivalent. A relaxation of 5% in marks or equivalent relaxation in grade is allowed in case of SC/ST/Physically Challenged candidates.

An outstanding professional working in industry/research institutions with established reputation, and having made significant contributions to the profession can be exempted from the requirements of having a Ph.D. degree and having guided doctoral research, for appointment in exceptional cases.

### 4.2 Professional Experience Essential

#### (a) For Professors

Minimum 10 Years of Teaching/ Research/ Industrial experience at appropriate level, of which at least 4 years should be at the level of Associate Professor or equivalent position and should have at least four research publications in refereed Journals. Experience of having supervised Ph.D. research successfully completed.

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(b) **For Associate Professors**

Minimum 08 Years of Teaching/Research/Industrial experience at appropriate level, of which at least 3 years should be at the level of Asst. Professor or equivalent position and should also have at least two research publications in refereed Journals.

(c) **For Assistant Professors**

Minimum 03 Years of post Ph.D. Teaching/Research/ Industrial experience.

**4.3 Desirable Experience and Recognitions**

(a) **For Professors**

Visiting Professorship in a leading Institute, Fellowship of Eminent Academies, Distinguished Awards and other recognitions and post-doctoral Fellowship in a reputed Institute are desirable. BOM-17

(b) **For Associate Professors**

Experience of supervising research at Ph.D. level, Distinguished Awards and other recognitions and post-doctoral Fellowship in a reputed Institute are desirable.

**4.4 Teaching Experience for RAs/FAs**

For RAs/FAs applying for the position of Assistant Professor, the teaching experience, as required in 4.2(c), shall be calculated by adding to his post Ph.D. teaching experience, half the period in which the candidate was engaged in teaching simultaneously while pursuing his Ph.D. degree.

**5. Terms of Initial Appointment**

5.1 All appointments of "Appointed Teachers" shall initially be made on contract basis for a period of 2 years.

5.2 The contract period of 2 years shall also be considered as the Probation period. The Probation period can be extended by a maximum period of one year as per clause 6.1.

5.3 Services of an Appointed Teacher can be terminated during the Probation period by giving one month notice by either the University or the appointee. However, the appointee on contract may be required to continue till the end of the Semester.

**6. Regularisation of Services**

6.1 Within one month before the expiry of the contract period, the Appointee shall submit a lucid profile of his entire work during the Probation period. An in-depth appraisal of the performance and conduct of the appointee shall be made by the University and his services shall be accordingly regularised or the contract period extended for a maximum period of one year or terminated.

6.2 In case the contract period of the appointee is extended, another appraisal of the performance and conduct of the appointee shall be made after the expiry of the extended contract period and the services of the appointee shall be accordingly regularised or terminated.

6.3 Regular appointment of any faculty member can be terminated by either party on three months' notice or salary in lieu thereof. However, a faculty member resigning in mid-semester may be required to serve till the end of the Semester.

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**7. Salary Structure**

**Professor**

PB-4 (Rs. 37400/- 67000/- with AGP of Rs. 10,500/-PM), minimum pay Rs. 48000/- Plus AGP

**Associate Professor**

PB-4 (Rs. 37400/- 67000/- with AGP of Rs. 9,500/-PM), minimum pay Rs. 42800/- Plus AGP

**Assistant Professor**

PB-3 (Rs. 15600/- 39100/- with AGP of Rs 8000/-PM), minimum pay Rs. 30000/- Plus AGP

These salary structures are same as those in IITs.

**8. Initiation of Proposals**

8.1 The Identification and initiation of proposals for appointments for faculty positions in any Department shall be done by the Board of Studies of the Department.

8.2 In case a School has no constituent Department, the Board of Studies of the School shall identify and initiate proposals for appointments of the faculty in the School.

8.3 The Board of Studies of each Department shall perform the following functions:

i. Identify the positions (Professors, Associate Professors or Assistant Professors) to be filled in the Department.

ii. Specify the specialisation in each case.

iii. Give justification for its proposal

iv. Send the proposal to the Board of studies of the respective School for its consideration and recommendation in Proforma DBOS (Appendix 1.1) to the Academic Council.

**9. Functions of the Board of Studies of the Schools**

9.1 The Board of Studies of each School constituted as per the Ordinances of the University shall consider the Proposals for faculty appointments received from its constituent Departments taking due regard of the total strength of the faculty as determined for the Department according to Regulation 2, above and make recommendations in Proforma SBOS-1 (Appendix 1.2) to the Academic Council for its consideration. Individual Proforma SBOS-1

for each constituent Department shall be attached to the Proforma DBOS (Appendix 1.1) of the respective Department, while forwarding the same to the Academic Council.

9.2 In case a School has no constituent Department, the Board of Studies of the School shall identify the positions of the faculty to be filled in the School, specify the specialisations of the required faculty, give justification for the same in Proforma SBOS-2 (Appendix 1.3) and forward it to the Academic Council.

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**10. Role of Academic Council**

The Academic Council shall consider the Proposals for filling the faculty positions in various Schools/Departments as received and send its recommendations to the B.O.M. in Proforma AC (Appendix 1.4) separate for each Department/School.

**11. Approval by the Vice Chancellor**

The Vice Chancellor shall consider the recommendations made by the Academic Council and decide to accept, partially accept or reject the proposals for filling up the faculty positions in various Departments/Schools.

In case the recommendations of the Academic Council are partially approved or not approved, the Vice Chancellor may refer the case to the Academic Council to review their recommendations, which shall be considered by him for final decision.

In accordance with the final approved list of faculty positions to be filled up, the Registrar shall duly advertise the positions.

**12. Public Announcement**

The Registrar shall make public announcement for filling the faculty positions as approved by the B.O.M. by means of advertisements in national and regional English and Hindi newspapers and on the Web Site

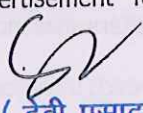
of the University. The advertisements shall include the positions (Professor, Associate Professor, Assistant Professor), the Academic Eligibility Criteria, the Professional Experience-Essential, Desirable Qualifications and the specialization for the intended positions to be filled. A sample format for the Advertisement is given in Appendix 1.5.

**13. Processing of Applications**

The Applications from the prospective candidates shall be received by the Registrar, in the prescribed Application Form (Appendix 1.6), who shall in turn verify that the application forms are complete in all respects including the required documents, scrutinize them and accept them. The Registrar shall then send these filled-up application forms to the Chairpersons of the appropriate Screening Committees constituted as per Clause 14, to determine eligibility or otherwise of the candidates to be called for personal interview against the advertised posts.

**14. Constitution of Screening Committees**

A Screening Committee for each Department/School (with no Constituent Departments) shall be constituted by the Vice-Chancellor for screening the applicants against each advertisement for ascertaining the eligibility of the

  
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candidates for the posts applied for. The Screening Committee in each case shall comprise the following:

- i. Dean of the concerned School (Chairperson)
- ii. Head of the concerned Department.
- iii. One subject Expert, not below the rank of the posts advertised, from within the Department/School.
- iv. One External Expert not below the rank of Professor, from outside the University.

The format for the constitution of the Screening Committee is given in Appendix 1.7

#### 15. Functions of Screening Committees

- 15.1 The Screening Committee constituted to screen applications shall examine the suitability of each candidate for eligibility for the Interview in the light of the Eligibility Criteria as advertised and give its recommendations in Proforma SCRN (Appendix 1.8) to the Registrar for further action.
- 15.2 The screening Committee shall not dilute the eligibility criteria as advertised for any post.
- 15.3 The Screening Committee may, however, raise the Eligibility Criteria appropriately in case the number of applicants for a Position is substantially more than six times the number of posts for the position. The revised criteria shall be recorded giving justification for the same.
- 15.4 The report of the Screening Committee shall indicate the word 'Eligible' or 'Not Eligible' as the case may be for each candidate, in the column provided for the purpose. The Committee may also recommend a candidate to be called for interview for a lower position than applied for, provided the candidate has given his consent to be considered for a lower position in his Application Form.
- 15.5 In case the Screening Committee decides that a candidate is 'Not Eligible' or decides to call him for interview for a lower position as in clause 15.4 above, the Committee shall give reason for its decision.
- 15.6 It is essential that offer to a candidate to be called for interview for a lower position may be made only if the lower position posts have also been included in the same Advertisement.

#### 16. Invitation for Interviews

- 16.1 The Invitation Letters for personal interviews of the candidates screened and approved by the competent authority shall be dispatched to the candidate by the Registrar in the prescribed format (Appendix 1.9) within a period of six weeks after the last date of receipt of the application forms.
- 16.2 The invitation letters shall include the following:
  - (i) Position for which being called for the interview.

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(ii) Documents to be presented before the Selection Committee.

(iii) Terms and Conditions for the initial appointment.

(iv) The time, the date and the place of the interview.

#### 17. Constitution of the Selection Committee

A Selection Committee shall be constituted for each Department/School (with no Constituent Department) against each advertisement consisting of the following according to the existing Ordinances of the University:

- (i) The Vice Chancellor of the University, who shall be the Chairperson.
- (ii) Dean of the respective School, not below the ranks of positions for which selections are being made.
- (iii) Three External Subject Experts to be nominated by the Vice-Chancellor, from the list of External Experts approved by B.O.M. (at least two of them should be present at the time of selections). External experts must be holding a rank equivalent to that of a Professor.
- (iv) Head of the concerned Department/Centre of Studies holding a post not below the ranks of positions for which selections are being made.
- (v) Two Members of Board of Management to be nominated by the Vice-Chancellor. (at least one member should be present at the time of selection).

**Note: Each Selection Committee should include representatives of the reserved Categories as per the Standing Government Orders.**

#### 18. Functions of the Selection Committee

- 18.1 The Selection Committee shall interview each Candidate to examine his suitability for the position.
- 18.2 The Selection Committee must get a re-affirmation by the candidate of his willingness to accept a lower position, if offered.
- 18.3 The Selection Committee should ask the candidate about the joining period required by him if selected
- 18.4 The Selection Committee shall make recommendations for appointments to the positions advertised, listing the candidates in order of merit for the Department and for the School which has no constituent Departments.
- 18.5 The Proceedings of the Selection Committee shall be recorded in Proforma SC (Appendix 1.10) for the consideration of the B.O.M. for its approval.

#### 19. Issuance of Appointment Letters

- 19.1 Letters of Appointments shall be issued to the candidates selected through the due selection process in the format given in Appendix 1.11.
- 19.2 A maximum joining period of one month may be given to the candidates unless a longer period for joining has been requested by the candidates and agreed to by the University.

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19.3 Terms and conditions of appointment shall be stated in the letter of Appointment to the Candidate.

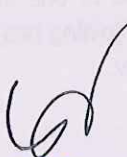
**20. Joining the University**

A Joining Report in a prescribed form (Appendix 1.12) shall be given by the candidate in the Office of the Registrar at the time of joining the University. The form essentially includes the time and date of joining by the candidate as well as his undertaking to abide by the Rules and Regulations of the University in place from time to time. He will also submit self-attested copies of all the Documents as required.

**21. Formalities at the Time of Joining**

The Registrar Shall ensure that the candidates fill in the following Forms prescribed by the University, at the time of joining.

- (I) Family Declaration Form
- (II) House Allotment Form
- (III) Salary Account Form (To be provided by the Bank)
- (IV) Identity Card Form
- (V) Vehicle Security Form
- (VI) Central Computer Centre Membership Form
- (VII) Library Membership Form
- (IX) Faculty Club Membership Form

  
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Appendix 1.1

DBOS

Gautam Buddha University

Dated :

**Proposal from the B.O.S. of the Department for filling Vacant Faculty Positions for consideration of the B.O.S. of the School**

1. Name of the Department : .....

2. Name of the School : .....

3. Number of sanctioned Faculty Positions : .....

4. Vacant Positions in the Department : .....

5. Number of Faculty Positions proposed to be filled with Justifications

Professors : .....

Associate Professors : .....

Assistant Professors : .....

6. Specializations for the Faculty Positions for each Rank with justifications

Professor : .....

Associate Professor : .....

Assistant Professor : .....

This Proposal is in accordance with the decision of the B.O.S. of the Department taken in its meeting held on.....

Signature of the Head of the Department


Name:

(Chairperson)

**Note:-**

This Proforma is to be attached to the Proforma SBOS-1 containing the recommendations of the B.O.S. of the School while forwarding it to the Academic Council.

  
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## Appendix 1.2

SBOS-1

### Gautam Buddha University

**Recommendations of the B.O.S. of the School to the Academic Council on the Proposal from B.O.S. of the Department for filling Faculty Positions  
(Recommendations to be made separately for each Department)**

Dated:

1. Name of the School : .....
2. Name of the proposing Department : .....
3. Total sanctioned Faculty Strength for the Department : .....
3. Vacant Positions in the Department : .....
4. Recommendations: The B.O.S. of the School in its meeting held on.....deliberated on the proposal of the Department and recommends the following for the consideration of the Academic Council:


Position	No. of Positions proposed (1)	Recommend No. of Positions to be filled (2)	Justification if the recommended No. differs from the proposed No. (3)
Professor			
Associate Professor			
Assistant Professor			

The Proposal of the B.O.S. of the Department is attached (DBOS) for ready reference.

Signature of the Dean of the School

Name :  
(Chairperson)

  
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 जातीय विकास विभाग  
 संयोजक शासन

  
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Appendix 1.3

SBOS-2

Gautam Buddha University

Proposal to the Academic Council from the B.O.S. of the School having no constituent Departments for filling Faculty Positions in the School

Dated:.....

1. Name of the School :.....
2. No. of Sanctioned Faculty Positions :.....
3. Vacant Positions in the School :.....
4. Faculty Positions Proposed to be filled with Justifications

Position	No. proposed to be filled (1)	Specializations (2)	Justifications (3)
Professor			
Associate Professor			
Assistant Professor			

This Proposal is in accordance with the decision of the B.O.S. of the School taken in its meeting held on..... and is being forwarded to the Academic Council for its perusal.

Signature of the Dean of the School

Name :  
(Chairperson)

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# Appendix 1.4

AC

## Gautam Buddha University

Recommendations of the Academic Council for consideration of the Vice Chancellor for filling Positions of Faculty.

(To be made separately for each Department/School)

Dated:

1. Proposal Received from Department :  
School :
2. Number of Sanctioned Faculty Positions :
3. No. of Vacant Positions :
3. Faculty Positions recommended for filling :

Position	No. proposed by the B.O.S. of the School	No. recommended for filling	Justification if recommended No. differs from the proposed No. (3)	Specialisation(s)
	(1)	(2)		(4)
Professor				
Associate Professor				
Assistant Professor				

The above recommendations are being submitted to the Vice Chancellor for his perusal.

Signature of the Registrar

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## Appendix 1.5

### Sample Format for Advertisement For Filling the Position of Appointed Teachers

#### Gautam Buddha University

Adv. No. & Date :

Applications are invited for the Positions of Professor, Associate Professor, Assistant Professor and Research/Faculty Associate in the following Department(s)/School(s):

Name of Department	Name of School	Number of Positions and Specializations		
		Professor	Associate Professor	Assistant Professor
				Research/Faculty Associate
Note: These posts include reservation for Reserved Category Candidates in accordance with the State Government Rules.				

Qualifications and Experience		For Professors		For Associate Professors		For Assistant Professors		For Research/Faculty Associates	
Academic Eligibility Criteria									
Professional Experience - Essential									
Desirable Qualifications									

Application Forms can be downloaded from the University web site: [www.gbu.ac.in](http://www.gbu.ac.in)

The completed Application Form along with the supporting documents should reach the Registrar, Gautam Buddha University, Greater Noida, Gautam Budh Nagar - 201312(U.P.) India by ..... at ...P.M. at the latest.

The number of teaching positions at each level is interchangeable as a flexible staff structure is adopted by the University.

(Registrar)

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## Appendix 1.6

### Gautam Buddha University, Greater Noida, Gautam Budh Nagar – 201 312 (U.P.) India Application Form for Faculty Position

For Office Use: Application No.						
1. (a) Name of the Applicant (In Capital Letters) : (b) Post Applied for : (c) Department : (d) School : (e) Field(s) of Specialization : (f) Advertisement No :		Affix a recent Passport size Photograph				
2. Details of Educational Qualifications (from Graduation onwards to final degree) (please attach self-attested copies)						
Degree/ Exam (with discipline)	University/College/Board	Specialization/Subjects	Date of Passing	Percentage of Marks/ Grade	Class/ Division /Grade	Duration of Course
Graduation						
Post Graduation						
M. Phil						
Ph. D						
3. Details of Ph. D Degree (Please Attach an abstract of your Ph. D Work and furnish the following details)						
i.	Ph. D Thesis Title					
ii.	Research area of Ph. D Thesis work					
iii.	Date of joining/registration of Ph. D Programme					
iv.	Date of Submission of Ph. D Thesis					
v.	Date of completion of Ph. D Programme					
vi.	Name(s) of Thesis Supervisor(s)					
vii.	Part time/ Full Time					
viii.	Institution / University					
4. Details of Employment/Work Experience (Please attach self-attested copies of experience certificates)						
Position Held*	Organization/ Institute	Date of Joining	Date of Leaving	Total period	Nature of Duties	Last pay , Pay Band and Pay Grade

\* Please specify, if the position is concurrently with Ph. D or Post Ph. D

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## 5. Teaching Experience

Courses Taught	Level UG/PG	Institute	Duration

## 6. Experience in a Research Laboratory

Name of research Laboratory	Organization	Period	Position	Nature of work

**7. Particulars of referred journals carrying your Research Papers \***

## Papers Published

Papers Published			
Name of Journal	Impact Factor	No. of Papers Published	Broad areas
(a) International			
(b) National			

## Particulars of referred journals where your papers are accepted for publications (Attach Proof)\*

Name of Journal	Impact factor	No. of Papers accepted	Broad areas
(a) International			
(b) National			

**8. List of Conferences attended and paper(s) presented (Attach Proof of presentations) \***

Name of Conference	When and Where
(a) International	
(b) National	

\* Submit details of your publications on a separate sheet as required in item (3) of Check List.

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9.	Number of other Published works (Attach Details in a Separate Sheet)	Technical Reports	Monographs	Books
10.	Number of Thesis/ Dissertations Supervised (Attach Details in a Separate Sheet)	Awarded	Submitted	In progress
	Ph. D			
	M. Phil/M. Tech/M.E./M. Sc./M.A.			
11.	Details of Prizes/Medals/ Awards/ Honours: (Attach Details in a Separate Sheet)			
12.	Relevant details of Special Training (s) /Assignment(s) If any			
13.	Membership/ Fellowship of Professional Societies, If Any			
14.	Extra -Curricular Activities/ Administrative Responsibilities handled: (Attach Details in a Separate Sheet)			
15.	Any other information in favour of the candidature of the applicant: (Attach Details in a Separate Sheet)			

#### 16. In-house Research Projects

Title (mention PI/Co-PI/Member)	Funding Authority	Completed/ On going	Period	Institute where research carried out	Amount

#### 17. Sponsored Research Project

Title (mention PI/Co-PI/Member)	Funding Agency	Completed/ On going	Period	Institute where Research carried out	Amount

#### 18. Consultancy Projects

Title (mention your responsibility)	Funding Agency	Completed/ On going	Period	Institute where carried out	Amount

#### 19. Title of Patents Awarded/Applied for

(a) Awarded : (Give Patent Number)	Year	Patenting Authority	Single/ Multiple Patenters
(b) Applied for			

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**20. Personal Details**

(a)	Date of Birth	
(b)	Gender	
(c)	Marital Status	
(d)	Nationality	
(e)	Category	Please Specify category General/OBC (Creamy Layer)/ OBC (Non-Creamy Layer)/SC/ST/PWD (Person with Disability)
(f)	Father's/ Husband's Name	
(g)	Permanent Address	
		Pin Code: -
(h)	Address for Correspondence	
		Pin Code:-
(i)	Email ID	
(j)	Phone No with STD Code	
(j)	Mobile No.	

**21. General**

i.	Are you willing to accept the initial salary of the grade	Yes/No (If no, state the minimum salary acceptable or expected, with justification for the same)
ii.	Mention period needed for joining if offered a post	
iii.	Are you willing to accept a lower position, which has also been advertised in the same Advertisement	Yes/No
iv.	Were you ever declared medically unfit or asked to submit resignation or discharged/ dismissed?	Yes/No If yes, give detail in a separate sheet
22.	References: Give the Name, designation and address, Email & Phone No. of three Referees who are acquainted with your Teaching /Research/Professional work .	
I.		
II.		
III.		

**Declaration**

I, hereby, declare that I have carefully read and understood the instructions and particulars advertised and that all the information provided by me in this application are true to the best of my knowledge and belief. If at any time I am found to have concealed/suppressed any material/information or given any false details, my appointment shall be liable to be summarily terminated without notice or compensation.

Date:-

Place:-

Signature of the applicant

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**Gautam Buddha University, Greater Noida,  
Gautam Budh Nagar – 201 312 (U.P.) India**

**Summary Sheet for the application of Faculty Position**

Post Applied for		Department:
Area of Specialization		School:

**Primary Information**

Name:	Date of Birth :
Category:	
Phone/ Mobile No.:	Landline:
Present Address :	

**(a) Academic**

Degree/ Exam	Discipline	University/College/Board	Percentage of Marks/ Grade	Year of Completion
Graduation				
Post Graduation				
M. Phil				
Ph. D				

**(b) Posts Held**

Present Position	Organization	Pay Scale with AGP

**(c) Achievements**

Mention significant achievements (if any)	
---	--

**(d) Experience**


Number of years of experience							
Total	In India	Abroad	Teaching	Research	Industry	Industrial Research	Administrative


**(e) Publications and Patents**

Number of publications and Patents						Patents	
Refereed Journals	Conference Presentations	Books	Chapters In Books	Reviews	Articles	Obtained	Applied for

**(f) Awards/ Rewards/Recognitions**

Awards/Rewards		Recognitions	
Academics Awards	Rewards	Fellowship/Membership of Academies/ Professional Bodies	Special Committees, if any

  
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**Greater Noida, Uttar Pradesh**



## Summary Sheet Continued.....

**(g) Checklist for Attachments**  
Put a (✓) tick mark as applicable

S. No	Documents Attached	Yes	No
1.	Self – Attested copies of Degree Certificates and Marks Sheets		
2.	Brief Description of Ph. D Thesis Work		
3.	List of Publications (with complete details)		
4.	Photocopies of full texts of 3 of your Best Publications		
5.	Application to be submitted both in soft and hard copies		
6.	Have you sent your application through proper channel? Attach no objection certificate from the employer, if in Government/ Semi-government job		
7.	Copy of Certificate of Date of Birth		
8.	Copy of the Certificate supporting your status (if applicable) as SC/ST/OBC/Physically Challenged		

**(h) List of Publications**

**(1) Refereed Journals**

- (i) The list of publications in International and National Journals should be given separately.
- (ii) The standard format of particulars of papers giving the names of authors, title of the paper, name of the Journal, Volume, Year and page number in that order, must be used. Citation Index of the paper should be given for each paper in brackets.

**(2) Conferences**

- (i) The list of papers presented in Conferences attended overseas and in India should be given separately.
- (ii) The format of particulars of papers presented in Conferences giving names of authors, title of the paper, name of the Conference, place of the Conference, dates of the Conference; page numbers in that order, must be used.

**(i) Research/ Teaching/ Industry/ Other Experience**

S. No	Self-attested Documents Attached	Yes	No.
1.	Industrial experience		
2.	Research Project Experience		
3.	Experience Concurrently with Ph. D		
4.	Post-Doctoral Research Work		
5.	List of courses taught to Undergraduate and Post Graduate classes		
6.	Details of setting up of Laboratories		
7.	Any other relevant information		

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Appendix 1.7

Gautam Buddha University

Constitution of Screening Committee for "Appointed Teachers"

(Professors, Associate Professors, Assistant Professors and RAs/FAs)

Vice Chancellor's Office Order No:-

Dated:

In order to scrutinise and screen the applications received for filling the Posts of Appointed Teachers in the Department of ..... School of ..... as per Advertisement No. .... dated ....., the following Screening Committee is constituted in accordance with the University Ordinances:

1. Chairperson : Name .....  
Dean of the School.....
2. Members :
  - (i) Head of the Constituent Department : .....
  - (ii) Internal Subject Expert : .....
  - (iii) External Subject Expert with affiliation : .....

The Screening Committee is required to meet within one week from the date of issue of this Office Order. The Screening Committee must scrutinise and screen the Applications strictly on the basis of the Eligibility Criteria as per the relevant Advertisement and shall in no way dilute the requirements of these criteria.

In case the number of applicants for a position is substantially more than six times the number of posts for that position, the Screening Committee may raise the Eligibility Criteria appropriately. The revised criteria shall be recorded giving justification for the same.

The Registrar shall notify the members and arrange the meeting of the Screening Committee within three weeks.

(Vice- Chancellor)

**Note :** The Report of the Screening Committee should reach the Registrar immediately after its meeting.

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## Gautam Buddha University

Dated: .....

**Report of the Screening Committee for Filling Faculty Positions  
(Professors, Associate Professors, Assistant Professors)**

Advertisement No. and its Date

Date of Screening of the Applications:

Name of the Department:

Name of the School:

Total No. of Posts Advertised:

Number of Positions Advertised		No. of Applications Received
Position		
Professors		
Associate Professors		
Assistant Professors		

The Screening Committee duly constituted by the Vice-Chancellor vide Office Order No.: ..... dated....., screened the applications received in the light of the advertised Eligibility Criteria.

The Committee has raised the Eligibility Criteria for the following Position(s) since the number(s) of applications is (are) substantially more than six times the number of vacancies

Name of Positions	Number of		Raised Criteria
	Vacancies	Applications	

The total number of Candidates who are found eligible for the advertised Position lower than that they applied for is ..... These Candidates have given their consents for their consideration for appointment to a lower Position.

**Recommendations**

S.No	Name of the Candidate	Category UR/SC/ST/ OBC/Physically Challenged	Position Applied for	Eligible / Not Eligible (Advertised/Re vised Criteria?)	Eligible for the Lower Position (Indicate Position)	Reason for the Non eligibility/ Recommendation for Lower Position

The Screening Committee recommends that the Candidates shown eligible for the Positions applied for and those shown eligible for the lower positions as indicated above be called for the interview.  
The Report is submitted to the Vice Chancellor for his kind perusal.

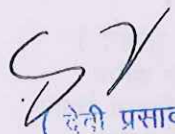
Internal Expert  
Signature  
Name

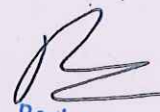
External Expert  
Signature  
Name

Head of the Constituent Department  
Signature  
Name

Dean of the B.O.S. of the School  
(Chairperson)  
Signature  
Name

Approved/ Not Approved  
Vice Chancellor  
Dated :

  
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Gautam Buddha University  
Greater Noida, Uttar Pradesh



## Appendix 1.9

### Format of Interview Letter

Gautam Buddha University

GBU / .....

Dated.....

To

.....  
.....  
.....

**Subject: Invitation for Personal Interview for the Position of..... in Gautam Buddha University, Greater Noida, U.P**

Kindly refer to your Application which has been assigned the No..... for the Position of..... in the Department of .....of the School.....of Gautam Buddha University against our Advertisement No. .... Dated.....

\*(The competent authority of the University has gone through the particulars related to your Academic qualifications and Professional Experience as given by you and decided to call you for the interview for the position of..... instead, a position lower than the position you applied for, for which you have given your consent in the Application Form).

You are requested to appear for the interview before a duly constituted Selection Committee on .....at .....AM/PM at the Vice-Chancellor's Committee Room, Gautam Buddha University Campus, Yamuna Expressway, Greater Noida, Dist. Gautam Budh Nagar-201310(U.P)

The following Documents must be brought in original for verification to enable you to attend the interview:

1. Certificates/Testimonials and Marks Sheets of your Academic qualifications and Professional experience
2. Date of Birth Certificate
3. Certificate supporting your status as SC/ST/OBC/Physically Challenged, issued by a Competent Authority (Original and Copy)
4. Certificates from your past and present employers regarding the various posts held by you and the pay-scales along with details of GP/AGP as applicable, the last pay drawn and the service period, in support of information provided by you.
5. A No-objection Certificate from your employer, if currently employed by a Government/ Semi-government Agency.
6. A copy of your Ph.D thesis. You shall be interviewed only if Ph.D has already been awarded/approved.

**\* OMIT THIS IF NOT APPLICABLE**

7. Reprints of all Research Papers published in refereed International/National Journals during the last 3 Years; the Impact Factors of the Journals may also be indicated.
8. Two recent Passport size photographs (self-attested.)

Please note that if you fail to provide any of the above Documents, you may not be allowed to appear in the Interview.

You will be reimbursed to the maximum of II AC rail fare and/or bus fare by the shortest route from your place of residence in India for attending the interview on producing the original tickets.

Kindly acknowledge the receipt of this letter.

Sincerely Yours

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Greater Noida, Uttar Pradesh




Note

1. You are required to bring photo copies of all the required documents, if not enclosed with the Application Form.
2. You may request for facility to stay over night in the University Guest House. The usual charges shall be payable by you in Cash.
3. All appointments are initially made on contract basis for a period of 2 years which shall also be considered as the probation period. On appraisal of your performance and conduct during this period, your services shall be made regular or your contract will be extended by one year/terminated.

.....  
Gautam Buddha University  
Ph.: .....Fax: ..... e-mail: ..... Website: .....

  
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**Gautam Buddha University  
Proceedings of the Selection Committee**

**Report to be made separately for each Department/School with no constituent Department**

Date:.....

Advertisement No. and Date:.....

Name of the School :.....

Name of the Department :.....

No. of Positions proposed to be filled: Professor (.....),

Associate Professor (.....),

Assistant Professor (.....)

Constitution of Selection Committee : Office Order no.:.....

Dated :.....

Date of Meeting of the Screening Committee:.....

Date of Meeting of the Selection Committee:.....

No. of Candidates called for Interview: Professor (.....),

Associate Professor (.....),

Assistant Professor (.....)

No. of Candidates who appeared for the interview: Professor (.....),

Associate Professor (.....),

Assistant Professor (.....)

After the conduct of the Interviews, the Selection Committee recommends the selection of the following candidates listed in **order of merit** for the positions as shown:

S. No.	Name of the Candidate (with category)	Position called for	Position Selected for	Starting Pay	Justification if Selected for a lower position / Given advanced increments

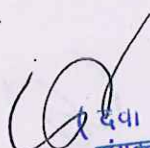
Names and Signatures of the Members of the Selection Committee

Signature.....	Signature.....	Signature.....
Name .....	Name .....	Name .....
Affiliation .....	Affiliation .....	Affiliation .....
(External Expert)	(External Expert)	(External Expert)

Signature.....	Signature.....
Name .....	Name .....
(Head of the Department)	(Dean of the School)

Signature.....	Signature.....
Name .....	Name .....
(Member of the B.O.M.)	(Member of the B.O.M.)

Signature of the Vice Chancellor  
(Chairperson)

  
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**Registrar**  
**Gautam Buddha University**  
**Greater Noida, Uttar Pradesh**



Appendix 1.11

**Format of the Letter of Appointment  
for Professor, Associate Professor and Assistant Professor Positions.**

**Gautam Buddha University, Greater Noida, UP.**

Letter No.

Dated:.....

To,

-----  
-----  
-----

**Subject: Appointment to the Position of .....in the University.**

I am pleased to inform you that with reference to your application, and subsequent to your appearance before the duly constituted Selection Committee on ....., you are hereby appointed as Professor/Associate Professor/Assistant Professor in the Department of ..... of the School ..... in the pay band of .....and Grade Pay..... on a basic pay of ..... plus D.A. and other allowances as applicable as per the Gautam Buddha University Act, Statutes and Ordinances on the following terms and conditions:

1. As per the provision of the Gautam Buddha University Act (amended) Clause 29, your appointment is initially on contract basis for a period of two years, which will also be deemed as the Probation Period.
2. Within one month before the expiry of the Probation Period, an appraisal of your performance and your conduct shall be made, and accordingly, your services may be regularised or your Probation Period may be extended for a maximum period of one year or your services may be terminated.
3. In case your Probation Period is extended, another appraisal of your performance and conduct shall be made after the expiry of the extended Probation Period and your services shall be accordingly regularised or terminated.
4. You will be a full time faculty member of the University and will be required to be involved in teaching, research, development of Laboratories, participation in sponsored research and consultancies as approved and planning and development of Academic Programmes, besides other administrative responsibilities that may be assigned to you by the competent authority.
5. You will be entitled to all privileges, benefits and leaves as provided in the University Ordinances.
6. Gautam Buddha University is a fully residential University and you will be required to stay in the University Campus as and when you are provided a residence in the Campus on prevailing License Fee.
7. As per the Rules of the University, any regular appointment can be terminated by either party on three months' notice or salary in lieu thereof. However, a faculty member resigning in mid-semester may be required to serve till the end of the Semester; during probation period, one month's notice on either side shall be required.
8. You will abide by the Rules and Regulations of the University in place from time to time.

Your acceptance of the appointment as per the terms and conditions stated above should reach the undersigned within two weeks and you are required to join your assignment within one month from the date of issuance of this letter, unless otherwise permitted on your request by the Competent Authority of the University.

At the time of joining, you will submit a joining report on a prescribed Form along with the following documents:

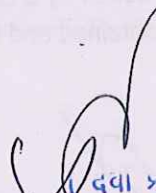
- (i) Relieving letter from your last employer.
- (ii) General Medical Fitness Certificate issued by a Doctor not below the rank of Deputy C.M.O.
- (iii) Self attested copies of all Degrees obtained and Mark/Grade Sheets.

- (iv) Signed Declaration by the candidate that he has never been convicted by any court of law, that no criminal cases are pending against him and that no enquiry is being conducted or envisaged against him.

(Registrar)

Copy to:

1. P.S. for kind information of the Vice Chancellor.
2. Dean Academics
3. Dean School of.....
4. Head of the Department of.....
5. Finance Officer.

  
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उपरो शासन

  
Registrar  
Gautam Buddha University  
Greater Noida, Uttar Pradesh



Appendix 1.12

Format for Joining Report by the Candidate  
(Faculty Positions)

Dated.....

To

The Registrar,  
Gautam Buddha University,  
Greater Noida, U.P.-201312

Dear Sir,

Vide your letter No.....dated..... for my appointment as Professor/Associate Professor/Assistant Professor. I hereby report to take up my assignment in the Department ..... of School..... on FN/AN of (date).....  
I have carefully studied the Terms and Conditions stipulated in the letter of my Appointment and agree to abide by them.

The list of the required Documents, which are submitted herewith, is given below:

List of Documents Submitted:

- 1.
- 2.

Your faithfully,

Signature .....

Name.....

Permanent Address.....

Mob. No.....

E-mail Id.....

Note: The Registrar will send copies of the Joining Report of the Candidate to the Dean (Academics), Dean of School and Head of the concerned Department.



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Registrar  
Gautam Buddha University  
Greater Noida, Uttar Pradesh

## CHAPTER-2

### REGULATIONS FOR APPOINTMENTS OF RESEARCH ASSOCIATES/FACULTY ASSOCIATES

#### 1. Scope

These Regulations shall govern the following aspects related to the Research Associates (RAs)/Faculty Associates (FAs)

- (i) Appointment Process
- (ii) Terms of Appointments
- (iii) Qualifications
- (iv) Salary Structure

#### 2. Total Strength of RAs / FAs in a Department/School

- 2.1 The maximum number of RAs/FAs in any constituent Department of a School shall be one third of the sanctioned faculty strength of the Department.
- 2.2 The maximum number of RAs/FAs in a School with no constituent Department or U.G. Programme shall be one fifth of the sanctioned faculty strength of the School

#### 3. Eligibility Criteria.

##### 3.1 Academic Eligibility Criteria:

- (a) P.G. degree in the appropriate Discipline in first division or equivalent grade and 55% marks or equivalent grade at the U.G. level, from recognized institutions. A relaxation of 5% in marks or equivalent In grade is allowed in case of SC/ST/Physically Challenged candidates.
- (b) Ph.D. or NET/NET (JRF) UGC-CSIR/GATE/SLET/GPTR (GBU) or equivalent

##### 3.2 Professional Experience- Essential

A minimum of one year of teaching/research/professional experience in recognized academic institutions / research institutions / industries is essential. Experience in research as a Ph.D. Scholar shall also be valid for this purpose.

#### 4. Terms of Initial Contract and its Extension

- 4.1 All appointments of RAs and FAs shall be initially made on Contract for a period of two years.
- 4.2 The Contract may be extended on year to year basis on the satisfactory performance of the Appointee by the Vice Chancellor, on the recommendation of the Dean of the School.

#### 5. Pay Scale

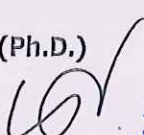
The current pay scale of RAs/FAs in the University shall continue as given below.

Research / Faculty Associate (Non Ph.D.)

Consolidated Rs. 33000/-p.m

Research / Faculty Associate (Ph.D.)

  
Registrar  
Gautam Buddha University  
Greater Noida, Uttar Pradesh

  
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Consolidated Rs. 36000/-p.m

Research/ Faculty Associate pursuing Ph.D. in G.B.U. Consolidated Rs. 36000/- per month after completion of One year.

The above can be revised by B.O.M. from time to time.

#### 6. Duties of RAs / FAs


- 6.1 The RAs and FAs shall be required to assist in teaching and conduct of tutorial and laboratory classes as assigned by the Department/School. The total engagement for an RA/FA shall not be more than 18 hours per week if not registered for a Ph.D degree programme in the University or 12 hours/week if registered for a Ph.D programme.
- 6.2 An RA/FA may also be engaged in a consultancy project if the Department so desires. The RA/FA shall, in that case, be entitled to receive an appropriate consultancy fee, as decided by the Department, for which the B.O.M. may prescribe the norms.
- 6.3 An RA/FA shall normally be not involved in any administrative or extra-curricular duties.
- 6.4 An RA/FA, who does not have a Ph.D degree, shall register for a doctoral degree within six months after joining the University. In exceptional circumstances and if permitted by a Competent Authority, this period can be extended up to one year.


#### 7. Initiation of Proposals

- 7.1 The B.O.S. of a Department shall initiate the proposal for appointment of RAs/FAs and send the same in Proforma DBOSR (Appendix 2.1) to the B.O.S. of the respective School for its consideration.
- 7.2 The B.O.S. of the School shall make recommendations on the proposal received from the constituent Department in Proforma SBOSR-1 (Appendix 2.2) to the Academic Council for its consideration. The Proforma DBOSR received from the constituent Department shall be attached to SBOSR-1 while forwarding the same to the Academic Council.
- 7.3 In case a School has no constituent Department, the B.O.S. of the School shall initiate proposal for appointment of RAs / FAs in the particular School, in the Proforma SBOSR-2 (Appendix 2.3), and forward it to the Academic Council.

#### 8. Role of Academic Council

- 8.1 The Academic Council shall deliberate on the proposal(s) recommended by the B.O.S. of the School(s) and give its decisions with justifications for the same to be recorded in Proforma ACR (Appendix 2.4).
- 8.2 The Registrar shall in turn send the recommendations of the Academic Council to the Vice Chancellor for his consideration.

  
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Gautam Buddha University  
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## 9. Approval of the Vice-Chancellor

- 9.1 The Vice-Chancellor shall accept, partially accept or reject the recommendations of the Academic Council on the number and the specializations of RAs/FAs in different Schools/ Departments within the sanctioned strength for the respective School/ Department.
- 9.2 The Vice-Chancellor shall direct the Registrar to place suitable advertisements in the press and on the website of the University for the RA/FA positions as approved by him.

## 10. Invitation for Applications

- 10.1 The Registrar shall invite applications for filling the positions of RAs/FAs by advertising in National English and Hindi News Papers and on the web site of the University (the format for the same is given in Appendix 1.5) within one week from the date of the directive of the Vice Chancellor.
- 10.2 The Application Form shall have the format as in Appendix-2.5.
- 10.3 The Applications shall be required to reach the office of the Registrar normally within 4 weeks from the date of the advertisement.

## 11. Constitution of Screening Committee

The Screening Committee constituted in accordance with Clause 14 of Chapter 1 shall also be the Screening Committee for screening the applications of the candidates for RAs and FAs. The format for constitution of the Screening Committee is given in the Appendix 1.7.

## 12. Functions of the Screening Committee

- 12.1 The Screening Committee shall scrutinise all the applications received and screen out the ineligible candidates as determined by the advertised Eligibility Criteria.
- 12.2 The Screening Committee may, however, raise the Eligibility Criteria appropriately in case the number of applications for the Position of RA/FA is substantially more than six times the number of Positions. The revised criteria shall be recorded giving justifications for the same.
- 12.3 The Report of the Screening Committee shall specify 'Eligible' or 'Not Eligible' against each candidate as the case may be. The Committee must also record justification for declaring a candidate 'Not Eligible'
- 12.4 The Report of the Screening Committee shall be prepared and presented in Proforma SCRNR (Appendix 2.6) to the Vice Chancellor for his approval.


## 13. Call for Interview.

The eligible candidates as approved by the Vice Chancellor shall be required to appear before a duly constituted Selection Committee for personal interview. The interview Call Letters shall be issued by the Registrar in the format given in Appendix 2.7.

## 14. Constitution of the Selection Committee

A Selection Committee for the appointment of RAs / FAs for each Department/School (with no constituent Departments) shall be constituted by the Vice Chancellor comprising the following:

- (i) Dean of the respective School, or a nominee of the Vice Chancellor shall be the Chairperson.

  
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- (ii) Head of the concerned Department.
- (iii) Up to two subject External Experts to be nominated by the Vice Chancellor.
- (iv) Two subject Experts from the Faculty to be nominated by the Vice-Chancellor.

#### 15. Report of the Selection Committee

The Selection Committee shall meet to conduct interviews of the Candidates and make recommendations for appointments in the form of a report separately for each Department/School in Proforma SCR (Appendix 2.8).

#### 16. Approval by the B.O.M.

16.1 Report of the Selection Committee after the perusal of the Vice Chancellor, shall be considered by the B.O.M. for its approval.

16.2 Further action on the approved list(s) of the Candidates shall be taken by the Registrar.

#### 17. Dispatch of Appointment letters.

17.1 The Registrar shall dispatch Appointment Letters to the selected Candidates stating the terms and conditions of the appointment.

17.2 The Appointment Letters shall be formatted as given in Appendix 2.9.

#### 18. Joining the University

18.1 The selected candidates will be required to join the University, within three weeks of the dispatch of the Appointment Letters.

18.2 They shall bring copies of all certificates and documents for office records and their originals for verification. They shall also sign an undertaking that they would abide by the Rules and Regulations of the University, as are in place from time to time.

18.3 The Joining Report shall be submitted in the format given in Appendix 2.10 in the Office of the Registrar.

18.4 After completion of all the formalities by the candidate, the Registrar shall in writing direct him to report to the respective Head of the Department and the Dean of the School.

#### 19. Resignation/Termination of services

19.1 A one month notice shall be required if an RA/FA wants to resign from his services. He may, however, be required to continue till the end of the Semester.

19.2 The University can terminate the services of an RA/FA by giving him a one month notice or one month's salary in lieu thereof.

19.3 The University can also terminate the services of an RA/FA if he fails to register himself for a Ph.D. programme within six months of his joining the University, unless permitted otherwise in special circumstances.

19.4 The service of an RA/FA can be terminated only with the approval of the Vice Chancellor on recommendations made by the respective Head of the Department/School through the concerned Dean.

  
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Appendix 2.1

DBOSR

Gautam Buddha University

Proposal from B.O.S. of the Department for filling up positions of RAs/FAs  
(Recommendations for consideration of the B.O.S of the School)

Dated:.....

1. Name of the Department:.....
2. Name of the School:.....
3. Number of sanctioned strength of RAs/FAs:.....
4. Vacant Positions in the Department:.....
5. Number of positions proposed to be filled with justifications:  
.....
6. Specializations for the positions of RAs/FAs:

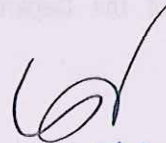
The Proposal is in accordance with the decision taken by the B.O.S. in its meeting held on .....

Signature of the Head of the Department

Name:.....

(Chairperson)

(This Proforma is to be attached to the Proforma SBOSR-1 containing the recommendations of the B.O.S of the School while forwarding it to the Academic Council)



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## Appendix 2.2

**SBOSR-1**

### Gautam Buddha University

**Recommendations of the B.O.S. of the School to the Academic Council on proposals from the B.O.S. of the Departments for filling up positions of RAs/FAs**

Dated:.....

Name of the School.....

A meeting of the B.O.S of the School was held on ..... wherein the proposals received from various constituent Departments for appointment of RAs/FAs in the respective Departments were considered. The recommendations of the B.O.S. of the School on the Proposals received are given below :

Name of Proposing Department	No. of Sanctioned strength	No. of Vacancies	No. of Positions proposed to be filled with Specializations	No. of Positions recommended to be filled	Justification if recommended No. differs from the proposed No.

The  
Proposals  
of  
the

B.O.S of the Departments in the Proformae DBOSR are attached for ready reference.

Signature of the Dean of the School

Name:.....

(Chairperson)

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Appendix 2.3

SBOSR-2

Gautam Buddha University

Proposal from the B.O.S. of the School for filling up the positions of RAs/FAs  
Recommendations for Consideration of the Academic council

Dated:.....

Name of the School.....

A meeting of the B.O.S. of the School was held on ..... The B.O.S. recommends for filling up the Positions of RAs/FAs in the School, as given below along with pertinent information.

1. Number of Sanctioned Strength of RAs / F.As:.....
2. Number of Vacant positions in the School:.....
3. Number of positions proposed to be filled with justifications:


Specialization	Numbers proposed to be filled	Justifications

Signature of the Dean of the School

Name:.....

(Chairperson)

  
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Greater Noida, Uttar Pradesh



**Gautam Buddha University**

Recommendations of the Academic Council for filling up the positions of RAs/FAs for consideration of the Vice-Chancellor

Dated:.....

The Academic Council in its meeting held on ..... considered the proposals for filling up the positions of RAs/FAs submitted by different Schools and Departments. The recommendations of the respective B.O.S. of the Schools were also considered and after due deliberations, the Academic Council recommends as follows:

School	Department	Sanctioned Strength	Vacancies Available	Recommended number of positions to be filled	Specializations	Justification

The above recommendations are being submitted to the Vice-Chancellor for his perusal,

Signature of the Registrar

Name.....

Vice-Chancellor

Date:

( ५००००० )  
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Registrar  
Gautam Buddha University  
Greater Noida, Uttar Pradesh

## Appendix 2.5

### Format for Application Forms for Appointment as RA/FA

**Gautam Buddha University Greater Noida**

**Gautam Budh Nagar-201312(U.P) India**

For Office use: Application no

Advertisement No. and Date:

Name of the Applicant (In capital letters):

Department in which Appointment sought:

School:

Field(s) of Specialization as per the Advertisement

#### 1. Educational Qualifications

Degree/ Exam(with Discipline)	University/ College/ Board	Specialization / Subjects	Date of Passing	Percentage of Marks/ Grade	Class/ Division/ Grade	Duration of the course
Graduation						
Post Graduation						
Ph. D						

#### 2. Qualifying Test(s) with Scores/Ranks (NET/NET(JRF) UGC-CSIR/ GATE/SLET/GPTR(GBU) or equivalent)

(i) Name(s) of the Tests(s).....

(ii) Score(s) and Rank(s).....

#### 3. Details of Post Graduate Thesis (Attach a self attested copy of the abstract)

Title of the thesis	
Research Area	

#### 4. Details of Ph.D. Degree (If applicable)

Title of the thesis	
Area of Specialization	
Date of Registration	
Name(s) of Supervisor(s)	
Institute/University	
Full Time/Part Time	
Date of Award/Progress Status	

#### 5. Details of Employment(Please attach self-attested copies)

##### (a) Teaching Experience:

Institute/ University	At UG/ PG Level	Date of Joining	Date of Leaving	Total Experience	Last Pay, Pay Band and Pay Grade

##### (b) Research Experience:

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Greater Noida, Uttar Pradesh



Institute/ University	Designation	Area of Research	Date of Joining	Date of Leaving	Total Experience	Last Pay, Pay Band and Pay Grade

(c) Professional Experience:

Name of Employer	Designation	Nature of Job	Date of Joining	Date of Leaving	Total Experience	Last Pay, Pay Band and Pay Grade

6. Publications:

Title of Paper	Journal/ Conference	Impact Factor	Date of Publication	If Paper Accepted (attach proof)

7. Any Awards/Rewards (Give details and attach proof)

8. Personal Details

(a)	Date of Birth	
(b)	Gender	
(c)	Marital Status	
(d)	Nationality	
(e)	Category OBC/SC/ST/ PWD (Person with Disability), Attach proof.	
(f)	Father's Name/Husband's Name	
(g)	Permanent Address	
(h)	Address for correspondence	
(i)	E-mail ID	
(j)	Phone no with STD code	
(k)	Mobile No.	
(l)	Were you ever declared medically unfit or asked to submit resignation or discharged/dismissed?	Yes/No.


**Declaration**


I, hereby, declare that I have carefully read and understood the instructions and particulars advertised and that all the information provided by me in this application is true to the best of my knowledge and belief. If at any time I am found to have concealed/suppressed any material/information or given any false details, my appointment shall be liable to be summarily terminated without notice or compensation.

Date:-

Place:-

Signature of the applicant


  
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Registrar  
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Greater Noida, Uttar Pradesh

### Check List for Document Attached

Documents Attached	yes	No
1. Self-attested Copies of Academic Degrees, Mark Sheets and Score Sheet(s) of Qualifying Test(s)		
2. Abstract of Master's Thesis		
3. Institute's Registration letter for Ph.D. degree (If applicable)		
4. List of Publications with complete details		
5. Certificate of Date of Birth		
6. Certificate supporting your Status as SC/ST/OBC/ Physically Challenged (If applicable) issued by the competent authority		
7. A Signed Declaration by the candidate that he has never been convicted by any Court of law, that no criminal cases are pending against him and that no enquiry is being conducted/envisaged against him.		

  
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उत्तर प्रदेश शासन

  
Registrar 42  
Gautam Buddha University  
Greater Noida, Uttar Pradesh



**Gautam Buddha University  
Greater Noida**

**Report of the Screening Committee for Appointment of RAs/FAs**

Advertisement No. and Date:

Date of screening of Applications:.....

Name of the Department:.....

Name of the School:.....

Total No. of positions advertised:.....

The Screening Committee duly constituted by the Vice Chancellor vide office Order No..... dated..... screened all the applications received in the light of the eligibility criteria as per the above advertisement.

The Eligibility Criteria for the Positions of RA/FA have been raised as given below (if applicable)

Number of		Revised Criteria
Vacancies	Applications	

**Recommendations**

S. No.	Name of the Candidate	Category UR/SC/ST/OBC/ Physically Challenged	Eligible/Not Eligible according to Advertised/Revised criteria	Reason for Non- eligibility

The Screening Committee recommends that the candidates shown eligible as above be called for the interview. The Report is submitted to the Vice-Chancellor for his perusal.

Signature

Name :

(Internal Expert)

Signature

Name :

(External Expert)

Signature

Name :

Head of the Department

Signature

Name:


Dean of the School  
(Chairperson)

Approved/ Not Approved

(Vice- Chancellor)

Dated:.....

  
(दे. प्र.)  
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Gautam Buddha University  
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Appendix 2.7

Format For Interview Call Letters for Appointment of RAs/ FAs

Gautam Buddha University  
Greater Noida

Letter No.....Date:.....  
To,

.....  
.....

**Sub: Invitation for Personal Interview for Appointment as Research/Faculty Associate.**

Kindly refer to your Application which has been assigned No..... for appointment as RA/FA in the Department of..... of the School..... of Gautam Buddha University against our Advertisement No. .... dated.....

You are invited to appear for Interview before a duly constituted Selection Committee on .....at .....AM/PM in Room No ..... of..... in the Gautam Buddha University Campus, Yamuna Expressway, Greater Noida Distt. Gautam Buddha Nagar-201312(U.P.)

You must bring the following Documents in original for verification to enable you to attend the interview:

1. Certificates/Testimonials and Mark Sheets of your academic qualifications and professional experience.
2. Date of Birth certificate.
3. Certificate supporting your status as (SC/ST/OBC/Physically Challenged) issued by the competent authority (Original and Copy), if applicable.
4. Certificates from your past/present employers, if any.
5. A No-Objection Certificate from your employer, if currently employed.
6. Your Post-graduate and Ph.D. (if completed) theses.
7. Two recent Passport size self-attested Photographs

You will be reimbursed to the maximum of II AC rail fare and/or bus fare for your journey by the shortest route from your place of residence in India on producing the original tickets.

Kindly acknowledge the receipt of this letter.

Sincerely Yours

(Registrar)

**Note:**

1. You may request for facility to stay over-night in the University's Guest House on payment of usual charges in cash.
2. Your appointment shall be initially made on a contract basis for a period of 2 years. The contract may be extended on year to year basis depending on your satisfactory performance.
3. All RAs/FAs are required to register for Ph.D. Degree within 6 months. If you fail to do so, your contract is liable to be terminated.

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## Gautam Buddha University

## Report of the Selection Committee for Appointments of RAs/FAs in a Department/School

Advertisement No:

Dated:.....

Name of Department:

Name of School:

No. of positions as approved to be filled:

Constitution of the Selection Committee: Office Order no:.....Dated:.....

Constitution of the Screening committee: Office Order no:.....Dated:.....

Date of Meeting of the Screening Committee:

Date of Meeting of the Selection Committee:

After the conduct of the interviews, the Selection Committee recommends in **order of merit** the following candidates who appeared for the interview for appointment as RAs /FAs

S. No.	Name of the Candidate (with Category)	Specialization	Recommended Pay

The Report is submitted for necessary action.

Signature.....

Name.....

Head of the Department .....

Signature.....

Name of the External Expert 1.....

Signature.....

Name of the External Expert 2.....

Signature.....

Name of the Internal Expert 1.....

Signature.....

Name of the Internal Expert 2.....

Signature.....

Name of the Chairperson.....

(Vice-Chancellor)

( देव साद )  
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Appendix 2.9

(Format of Letter of Appointment for RAs/FAs)

Gautam Buddha University  
Greater Noida

Letter No. GBU-.....

Dated:.....

To,

.....  
.....

**Sub: Appointment as RA/FA in Gautam Buddha University.**

I am pleased to inform you that with reference to your application and subsequent to your appearance before the duly constituted Selection Committee on....., you are hereby appointed as R.A./F.A In the Department of ..... of School ..... at a consolidated pay of Rs. ....p.m as per the prevalent Rules and Regulations of the University on the following Terms and Conditions:

1. Your Appointment is initially on a contract basis for a period of 2 years.
2. Your Contract period shall be extended on year to year basis depending on your performance and conduct.
3. You will be required to assist in teaching and conduct of tutorial and laboratories as assigned by the Department/School, to the extent of 18 hours/week.
4. You will register for a Ph.D. degree programme, if you do not hold a Ph.D. degree, within the first 6 months of your contract. Your engagement then in assisting in teaching shall be 12 hours per week.
5. Your services can be terminated by the University by giving one month notice or by giving one month salary in lieu thereof.
6. Your services can also be terminated if you fail to register for a Ph.D. degree in the stipulated period.
7. In case you intend to resign from the services of the University, you will give one month notice. You may be required to continue till the end of the Semester.

Your acceptance of the appointment as per the Terms and Conditions stated above should reach the undersigned within two weeks. You are required to join the University within one month of the issuance of this letter.

At the time of joining, you will submit a Joining Report on a prescribed form along with the following documents (bring their originals for verification)

1. General Medical fitness certificate issued by a Doctor not below the rank of Deputy CMO.
2. Self attested copies of all the certificates and degrees obtained.
3. Relieving letter from the last employer, if in Government/Semi-Government service
4. Certificate supporting your Status as SC/ST/OBC/Physically Challenged from a competent authority.

(Registrar)

Copy to:

1. P.S. to the Vice-Chancellor for his kind information.
2. Dean Academics.
3. Dean School of .....
4. Head of the Department of .....
5. Finance Officer.

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Appendix 2.10

Format of Joining Report by the Candidate  
(R.A./F.A. Position)

Dated:

To,  
The Registrar,  
Gautam Buddha University,  
Greater Noida, U.P.

Dear Sir,

Vide your letter no ..... dated ..... for my appointment as ..... I hereby  
report to take up my assignment as R.A./F.A. in the Department ..... of School ..... on  
FN/AN of .....

(date)

I have carefully studied the Terms and Conditions stipulated in the Letter of Appointment and agree to  
abide by the same.

The list of the Documents being submitted is given below.

List of Documents submitted:

1.

2.

3.

Yours Faithfully,

Name

Permanent Address

.....

.....

Mob. No.....

e-mail Id.....

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Greater Noida, Uttar Pradesh

## Constitution of the Screening Committee

For the positions of RAs/FAs

Dated:

V.C. office order no. ....

In order to scrutinize and screen the applications received for filling the positions of RAs/FAs as per Advertisement no ..... dated....., the following Screening Committee is constituted in accordance with the University Regulations:

9. External Expert: Name:.....

(Chairperson)

10. Members: Name:.....

Department/School.....

Name:.....

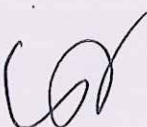
Department/School.....

The Screening Committee is required to meet within one week from the date of issue of this Office Order.

The Screening Committee shall scrutinise and screen Applications received strictly on the basis of the Eligibility criteria as per the relevant Advertisement and can in no way modify or dilute the requirements of these criteria.

The Report of the screening Committee should reach the undersigned soon after its meeting.

(Vice-Chancellor)



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**Format for Advertisements for  
the Appointment of RAs/FAs**

Gautam Buddha University

Adv. No & Date:

Applications are invited for appointment of Research Associates/Faculty Associates in the following Department(s)/School:

Name of School	Name of Department	No. of Positions	Specialization	UR (unreserved)	OBC	SC	ST

Qualifications and Experience:

Academic-Eligibility criteria:

Professional Experience-Essential:

Desirable Qualifications:


For Application forms, interested candidates should visit the University web site: [www.gbu.ac.in](http://www.gbu.ac.in)

The Completed Application Forms along with the supporting documents should reach the Registrar, Gautam Buddha University, Greater Noida Gautam Budh Nagar-201312(U.P) India by .....at.....at the latest.

The prospective candidates, if and when invited shall have to appear for personal interview at the University Campus on the date and time as indicated in the Interview Call Letters.

(Registrar)

  
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## CHAPTER-3

### Appointment of Recognized Teachers and Adjunct Faculty

#### 1. Scope:

Chapter-3 deals with Regulations related to the appointment of "Recognized Teachers" and "Adjunct Faculty" as defined in the revised Ordinances of the University.

#### 2. Appointment of Recognized Teachers (Visiting Professors)

##### 2.1 Identification

The Recognized Teachers of the University shall be from highly reputed Institutes of higher learning/ Universities/ Industries in India or abroad. Such Teachers will be persons of high distinction and academic eminence and shall be designated as Visiting Professors. The offer of Visiting Professorship should be considered as an honour to both the University and the distinguished person for his association with GBU on a long term basis.

Visiting Professors shall be in active service in or a retiree from a reputed Institution/Organization.

##### 2.2 Terms and Conditions for Appointment

- (i) The duration of association of a Visiting Professor with GBU shall normally be 3 to 5 years.
- (ii) The Visiting Professor shall be expected to visit the University for one, two or more times in a year for short durations (normally one or two weeks).
- (iii) The Visiting Professor shall deliver lectures, provide guidance for academic and research programmes and facilitate links to GBU with his University/Institute and other organizations.
- (iv) The Visiting Professor may be provided, if he so desires, to and fro travel cost. He shall also be provided local hospitality in the University Guest House and an out of pocket allowance as decided by the University.

##### 2.3 Initiation of Proposal

- (i) Candidature for the position of a Visiting Professor may originate from any faculty member of the University, Vice Chancellor or a member of B.O.M. An interested candidate may also himself offer his services to the University. All such names shall be forwarded to the Head of the concerned Department/Dean of the School.
- (ii) The Proposal for appointment of a Visiting Professor shall be initiated by the concerned Department or the School and sent to the Vice Chancellor for his perusal.
- (iii) The Proposal shall include the résumé of the person, highlights of his intellectual and academic achievements, his recognition by the peers, the expected contributions from him to the University and the benefits the University can derive from his long term association.

##### 2.4 Processing of the Proposal

- (i) On receiving the Proposal as in clause 2.3, the Vice Chancellor shall constitute an Advisory Committee to examine the Proposal and ascertain the suitability of the person.

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- (ii) The Advisory Committee shall comprise the following as members:
  - (a) Dean of the respective School
  - (b) Head of the respective Department
  - (c) An External Expert in the area (to be nominated by the Vice Chancellor).
- (iii) The Committee will prepare a concise report to brief the Vice Chancellor about the credentials of the person and the benefits the University can derive by his association as a Visiting Professor, along with its recommendations.
- (iv) After obtaining an in-principle acceptance of the recommendations from the Vice Chancellor, the concerned Head of the Department/Dean of the School shall contact the proposed Visiting Professor informally to obtain his concurrence for accepting the offer of Visiting Professorship and its tenure and also arrive at the terms and conditions for each visit. It will also be necessary to decide at the same time the activities and work plan of the person during his association with GBU.

## 2.5 Approval and Offer of Appointment

- (i) The Head of the Department/Dean of the School shall apprise the Vice Chancellor of the discussions held with the prospective candidate and on receiving the approval of the Vice Chancellor, who shall be the final authority, convey the same to the proposed Visiting Professor, to obtain his concurrence.
- (ii) The Invitation Letter, conveying the offer of the Visiting Professorship and the terms and conditions, shall be formally sent to the person concerned under the signature of the Vice Chancellor.
- (iii) The Vice Chancellor shall also inform the Academic Council and the B.O.M. of the offer made for the position of the Visiting Professor.

## 3. Appointment of Adjunct Faculty

### 3.1 Definition of Adjunct Faculty


The Adjunct Faculty shall be experts from Academic/Industry/ Research Organizations in India and abroad willing to contribute in research and teaching. Adjunct Faculty shall be appointed at the levels of Professor and Associate Professor only for a specific purpose and for a specified length of time, which shall normally be six months to one year.

The person appointed shall have good academic credentials, rich experience in his domain area and good peer recognition of his professional work.

### 3.2 Initiation of Proposals

- (i) Proposal for appointment shall be initiated by a Department or a School.

  
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- (ii) A Proposal for appointment as an Adjunct Faculty member can also be initiated by the person concerned directly, offering his services to the University by contacting the concerned Department or the School.

### 3.3 Format of the Proposal

The Proposal for appointment of an Adjunct Faculty member shall include the following:

- (i) Résumé of the person to be appointed including recognition of his professional work in the relevant area.
- (ii) Expected contributions from him to the University in teaching and/or research.
- (iii) Justifications for the appointment by the concerned Department/School.
- (iv) Period of contract.
- (v) Monthly emoluments.
- (vi) Travel costs of journeys for joining and at the end of the contract period.
- (vii) Any other remuneration and perks (residence and other facilities).

### 3.4 Processing of the Proposal

- (i) The Proposal for appointment of a person as an Adjunct Faculty member, as initiated vide Clauses 3.2 and 3.3, shall be forwarded to the Vice Chancellor for his perusal.
- (ii) The Vice Chancellor shall constitute an Advisory Committee with the same composition as in Clause 2.4 (ii).

### 3.5 Function of the Advisory Committee

- (i) The Advisory Committee shall examine the Résumé of the proposed person, the work plan, the expected impact on the University and the possible benefits accruing from his association with the University, as given by the Department/School.
- (ii) The Advisory Committee shall also examine the terms and conditions stipulated for the candidate as given in the Proposal and evaluate the same in the light of prevalent norms for the equivalent positions in the University.
- (iii) The Advisory Committee shall make its recommendations in the form of a concise report giving justification for either acceptance or non-acceptance of the Proposal and send the same to the Vice Chancellor for his consideration.

### 3.6 Approval and Offer for Appointment

- (i) The Vice Chancellor shall be the final authority to accept or reject the recommendations of the Advisory Committee. He may record the reasons in case the recommendations are not accepted.
- (ii) The Invitation Letter of Appointment shall be issued under the signature of the Registrar.
- (iii) The B.O.M. and the Academic Council shall be informed of the offer of appointment to an Adjunct Faculty position.

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4. (b). REGULATIONS FOR NON-TEACHING STAFF Refer 16 B.o.M. (16.15.10)

1. These rules shall be called the Gautam Buddha University Recruitment and Promotion Rules for Non-Teaching Posts.
2. The University has statutory provisions for the Post of Registrar and Finance Officer in the Pay Band-4 of 37400-67000 with Grade Pay of ` 10,000/- as per sixth pay commission. The appointment of Registrar and Finance Officer shall be made by direct recruitment or on deputation basis.
3. The other posts include as follows:
  - (1) Deputy Registrar, in PB - 3 (GP - ` 7600/-)
  - (2) Deputy Controller of Examinations in PB - 3 (GP - ` 7600/-)
  - (3) Assistant Registrar (Grade- I) in PB - 3 (GP - ` 6600/-)
  - (4) Assistant Registrar (Grade- II) in PB - 3 (GP - ` 5400/-)
  - (5) Hindi Officer (PB-3 GP- ` 5400/-)
4. The University have various posts in the following streams:

(a) **Ministerial Stream:**

- Section Superintendent (PB -2, GP - ` 4800/-)
- Executive Assistant (PB -2, GP - ` 4600/-)
- Senior Office Assistant (PB - 1, GP - ` 2800/-)
- Office Assistant (PB-1 GP- ` 2000)
- Attendants (PB-1 GP- ` 1800)

(b) **Secretarial Stream:**

- Staff Officer to Hon'ble Vice Chancellor (PB -3, GP - ` 5400/-)
- Private Secretary to Hon'ble Vice Chancellor (PB-2 GP- ` 4800/-)
- Personal Assistant to Registrar/Finance Officer (PB-2 GP - ` 4600/-)

(c) **Finance Stream:**

- Accounts Officer (PB -3, GP - ` 5400/-)
- Accountant (PB-2 GP - ` 4600/-)
- Cashier (PB-2 GP- ` 4600/-)
- Assistant Accountant (PB-1 GP- ` 2800/-)

(d) **Construction & Maintenance Stream:**

- Director works (PB-3 GP- ` 7600)
- Assistant Engineer (Civil/Electrical/Mechanical) (PB-2 GP- ` 5400/-)
- Junior Engineer (Civil/Electrical/Mechanical) (PB-2 GP- ` 4200/-)
- Horticulture Inspector (PB-2 GP- ` 4200/-)
- Draftsman (PB-1 GP- ` 2800/-)
- Electrician/Plumber/Carpenter (PB-1 GP- ` 1900/-)

(E) **Corporate Relations and Placement Cell**

- Manager, Corporate Relations (PB-3 GP- ` 7600/-)
- Deputy Manager, Corporate Relations (PB-3 GP- ` 5400/-)
- Assistant Manager (Training and Placement) (PB-2 GP- ` 4800/-)

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**(F) Library Stream:**

- Librarian (PB -4, GP - ` 8900/-)
- Deputy Librarian (PB -3, GP - ` 7600/-)
- Assistant Librarian (PB -3, GP - ` 5400/-)
- Executive Assistant (Library) (PB-2 GP- ` 4600/-)
- Senior Office Assistant (Library) (PB-1 GP - ` 2800/-)
- Cataloguer (PB-1 GP - ` 2400/-)

**(G) Store and Purchase Office**

- Store & Purchase Officer (PB-3 GP- ` 5400/-)
- Assistant Store & Purchase Officer (PB-2 GP- ` 4600/-)
- Store Assistant (PB-1 GP- ` 2800/-)
- Store Keeper (PB-1 GP- ` 2400/-)

**(H) Technical Stream:**

- System Manager (PB -3, GP - ` 6600/-)
- Network Engineer/ Computer Programmer (PB-3 GP- ` 5400/-)
- Technical Superintendent (PB-2 GP- ` 4600/-)
- Technical Assistant (PB-1 GP- ` 2800/-)
- Laboratory Assistant (PB-1 GP- ` 2400/-)

**(I) Medical / Health Stream:**

- Medical Officer (PB-3 GP- ` 7600/-)
- Nursing Supervisor (Male/Female) (PB-2 GP- ` 4600/-)
- Ward Attendant (Male/Female) (PB-1 GP- ` 1900/-)

**(J) Security Stream:**

- Chief Security Officer (PB-3 GP- ` 6600/-)
- Fire-cum-Security Officer (PB-3 GP- ` 5400/-)
- Assistant Security Officer (PB-2 GP- ` 4600/-)

**(K) Hospitality and Logistics Stream:**

- Assistant Manager for Guest House & Convention Centre (PB-2 GP- ` 4800/-)
- Hostel Supervisor for Boys & Girls Hostel (PB-2 GP- ` 4600/-)
- Caretaker (PB-1 GP - ` 2800/-)
- Cook (PB-1 GP - ` 1900/-)
- Driver (PB-1 GP- ` 1900/-)
- Sweeper/ Helper (PB-1 GP- ` 1800/-)

**(L) Sports Stream:**

- Sports Officer (PB-3 GP- ` 5400/-)
- Physical Training Instructor (PB-2 GP- ` 4600/-)

5. In recruitment and promotion, the reservation policy of U.P state Govt. shall apply and age and educational qualification shall be relaxed as per U.P Govt. rules for reserve category.
6. If relevant rules do not explicitly exist in respect to any matter in the University, the pertinent rules/regulations of the Government of U.P prevalent at that time shall be applicable.

  
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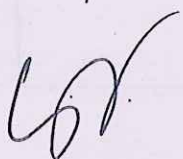


S.N.	DESIGNATION	SCALE	GRADE PAY
1.	1. Registrar 2. Finance Officer	PB-4 ( ` 37400-67000)	` 10,000/-
2.	1. Librarian	PB-4 ( ` 37400-67000)	` 8,900/-
3.	1. Deputy Registrar 2. Deputy Controller of Examinations 3. Director works 4. Manager, Corporate Relations 5. Deputy Librarian 6. Medical Officer	PB -3 ( ` 15600-39100)	` 7,600/-
4.	1. Assistant Registrar (Grade- I) 2. System Manager 3. Chief Security Officer	PB -3 ( ` 15600-39100)	` 6,600/-
5.	1. Assistant Registrar (Grade- II) 2. Hindi Officer 3. Staff Officer to Hon'ble Vice Chancellor 4. Accounts Officer 5. Assistant Engineer (Civil/Electrical/Mechanical) 6. Deputy Manager, Corporate Relations 7. Assistant Librarian 8. Store & Purchase Officer 9. Network Engineer/ Computer Programmer 10. Fire-cum-Security Officer 11. Sports Officer	PB -3 ( ` 15600-39100)	` 5,400/-
6.	1. Section Superintendent 2. Private Secretary to Hon'ble Vice Chancellor 3. Assistant Manager (Training and Placement) 4. Assistant Manager for Guest House & Convention Centre	PB -2 ( ` 9300-34800)	` 4,800/-
7.	1. Executive Assistant 2. Personal Assistant to Registrar/Finance Officer 3. Accountant 4. Cashier 5. Junior Engineer (Civil/Electrical/Mechanical) 6. Horticulture Inspector 7. Executive Assistant (Library) 8. Assistant Store & Purchase Officer 9. Technical Superintendent 10. Nursing Supervisor (Male/Female) 11. Assistant Security Officer 12. Hostel Supervisor for Boys & Girls Hostel 13. Physical Training Instructor	PB -2 ( ` 9300-34800)	` 4,600/-
8.	1. Senior Office Assistant 2. Senior Office Assistant (Library) 3. Assistant Accountant 4. Draftsman	PB -1 ( ` 5200-20200)	` 2,800/-

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	5. Semi Professional Assistant 6. Store Assistant 7. Technical Assistant 8. Caretaker		
9.	1. Cataloger 2. Laboratory Assistant 3. Store Keeper	PB -1 ( ` 5200-20200)	` 2,400/-
10.	1. Office Assistant	PB -1 ( ` 5200-20200)	` 2,000/-
11.	1. Electrician/Plumber/Carpenter 2. Cook 3. Driver	PB -1 ( ` 5200-20200)	` 1,900/-
12.	1. Attendants 2. Ward Attendant (Male/Female) 3. Sweeper/Helper	PB -1 ( ` 5200-20200)	` 1,800/-

  
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Post	<b>DEPUTY REGISTRAR</b>
Classification	Group A
Scale of pay	(15600-39100) GP-7600/-
Mode of Recruitment	50% by departmental promotion from the cadre of Assistant Registrar and failing which by deputation. 50% direct recruitment.
Promotion Eligibility	13 Years of continuous service in the Gautam Buddha University; out of which 5 years in the pay scale of PB-3, GP-6600 with 'Good' record of work
Department Exam./Test eligibility	Not Applicable
Mode of Exam./Test for direct	Interview
Qualification for direct recruitment	A master's degree with at least 55% of the marks or its equivalent from a recognized University/Institution.  <b>and</b>  5 years of experience as Lecturer/Assistant Professor (AGP - 6000) in a college or a University with experience in educational administration.  <b>or</b>  Comparable experience in research establishment and/or other institutions of higher education.  <b>Or</b>  5 years of administrative/ financial experience as Assistant Registrar or an equivalent post.  <b>Desirable:</b> Knowledge of working in computerized environment.
Age limit for direct recruitment	50 years (age bar relaxed for employees of GBU.)
Remarks	

  
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Post	<b>DEPUTY CONTROLLER OF EXAMINATION</b>
Classification	Group A
Scale of pay	(15600-39100) GP-7600/-
Mode of Recruitment	50% by departmental promotion from the cadre of Assistant Registrar and failing which by deputation.  50% direct recruitment.
Promotion Eligibility	13 Years of continuous service in the Gautam Buddha University.; out of which 5 years in the pay scale of PB-3, GP-6600/- with  'Good' record of work
Department Exam./Test eligibility	Not Applicable
Mode of Exam./Test for direct	Interview
Qualification for direct recruitment	A master's degree with at least 55% of the marks or its equivalent from a recognized University/Institution.  <b>and</b>  At least 5 years of experience as Assistant Professor (AGP - 6000) along with experience in educational administration.  <b>or</b>  Comparable experience in research establishment and/or other institutions of higher education.  <b>Desirable:</b> Knowledge of working in computerized environment:
Age limit for direct recruitment	50 years (no age bar for Gautam Buddha University candidates)
Remarks	

  
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Post	Assistant Registrar
Classification	Group A
Scale of pay	PS - 15600-39100 GP - 6600
Mode of Recruitment	50% by departmental promotion from the cadre of Staff Officer to Hon'ble Vice Chancellor and Assistant Registrar Grade - II, Security Officer, failing which by deputation.  50% by direct recruitment
Promotion Eligibility	Graduation in any discipline with 05 years of continuous service in the Gautam Buddha University with GP-5400 and Good record of work.
Department Exam./Test eligibility	Not Applicable
Mode of Exam./Test for direct	Written Test and Interview
Qualification for direct recruitment	<b>Essential:</b>  A good Academics Record plus master's degree with at least 55% of the marks or its equivalent from a recognized University/Institution.  <b>Desirable:</b> Knowledge of working in computerized environment.  <b>and</b>  3 years of experience of supervisory nature in administrative matter in a University/research establishment/other institutions of higher education in the PB - 3 with GP 5400.
Age limit for direct recruitment	40 years (no age bar for Gautam Buddha University candidates)
Remarks	

  
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Post	Director Works
Classification	Group-A
Scale of pay	(15600-39100) G.P. 7600/-
Mode of Recruitment	Direct recruitment/ Promotion /Deputation.
Promotion Eligibility	08 years of continuous service as Assistant Engineer in the Gautam Buddha University with G.P. 5400/- and good record of work.
Department Exam./Test eligibility	Not Applicable
Mode of Exam./Test for direct	Interview
Qualification for direct recruitment	<p>Graduate in Engineering with at least 60% marks or its equivalent from a recognized University/AICTE.</p> <p style="text-align: center;"><b>and</b></p> <p>8 years of experience as Assistant Engineer in a University</p> <p style="text-align: center;"><b>Or</b></p> <p>In PWD/CPWD etc. or research establishment or other institutions of higher education.</p> <p><b>Desirable:</b> Knowledge of working in computerized environment.</p>
Age limit for direct recruitment	45 Years (no age bar for Gautam Buddha University candidates)
Remarks	

( देवी प्रसाद )  
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Registrar  
Gautam Buddha University  
Greater Noida, Uttar Pradesh





Post	Assistant Registrar
Classification	Group B
Scale of pay	PS - 15600-39100 GP - 5400
Mode of Recruitment	50% by departmental promotion from the cadre of Section Officer/Private Secretary/Security Officer, failing which by deputation/adhoc promotion/short term contract. 50% by direct recruitment
Promotion Eligibility	Graduation in any discipline with 05 years of continuous service in the Gautam Buddha University with GP-4800 in the feeder cadre as mentioned above and Good record of work.
Department Exam./Test eligibility	Not Applicable
Mode of Exam./Test for direct	Written Test and Interview
Qualification for direct recruitment	<p><b>Essential:</b></p> <p>A good academic record with Master's degree at least 55% of the marks or its equivalent from a recognized University/Institution and 3 years of experience in the GP Rs.4800/- in the feeder cadre i.e. Section Officer/Private Secretary/Security Officer.</p> <p><b>Desirable:</b> Knowledge of working in computerized environment.</p> <p>and</p> <p>3 years of experience of supervisory nature in administrative matter in a University/research establishment/other institutions of higher education in the PB - 2 with GP 4600.</p>
Age limit for direct recruitment	40 years (no age bar for Gautam Buddha University candidates)
Remarks	

  
 ( देवी प्रसाद )  
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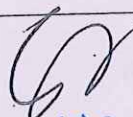
Post	Hindi Officer
Classification	Group-A
Scale of pay	(15600-39100) G.P. 5400/-
Mode of Recruitment	Direct Recruitment
Promotion Eligibility	50% by departmental promotion from the cadre of Hindi Translator or equivalent, failing which by deputation. 50% by direct recruitment.
Department Exam./Test eligibility	Not Applicable
Mode of Exam./Test for direct	Written Test and Interview
Qualification for direct recruitment	Master's Degree of a recognized University/Institution or equivalent, in Hindi with English as a subject at the Degree level. Possessing five years experience of terminological work in Hindi and / or translation work from English to Hindi or Vice-versa in a University/Research Establishment/ other Institution of higher education.-  <b>OR</b>  Five years experience of teaching research, writing of journalism in Hindi or three years' regular service as Hindi Translator in Pay Band 2 (Rs 9300-34,800) with Grade pay Rs 4600/- or equivalent
Age limit for direct recruitment	40 Years (no age bar for Gautam Buddha University candidates)
Remarks	


  
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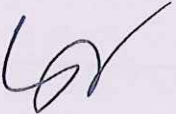



Post	Section Superintendent
Classification	Group-B
Scale of pay	(9300-34800) G.P. 4800/-
Mode of Recruitment	50% by departmental promotion from the cadre of Executive Assistants, and Accountant or equivalent failing which by deputation. 50% by departmental examination from the cadre of Executive Assistants, and Accountant.
Promotion Eligibility	Graduation in any discipline with 05 years of continue service in the Gautam Buddha University with GP – 4600/- and Good' record of work.
Department Exam./Test eligibility	Graduation:  Three years of continues service in the Gautam Buddha University, in feeder cadre with GP – 4600/- and Good' record of work.
Mode of Exam:/Test for direct	Written Test and Interview
Qualification for direct recruitment	<b>Essential:</b>  Graduate degree with at least 55% marks or its equivalent from a recognized University/Institution.  <b>Desirable:</b> Post Graduation in any discipline or Knowledge of working in computerized environment.  <b>and</b>  Five years experience of Supervisory nature in administrative matters in a University/ research establishment/other institutions of higher education in the PB – 2 with GP – 4600/-.
Age limit for direct recruitment	40 years (no age bar for Gautam Buddha University candidates)
Remarks	

  
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Post	Executive Assistant
Classification	Group-B
Scale of pay	(9300-34800) G.P. 4600/-
Mode of Recruitment	50% by departmental promotion from the cadre of Senior Office Assistant or equivalent, failing which by deputation/adhoc promotion/short term contract. 50% by Direct Recruitment.
Promotion Eligibility	Graduate degree with 5 years continuous service in the cadre of Senior Office Assistant or equivalent, in Gautam Buddha University with 'Good' record of work.
Department Exam./Test eligibility	Written Test/ Interview
Mode of Exam./Test for direct	Written Test and Interview
Qualification for direct recruitment	<b>Essential:</b>  Graduation degree with at least 55% marks or its equivalent from a recognized University/Institution. At least 3 Years regular service as Senior Office Assistant or equivalent post.  <b>Desirable:</b> Post Graduation in any discipline or Knowledge of working in computerized environment.
Age limit for direct recruitment	40 years (no age bar for Gautam Buddha University candidates)
Remarks	

  
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Post	Senior Office Assistant
Classification	Group-C
Scale of pay	(5200-20200) G.P. 2800/-
Mode of Recruitment	50% by departmental promotion from the cadre of Office Assistants or equivalent failing which by deputation/ adhoc promotion/short term contract. 50% by departmental examination from the cadre of Office Assistant.
Promotion Eligibility	Graduate degree with five years of continues service in the Gautam Buddha University as Office Assistant with Good record of work.
Department Exam./Test eligibility	Not applicable
Mode of Exam./Test for direct	Written Test, typing tests and Interview
Qualification for direct recruitment	<p><b>Essential:</b></p> <p>Graduate degree with at least 50% marks or its equivalent from a recognized University/Institution. and possessing a speed of 35/30 w.p.m. in English/Hindi typing.</p> <p>At least 3 Years regular service as Office Assistant (G.P-2000) or equivalent post.</p> <p><b>Desirable:</b> one Year Diploma in Computer Application from Government reorganization Institute.</p>
Age limit for direct recruitment	40 years (no age bar for Gautam Buddha University candidates)
Remarks	

  
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Post	Office Assistant
Classification	Group-C
Scale of pay	(5200-20200) G.P. 2000/-
Mode of Recruitment	50% by departmental promotion from the cadre or equivalent failing which by deputation/ adhoc promotion/short term contract. 50% by Direct Recruitment
Promotion Eligibility	Not applicable.
Department Exam./Test eligibility	Not applicable.
Mode of Exam./Test for direct	Written test, Typewriting test and Interview
Qualification for direct recruitment	<b>Essential:</b> Intermediate or 10+2 or its equivalent with at least 50% marks or its equivalent from a recognized University/Institution. Possessing a speed of 35/30 w.p.m. in English/Hindi typing.  <b>Desirable:</b> Graduation and one Year Diploma in Computer Application from Government recognized institution
Age limit for direct recruitment	40 years (no age bar for Gautam Buddha University candidates)
Remarks	

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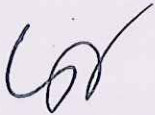


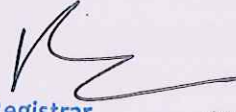
Post	Attendant
Classification	Group-D
Scale of pay	(5200-20200) G.P. 1800/-
Mode of Recruitment	Direct recruitment, however, 25% of the vacancies accruing in the Peons cadre shall be filled by transfer from safaiwalas, Chowkidars, Farashes etc. who have put in a minimum of five year service and possessing the qualification prescribed for direct recruitment to the post of Peon.
Promotion Eligibility	Not Applicable
Department Exam./Test eligibility	Not Applicable
Mode of Exam./Test for direct	Written Test and Interview
Qualification for direct recruitment	8th class pass from a recognized School or Institution
Age limit for direct recruitment	40 years (no age bar for Gautam Buddha University candidates)
Remarks	

  
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Post	Staff Officer to V.C.
Classification	Group-A
Scale of pay	(15600-39100) G.P. 5400/-
Mode of Recruitment	Direct Recruitment/ Deputation/ Promotion
Promotion Eligibility	Graduate with 05 years of continues service in the Gautam Buddha University in GP – 4800/- and Good record of work.
Department Exam./Test eligibility	Not Applicable
Mode of Exam./Test for direct	Written Exam/ Interview
Qualification for direct recruitment	Graduation with at least 55% Marks or its equivalent from a recognized University/Institution..(Desirable Post Graduation) with 08 years working experience in Administrative/Academic/Accounts of Government Department or University/Educational/Research Institute/ Society. At least in the GP-4600/- or 5 years in GP 4800/-
Age limit for direct recruitment	40 Years (no age bar for Gautam Buddha University candidates)
Remarks	

  
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Post	P.S. To V.C.
Classification	Group-B
Scale of pay	(9300-34800) G.P. 4800/-
Mode of Recruitment	Direct/Deputation/Promotion.
Promotion Eligibility	Graduate degree with 05 years of continues service in the Gautam Buddha University as Personal Assistant with Good record of work.
Department Exam./Test eligibility	Not applicable
Mode of Exam./Test for direct	Written Test, Shorthand and typing tests and Interview
Qualification for direct recruitment	<p><b>Essential:</b></p> <p>Graduate degree with at least 55% marks or equivalent from a recognized University/Institution and possessing a speed of 100/80 w.p.m. in English/Hindi Shorthand and 35/30 w.p.m. in English/Hindi typing.</p> <p><b>Desirable:</b> One Year Diploma in Computer Application from government recognized Institution</p> <p style="text-align: center;"><b>and</b></p> <p>Three years experience as Personal Assistant in a University/ research establishment/ other institutions of higher education in the scale of PB-2, GP-4600 with experience in preparation of minutes of meeting/ confidential matters etc.</p>
Age limit for direct recruitment	40 years (no age bar for Gautam Buddha University candidates)
Remarks	

  
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Post	P.A. to Registrar/ Finance Officer
Classification	Group-B
Scale of pay	(9300-34800) G.P. 4600/-
Mode of Recruitment	Direct/Deputation/Promotion
Promotion Eligibility	Graduate with 05 years of continues service in the Gautam Buddha University as Senior Office Assistant or equivalent, with Good record of work.
Department Exam./Test eligibility	Not applicable
Mode of Exam./Test for direct	Written Test, Shorthand and typing tests and Interview
Qualification for direct recruitment	<p><b>Essential:</b></p> <p>Graduate degree with at least 55% marks or equivalent from a recognized University/Institution and possessing a speed of 100/80 w.p.m. in English/Hindi Shorthand and 35/30 w.p.m. in English/Hindi typing.</p> <p><b>Desirable:</b> One Year Diploma in Computer Application from government recognized Institution.</p> <p style="text-align: center;"><b>and</b></p> <p>Three years experience as Senior Office Assistant/Senior Account Assistant or equivalent, in a University/ research establishment/ other institutions of higher education in the scale of PB-2, GP-2800 or Equivalent Grade Pay with experience in preparation of minutes of meeting/ confidential matters etc.</p>
Age limit for direct recruitment	40 years (no age bar for Gautam Buddha University candidates)
Remarks	

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Post	Accounts Officer
Classification	Group-A
Scale of pay	(15600-39100) G.P. 5400/-
Mode of Recruitment	Direct/Deputation/Promotion
Promotion Eligibility	Graduation in Commerce/ Economics/Mathematics with 05 years of continues Services in a Gautam Buddha University as Accountant/ Cashier with good record of work.
Department Exam./Test eligibility	Not Applicable
Mode of Exam./Test for direct	Written Exam / Interview
Qualification for direct recruitment	<p>A Good academic record with Master Degree in commerce/Economics/ Mathematics with at least 55% Marks or equivalent from a recognized University/Institution.</p> <p><b>Desirable:</b> with 03 years working experience of Accounts/Cashier in a University/ Research establishment/ other Institution of Higher education the scale of PB -2 GP 4600/-.</p> <p style="text-align: center;"><b>and</b></p> <p>Knowledge of working in computerized environment.</p>
Age limit for direct recruitment	40 Years (no age bar for Gautam Buddha University candidates)
Remarks	

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संयुक्त सचिव

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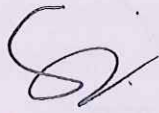
Post	Accountant
Classification	Group-B
Scale of pay	(9300-34800) G.P. 4600/-
Mode of Recruitment	50% by departmental promotion from the cadre of Senior Office Assistant/Senior Account Assistant or equivalent, failing which by deputation/adhoc promotion/short term contract. 50% Direct Recruitment
Promotion Eligibility	Graduation in commerce/Economics/Mathematics with 5 years of continuous service in a Gautam Buddha University as Senior Office Assistant/ Assistant Accountant or equivalent with Good record of work
Department Exam./Test eligibility	Not applicable
Mode of Exam./Test for direct	Written Test and Interview
Qualification for direct recruitment	<b>Essential:</b> Graduation in Commerce/Economics/ Mathematics with at least 55% marks or equivalent from a recognized University/Institution.  <b>Desirable:</b> Three years of experience of financial matters in an established organization in GP – 2800/- with knowledge of working in computerized environment
Age limit for direct recruitment	40 years (no age bar for Gautam Buddha University candidates)
Remarks	


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Post	Cashier
Classification	Group-B
Scale of pay	(9300-34800) G.P. 4600/-
Mode of Recruitment	50% by departmental promotion from the cadre of Senior Office Assistant/Senior Account Assistant or equivalent falling which by deputation/adhoc promotion/short term contract. 50% by Direct Recruitment
Promotion Eligibility	Graduation in commerce/Economics/Mathematics with 05 years of continues service in the Gautam Buddha University as Senior Office Assistant/Senior Account Assistant or equivalent with Good record of work.
Department Exam./Test eligibility	Not applicable
Mode of Exam./Test for direct	Written Test and Interview
Qualification for direct recruitment	<b>Essential:</b> Commerce/Economics/Mathematics graduate with at least 50% marks or equivalent from a recognized University/Institution. Three years of Accounts and financial experience in GP – 2800/- .  <b>Desirable:</b> One Year Diploma in Computer Application & Knowledge of Accounting software.
Age limit for direct recruitment	40 years (no age bar for Gautam Buddha University candidates)
Remarks	

  
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Post	Assistant Accountant
Classification	Group-C
Scale of pay	(5200-20200) G.P. 2800/-
Mode of Recruitment	50% by departmental promotion from the cadre or equivalent falling which by deputation/ adhoc promotion/short term contract.  50% by Direct Recruitment
Promotion Eligibility	Intermediate or Graduation or equivalent from a recognized Board/University; Typewriting speed of 30 w.p.m. in English or 25 w.p.m. in Hindi. Five years of continuous service in the University with 'Good' record of work in GP – 2000/-
Department Exam./Test eligibility	Not applicable.
Mode of Exam./Test for direct	Written test, Typewriting test and Interview
Qualification for direct recruitment	<b>Essential:</b>  Graduation in Commerce/Economics/Mathematics with at least 50% marks or equivalent from a recognized University/Institution; possessing a speed of 35/30 w.p.m. in English/Hindi typing.  <b>Desirable:</b> One Year Diploma in Computer Application & Knowledge of Accounting software.
Age limit for direct recruitment	40 years (no age bar for Gautam Buddha University candidates)
Remarks	

  
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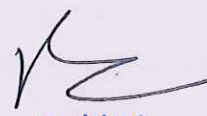
Post	Assistant Engineer
Classification	Group-B
Scale of pay	(15600-39100) G.P. 5400/-
Mode of Recruitment	50% by departmental promotion from the cadre of Junior Engineer failing which by deputation/adhoc promotion /short term contract.  50% by direct recruitment
Promotion Eligibility	Diploma/Graduate in Engineering with 5 years of continuous service in the Gautam Buddha University as Junior Engineer with 'Good' record of work.
Department Exam./Test eligibility	Not applicable
Mode of Exam./Test for direct	Written Test and Interview
Qualification for direct recruitment	<b>Essential:</b>  Graduate in Engineering with at least 60% marks or equivalent from a recognized University/Institution with at least 3 years of relevant experiences.  <b>or</b>  <b>Desirable:</b> Knowledge of working in computerized environment
Age limit for direct recruitment	40 years (no age bar for Gautam Buddha University candidates)
Remarks	

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Post	Junior Engineer
Classification	Group-B
Scale of pay	(15600-39100) G.P. 4600/-
Mode of Recruitment	Direct Recruitment /on Deputation
Promotion Eligibility	Not Applicable
Department Exam./Test eligibility	Not Applicable
Mode of Exam./Test for direct	Written exam/ Interview
Qualification for direct recruitment	<b>Essential:</b> Diploma/Degree in Engineering with at least 55% marks or equivalent from a recognized University/Institution. 3 years of relevant working experience in an established organization in case of diploma holders.  <b>Desirable:</b> Knowledge of working in computerized environment.
Age limit for direct recruitment	40 years (no age bar for Gautam Buddha University candidates)
Remarks	


  
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Post	Horticulture Inspector
Classification	Group-B
Scale of pay	(9300-34800) G.P. 4600/-
Mode of Recruitment	Direct recruitment/ on Deputation
Promotion Eligibility	Not Applicable
Department Exam./Test eligibility	Not Applicable
Mode of Exam./Test for direct	Written exam /Interview
Qualification for direct recruitment	<b>Essential:</b> Graduation in Plant Science/ Horticulture/Agriculture with at least 50% marks or equivalent from a recognized University/Institution. 3 years of relevant working experience in an established organization
Age limit for direct recruitment	40 (no age bar for Gautam Buddha University candidates)
Remarks	

  
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 Registrar  
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Post	Drafts Man
Classification	Group-C
Scale of pay	(5200-20200) G.P. 2800/-
Mode of Recruitment	Direct recruitment/ On Deputation
Promotion Eligibility	Not Applicable
Department Exam./Test eligibility	Not Applicable
Mode of Exam./Test for direct	Written exam /Interview
Qualification for direct recruitment	<p><b>Essential:</b></p> <p>Diploma in Architecture or Diploma in (Civil) with at least 55% marks or equivalent from a recognized University/Institution.</p> <p style="text-align: center;"><b>and</b></p> <p>3 years of relevant working experience in an established organization</p> <p><b>Desirable:</b></p> <p>Knowledge of working in computerized environment with knowledge of AUTOCAD</p>
Age limit for direct recruitment	40 (no age bar for Gautam Buddha University candidates)
Remarks	


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Post	Plumber/Electrician/Carpenter
Classification	Group-C
Scale of pay	(5200-20200) G.P. 1900/-
Mode of Recruitment	Direct recruitment
Promotion Eligibility	Not Applicable
Department Exam./Test eligibility	Not Applicable
Mode of Exam./Test for direct	Qualifying in the practical test and Interview
Qualification for direct recruitment	ITI certificate in relevant trade with 50% marks from a recognized School or Institution; with one year relevant experience.
Age limit for direct recruitment	40 years (no age bar for Gautam Buddha University candidates)
Remarks	


  
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Post	Manager, Corporate Relations
Classification	Group-A
Scale of pay	(15600-39100) G.P. 7600/-
Mode of Recruitment	Direct recruitment./ Deputation
Promotion Eligibility	Not Applicable
Department Exam./Test eligibility	Not Applicable
Mode of Exam./Test for direct	Interview
Qualification for direct recruitment	<b>Essential</b>  MBA Degree with consistently good academic record and minimum 05 years relevant experience of corporate/industries.  <b>Desirable:</b> Knowledge of working in computerized environment.
Age limit for direct recruitment	45 years (no age bar for Gautam Buddha University candidates)
Remarks	





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Post	Deputy Manager, Corporate Relations
Classification	Group-B
Scale of pay	(15600-39100) G.P. 5400/-
Mode of Recruitment	Direct recruitment/Deputation/Promotion
Promotion Eligibility	Not Applicable
Department Exam./Test eligibility	Not Applicable
Mode of Exam./Test for direct	Interview
Qualification for direct recruitment	<b>Essential</b> MBA Degree with consistently good academic record and minimum 03 years relevant experience of corporate/industries.  <b>Desirable:</b> Knowledge of working in computerized environment.
Age limit for direct recruitment	45 years (no age bar for Gautam Buddha University candidates)
Remarks	

  
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Post	Assistant Manager T&P
Classification	Group-B
Scale of pay	(9300-34800) G.P. 4800/-
Mode of Recruitment	50% by departmental promotion from the cadre of Personal Assistant, Executive Assistants or equivalent failing which by deputation. 50% by Direct Recruitment
Promotion Eligibility	Graduate with Five years of continues service in the Gautam Buddha University as Personal Assistant or Executive Assistant with Good record of work.
Department Exam./Test eligibility	Not applicable
Mode of Exam./Test for direct	Written Test and Interview
Qualification for direct recruitment	<p><b>Essential:</b></p> <p>Graduate degree with at least 55% marks or equivalent from a recognized University/Institution.</p> <p style="text-align: center;"><b>and</b></p> <p>Three years experience as Personal Assistant or Executive Assistant in a University/ research establishment/ other Institutions of higher education in the scale of PB-2, GP-4600 with experience in guiding groups of students in creative activities and Personality Development</p> <p><b>Desirable:</b> Knowledge of working in computerized environment.</p>
Age limit for direct recruitment	40 years (no age bar for Gautam Buddha University candidates)
Remarks	


  
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1.	Post	<b>LIBRARIAN</b>
2.	Classification	Group A
3.	Scale of pay	(37400-67000) PB – 4, G.P. 8900/-
4.	Mode of Recruitment	Direct recruitment/ Deputation/ promotion
5.	Promotion Eligibility	Not Applicable
6.	Department Exam./Test eligibility	Not Applicable
7.	Mode of Exam./Test for direct	Interview
8.	Qualification for direct recruitment	<p>A Master's degree in Library Science/ Information Science/ documentation with at least 55% of the marks or equivalent from a recognized University/Institution.</p> <p style="text-align: center;"><b>and</b></p> <p>At least 10 years of experience as Deputy Librarian in PB – 3, GP 7600 in a University Library or eighteen years experience as a College Librarian.</p> <p><b>Desirable:</b> M.Phil/Ph.D degree in library science/ information science/ documentation/ archives and manuscript-keeping with knowledge of working in computerized environment. Evidence of innovative library service and organization of published work.</p>
10.	Age limit for direct recruitment	45 (no age bar for Gautam Buddha University candidates)
11.	Remarks:-	

  
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Post	Deputy Librarian
Classification	Group-A
Scale of pay	(15600-39100) G.P. 7600/-
Mode of Recruitment	Direct Recruitment/Deputation
Promotion Eligibility	Applicable
Department Exam./Test eligibility	Not Applicable
Mode of Exam./Test for direct	Interview
Qualification for direct recruitment	<p>A Master's degree in Library Science/ Information Science/ documentation with at least 55% marks or equivalent from a recognized University/Institution.</p> <p style="text-align: center;"><b>and</b></p> <p>At least 10 years of experience as Assistant Librarian in GP 5400/- out of which at last 5 Year to be in a post with AGP of 7000 or an equivalent post .</p> <p><b>Desirable:</b> evidence of innovative lib science in organizational in of publishes work and professional commitment, computerization of library.</p>
Age limit for direct recruitment	45 years (no age bar for Gautam Buddha University candidates)
Remarks (NIITs)	

  
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Post	Assistant Librarian
Classification	Group-B
Scale of pay	(15600-39100) G.P. 5400/-
Mode of Recruitment	50% by departmental promotion from the cadre of Professional Assistant failing which by deputation/adhoc promotion/short term contract. 50% by direct recruitment.
Promotion Eligibility	Postgraduate degree in Library Science/ Information Science/ documentation with at least 50% marks or from a recognized University/Institution.  and  Six years of continuous service in the Gautam Buddha University as Executive Assistant with Good record of work  Or  Master degree in Arts/Science/Commerce or any other discipline with 50% marks and B.Lib.Sc./ B.L.I.Sc. with 50% marks.
Department Exam./Test eligibility	Not Applicable
Mode of Exam./Test for direct	Written Test and Interview
Qualification for direct recruitment	<b>Essential:</b>  Postgraduate degree in Library Science/ Information Science/ documentation with at least 55% marks or equivalent from a recognized University/Institution with good academic record and should have cleared the National Eligibility Test (NET) conducted for the purposes by the UGC or similar test accredited by the UGC. 3 Years Experience in GP – 4600/- in regular post.  <b>Desirable:</b> Knowledge of working in computerized environment.
Age limit for direct recruitment	40 years (no age bar for Gautam Buddha University candidates)
Remarks:	

  
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Post	Executive Assistant (Library)
Classification	Group-B
Scale of pay	(9300-34800) G.P. 4600/-
Mode of Recruitment	50% by departmental promotion from the cadre of Semi-Professional Assistant failing which by deputation/adhoc promotion/short term contract. 50% by direct recruitment.
Promotion Eligibility	Graduation in Library Science with 5 years experience in the Gautam Buddha University as a Senior Office assistant or equivalent with 'Good' record of work
Department Exam./Test eligibility	Not applicable
Mode of Exam./Test for direct	Written Test and Interview
Qualification for direct recruitment	<p><b>Essential:</b></p> <p>Postgraduate degree in Library Science/Information Science/Documentation with at least 55%marks or equivalent from a recognized University/Institution with 3 Years Experience in PB – 2 GP – 2800/- and relevant Post in the Library of a University, Education Intuition of national importance</p> <p><b>Desirable:</b> Knowledge of working in computerized environment.</p>
Age limit for direct recruitment	40 years (no age bar for Gautam Buddha University candidates)
Remarks	

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Post	Senior Office Assistant (Library)
Classification	Group-C
Scale of pay	(5200-20200) G.P. 2800/-
Mode of Recruitment	50% by departmental promotion from the cadre Library Assistant failing which by deputation/adhoc promotion/short term contract. 50% by direct recruitment.
Promotion Eligibility	Graduate degree in Library/ information Science or equivalent with five years continues service in the Gautam Buddha University as Cataloger or equivalent and 'Good' record of work
Department Exam./Test eligibility	Not Applicable
Mode of Exam./Test for direct	Written test and Interview
Qualification for direct recruitment	<b>Essential:</b> Graduate degree in Library Information Science/Library Science/Documentation with at least 55% marks or equivalent from a recognized University/Institution and two years experience in Library work in GP – 2400/-  <b>Desirable</b> Knowledge of working in computerized environment
Age limit for direct recruitment	40 (no age bar for Gautam Buddha University candidates)
Remarks	

  
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Post	Cataloger
Classification	Group-C
Scale of pay	(5200-20200) G.P. 2400/-
Mode of Recruitment	Direct Recruitment/ Deputation
Promotion Eligibility	Not Applicable
Department Exam./Test eligibility	Not Applicable
Mode of Exam./Test for direct	Written test and Interview
Qualification for direct recruitment	<b>Essential:</b> Graduate degree with Library Information Science/Library Science/Documentation with at least 55% marks or equivalent from a recognized University/Institution.  <b>Desirable</b> Knowledge of working in computerized environment
Age limit for direct recruitment	40 (no age bar for Gautam Buddha University candidates)
Remarks	


  
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Post	Store and Purchase Officer
Classification	Group-A
Scale of pay	(15600-39100) G.P. 5400/-
Mode of Recruitment	Direct Recruitment/Deputation.
Promotion Eligibility	Graduate degree with 08 years of Services with G.P. 4600/- as Assistant Store and Purchase Officer.
Department Exam./Test eligibility	Not Applicable
Mode of Exam./Test for direct	Written Exam and Interview
Qualification for direct recruitment	Graduation in any discipline with at least 55% Marks or equivalent from a recognized University/Institution with good academic record.  <b>Desirable:</b> Post Graduation with 05 years working experience in Accounts/Stores/Administrative/Academic of Government Department or University/Educational/Research Institute/ Society in the grade pay of Rs. 4600/-.
Age limit for direct recruitment	40 Years (no age bar for Gautam Buddha University candidates)
Remarks	

  
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Post	Assistant Store and Purchase Officer
Classification	Group-B
Scale of pay	(15600-39100) G.P. 4600/-
Mode of Recruitment	50% by departmental promotion from the cadre of Store Assistant failing which by deputation/adhoc promotion /short term contract. 50% by direct recruitment
Promotion Eligibility	Store Assistant with 08 years of Services with G.P. 2800/- with good record of work.
Department Exam./Test eligibility	Not Applicable
Mode of Exam./Test for direct	Written Exam and Interview
Qualification for direct recruitment	Graduation in any discipline with at least 55% Marks or equivalent from a recognized University/Institution with good academic record.  <b>Desirable:</b> with 05 years working experience in Accounts/Store/ Administrative/Academic of Government Department or University/ Educational/Research Institute/Society in the grade pay of Rs. 2800/- or equivalent.  Knowledge of working in computerized environment
Age limit for direct recruitment	40 Years (no age bar for Gautam Buddha University candidates)
Remarks	

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Post	Store Assistant
Classification	Group-C
Scale of pay	(5200-202000) G.P. 2800/-
Mode of Recruitment	50% by departmental promotion from the cadre of Store Keeper which by deputation/adhoc promotion /short term contract. 50% by direct recruitment
Promotion Eligibility	Store keeper with 8 years continuous service with GP - 2400/- in the Gautam Buddha University.
Department Exam./Test eligibility	Not Applicable
Mode of Exam./Test for direct	Interview
Qualification for direct recruitment	Graduation in any discipline with at least 55% marks or its equivalent from a recognized University/Institution.  <b>Desirable:</b> 05 years working experience in the grade pay of Rs. 2400/- or equivalent. One Year diploma in Computer Application.
Age limit for direct recruitment	40 Years (no age bar for Gautam Buddha University candidates)
Remarks	

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Post	Store Keeper
Classification	Group-C
Scale of pay	(5200-202000) G.P. 2400/-
Mode of Recruitment	Direct Recruitment
Promotion Eligibility	Not Applicable
Department Exam./Test eligibility	Not Applicable
Mode of Exam./Test for direct	Interview
Qualification for direct recruitment	Intermediate with at least 55% marks or its equivalent Grade.  <b>Desirable:</b>  One Year diploma in Computer Application.
Age limit for direct recruitment	40 Years (no age bar for Gautam Buddha University candidates)
Remarks	

  
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Post	System Manager
Classification	Group-A
Scale of pay	(15600-39100) G.P. 6600/-
Mode of Recruitment	50% by departmental promotion from the cadre of Section Officer/Private Secretary/Security Officer, failing which by deputation/adhoc promotion/short term contract. 50% by direct recruitment
Promotion Eligibility	Degree in B.Tech/MCA & Five years of continuous service in the University with GP-5400 in the cadre of Network Engineer/ Computer Programmer as mentioned above having Good record of work.
Department Exam./Test eligibility	Not Applicable
Mode of Exam./Test for direct	Written Test and Interview
Qualification for direct recruitment	B.Tech/MCA with 5 Years regular services in GP – 5400 experience at appropriate level. Knowledge of networking, hardware & operating software's will be given preference.
Age limit for direct recruitment	40 years (no age bar for Gautam Buddha University candidates)
Remarks	

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Post	Computer Programmer
Classification	Group-A
Scale of pay	(15600-39100) G.P. 5400/-
Mode of Recruitment	Direct recruitment/Deputation
Promotion Eligibility	Five years of continuous service in the Gautam Buddha University with GP-4600 in the cadre of Technical Superintendent or equivalent and Good record of work.
Department Exam./Test eligibility	Not applicable
Mode of Exam./Test for direct	Written Test/Interview
Qualification for direct recruitment	<p><b>Essential:</b></p> <p>M.Tech (Computer Engineering/Computer Science)/ MCA/M.Sc in Computer Science/M.Sc in (Physics/ Maths/Statistics /Electronics) with PG diploma in Computer Applications with at least 55% marks or equivalent from a recognized University/Institution.</p> <p style="text-align: center;"><b>and</b></p> <p>03 Years Experience in GP – 4600/- at appropriate level.</p> <p><b>Desirable:</b></p> <p>Experience in systems network administration and programming in a University/ Research Establishment/Other institutions of higher education. Knowledge of working in computerized environment.</p>
Age limit for direct recruitment	40 years (no age bar for Gautam Buddha University candidates)
Remarks	

  
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Post	Network Engineer
Classification	Group-A
Scale of pay	(15600-39100) G.P. 5400/-
Mode of Recruitment	50% by departmental promotion from the cadre of Technical superintendent failing which by deputation/adhoc promotion/short term contract.  50% by direct recruitment.
Promotion Eligibility	5 years of service as Technical Superintendent with GP-4600/- or equivalent experience in Gautam Buddha University.
Department Exam./Test eligibility	Not Applicable
Mode of Exam./Test for direct	Written Test and Interview
Qualification for direct recruitment	B.E./B.Tech or M.Sc/MCA degree in relevant field with first class or equivalent from a recognized University/Institution.  <b>and</b>  3 years of service as Technical superintendent with GP 4600/- experience in Industry/University level.
Age limit for direct recruitment	40 years (no age bar for Gautam Buddha University candidates)
Remarks	

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Post	Technical Superintendent
Classification	Group-B
Scale of pay	(9300-34800) G.P. 4600/-
Mode of Recruitment	75% by departmental promotion from the cadre of Technical Assistant failing which by deputation/adhoc promotion/short term contract. 25% by Direct Recruitment
Promotion Eligibility	5 years continuous service in the cadre of Technical Assistant or equivalent in Gautam Buddha University with 'Good' record of work.
Department Exam./Test eligibility	Not Applicable
Mode of Exam./Test for direct	Written exam/Interview
Qualification for direct recruitment	<b>Essential:</b> B.Tech/B.E./M.Sc in relevant subject form any recognized institute/ University with atleast 55% Marks or equivalent grade. 03 years experience in relevant field.
Age limit for direct recruitment	40 years. (no age bar for Gautam Buddha University candidates)
Remarks	

  
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Post	Technical Assistant
Classification	Group-C
Scale of pay	(5200-20200) G.P. 2800/-
Mode of Recruitment	50% by departmental promotion from the cadre of Lab Assistants failing which by deputation/adhoc promotion/short term contract. 50% by direct recruitment.
Promotion Eligibility	Graduation with relevant science subject; 5 years continuous service at Laboratory Assistant in the Gautam Buddha University with 'Good' record of work.
Department Exam./Test eligibility	Not Applicable
Mode of Exam./Test for direct	Written exam/Interview
Qualification for direct recruitment	<b>Essential:</b>  B.Sc/three years Diploma in relevant subject from any recognized Institute/University with atleast 50% Marks or equivalent grade. 03 years experience in relevant field.  <b>OR</b>  I.T.I. diploma in relevant subject form any recognized Institute with atleast 50% Marks or equivalent grade. 05 years experience in relevant field.
Age limit for direct recruitment	40 years (no age bar for Gautam Buddha University candidates)
Remarks	

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Post	Laboratory Assistant
Classification	Group-C
Scale of pay	(5200-20200) G.P. 2400/-
Mode of Recruitment	25% by departmental promotion from the cadre of Lab Attendant failing which by deputation/adhoc promotion/short term contract; 75% by direct recruitment.
Promotion Eligibility	Intermediate or 10+2 or its equivalent with Science subjects from a recognized Institution in any discipline of Science including Agriculture/Home Sc./Life Science. Five years of continuous service in the Gautam Buddha University; with 'Good' record of work
Department Exam./Test eligibility	Not applicable
Mode of Exam./Test for direct	Written test and Interview
Qualification for direct recruitment	<b>Essential:</b>  B.Sc./three years Diploma in relevant subject from any recognized institute with atleast 01 year experience in relevant field.  <b>OR</b>  I.T.I. Diploma in relevant subject (Wherever Applicable) from any recognized institute with atleast 03 years experience in relevant field.
Age limit for direct recruitment	40 years (no age bar for Gautam Buddha University candidates)
Remarks	

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Post	<b>MEDICAL OFFICER</b>
Classification	Group-A
Scale of pay	(15600-39100) G.P. 7600/-
Mode of Recruitment	Direct Recruitment/ Deputation
Promotion Eligibility	Not Applicable
Department Exam./Test eligibility	Not Applicable
Mode of Exam./Test for direct	Interview
Qualification for direct recruitment	<p><b>Essential:</b></p> <ol style="list-style-type: none"> <li>1. M.B.B.S Degree from a recognized MCI approved University.</li> <li>2. At least three years post qualification experience.</li> </ol> <p><b>Desirable:</b></p> <p>Post-graduate qualification/ MBA(Hospital Administration) and/or hospital experience will be preferred.</p> <p><b>Note:</b></p> <p>For the post of Female Medical Officer at least one year hospital experience in Obstetrics and Gynecology ward.</p>
Age limit for direct recruitment	40 years (no age bar for Gautam Buddha University candidates)
Remarks:-	

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Post	Nursing Supervisor (Male/Female)
Classification	Group-B
Scale of pay	(9300-34800) G.P. 4600/-
Mode of Recruitment	Direct recruitment/ Deputation
Promotion Eligibility	Not Applicable
Department Exam./Test eligibility	Not Applicable
Mode of Exam./Test for direct	Written and Interview
Qualification for direct recruitment	<b>Essential:</b> <ol style="list-style-type: none"> <li>1. B.Sc. (Nursing) degree OR</li> <li>2. Nursing Diploma with 2 years of working experience in any recognized hospital/clinic</li> </ol> <b>Desirable:</b> Work experience in any recognized hospital/clinic
Age limit for direct recruitment	40 years (no age bar for Gautam Buddha University candidates)
Remarks	

  
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Post	Ward Attendant
Classification	Group-D
Scale of pay	(5200-20200) G.P. 1800/-
Mode of Recruitment	Direct recruitment, however, 25% of the vacancies accruing in the Peons cadre shall be filled by transfer from safaiwalas, Chowkidars, Farashes etc. who have put in a minimum of five year service and possessing the qualification prescribed for direct recruitment to the post of Peon.
Promotion Eligibility	Not Applicable
Department Exam./Test eligibility	Not Applicable
Mode of Exam./Test for direct	Written Test and Interview
Qualification for direct recruitment	8 <sup>th</sup> class pass from a recognized School or Institution  <b>Desirable:</b>  Work experience in any recognized hospital/clinic
Age limit for direct recruitment	40 years (no age bar for Gautam Buddha University candidates)
Remarks	

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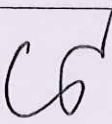
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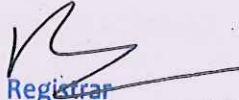
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Post	CHIEF SECURITY OFFICER
Classification	Group B
Scale of pay	(PS - 9300-34800 GP - 6600
Mode of Recruitment	direct recruitment/Deputation/ promotion
Promotion Eligibility	08 Years of continuous service in the Gautam Buddha University with GP- 5400 in the cadre Security Officer or its equivalent and Good record of work.
Department Exam./Test eligibility	Not Applicable
Mode of Exam./Test for direct	Written Test and Interview
Qualification for direct recruitment	<p><b>Essential:</b></p> <ol style="list-style-type: none"> <li>1. Master degree or an equivalent qualification from a recognized University/Institution.</li> <li>2. At least 15 years experience in Police/Para-Military Forces/Armed Forces not below the rank of Sub-Inspector (Exe)/Subedar or an equivalent position with Exemplary service.</li> <li>3. Holding a Valid Driving License to ride Jeep/ Motor Cycle.</li> </ol> <p><b>Desirable:</b></p> <ol style="list-style-type: none"> <li>1. Completion of a course in Fire Fighting or Unarmed Combat Course in Army or Para-Military Force.</li> <li>2. Should be able to speak English and Hindi.</li> </ol> <p><b>Note:</b></p> <ol style="list-style-type: none"> <li>1. Selection will be done on the basis of endurance, driving test of Motor Cycle followed by an interview.</li> <li>2. The selected candidate has to wear Uniform after joining the University service.</li> <li>3. The selection committee may co-opt one suitable Group 'A' Police Officer or Commissioned Officer from Armed Forces of the Union as Expert member.</li> </ol>
Age limit for direct recruitment	40 years (no age bar for Gautam Buddha University candidates)
Remarks	

  
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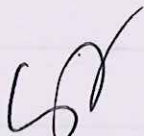


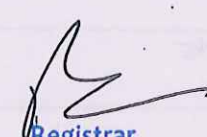
Post	<b>FIRE -CUM- SECURITY OFFICER</b>
Classification	Group B
Scale of pay	PS - 9300-34800 GP - 5400
Mode of Recruitment	Direct recruitment/ Promotion/ Deputation
Promotion Eligibility	08 Years of continuous service in the Gautam Buddha University with GP- 4600 in the cadre of Assistant Security Officer or equivalent and Good record of work.
Department Exam./Test eligibility	Not Applicable
Mode of Exam./Test for direct	Written Test and Interview
Qualification for direct recruitment	<p><b>Essential:</b></p> <ol style="list-style-type: none"> <li>1. A Graduate or an equivalent qualification from a recognized University/Institution.</li> <li>2. At least 10 years experience in Police/Para-Military Forces/Armed Forces not below the rank of Sub-Inspector (Exe)/Subedar or an equivalent position with Exemplary service.</li> <li>3. Holding a Valid Driving License to ride Jeep/ Motor Cycle.</li> </ol> <p><b>Desirable:</b></p> <ol style="list-style-type: none"> <li>1. Completion of a course in Fire Fighting or Unarmed Combat Course in Army or Para-Military Force.</li> <li>2. Should able to speak English and Hindi.</li> </ol> <p><b>Note:</b></p> <ol style="list-style-type: none"> <li>1. Selection will be done on the basis of endurance, driving test of Motor Cycle followed by an interview.</li> <li>2. The selected candidate has to wear Uniform after joining the University service.</li> <li>1. The selection committee may co-opt one suitable Group 'A' Police Officer or Commissioned Officer from Armed Forces of the Union as Expert member.</li> </ol>
Age limit for direct recruitment	40 years (no age bar for Gautam Buddha University candidates)
Remarks	

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Registrar  
Gautam Buddha University  
Greater Noida, Uttar Pradesh

Post	ASSISTANT SECURITY OFFICER
Classification	Group B
Scale of pay	(PS - 9300-34800 GP - 4600
Mode of Recruitment	Direct Recruitment/Deputation
Promotion Eligibility	Not Applicable
Department Exam./Test eligibility	Not Applicable
Mode of Exam./Test for direct	Written Test and Interview
Qualification for direct recruitment	<p><b>Essential:</b></p> <ol style="list-style-type: none"> <li>1. A Graduate or an equivalent qualification from a recognized University/Institution.</li> <li>2. At least 08 years experience in Police/Para-Military Forces/Armed Forces not below the rank of Sub-Inspector (Exe)/Subedar or an equivalent position with Exemplary service.</li> <li>3. Holding a Valid Driving License to ride Jeep/ Motor Cycle.</li> </ol> <p><b>Desirable:</b></p> <ol style="list-style-type: none"> <li>1. Completion of a course in Fire Fighting or Unarmed Combat Course in Army or Para-Military Force.</li> <li>2. Should able to speak English and Hindi.</li> </ol> <p><b>Note:</b></p> <ol style="list-style-type: none"> <li>1. Selection will be done on the basis of endurance, driving test of Motor Cycle followed by an interview.</li> <li>2. The selected candidate has to wear Uniform after joining the University service.</li> <li>3. The selection committee may co-opt one suitable Group 'A' Police Officer or Commissioned Officer from Armed Forces of the Union as Expert member.</li> </ol>
Age limit for direct recruitment	40 years (no age bar for Gautam Buddha University candidates)
Remarks	

  
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Post	Assistant Manager for Guest House and Convention Center
Classification	Group-B
Scale of pay	(9300-34800) G.P. 4800/-
Mode of Recruitment	50% by departmental promotion from the cadre of Hostel Supervisor, Executive Assistant or equivalent, failing which by deputation/adhoc promotion/short term contract. 50% by Direct Recruitment.
Promotion Eligibility	Five years of continuous service in the Gautam Buddha University as Hostel Supervisor, Executive Assistant or equivalent, with Good record of work. Should have graduate degree from any recognized University/Institution.
Department Exam./Test eligibility	Not applicable
Mode of Exam./Test for direct	Written/ Interview
Qualification for direct recruitment	<p><b>Essential:</b></p> <p>Graduate degree with at least 55% marks or equivalent from a recognized University/Institution. Should have three years experience of Supervisory nature in administrative matters in a University/ research establishment/other institutions of higher education in the PB - 2 with GP - 4600/- or equivalent.</p> <p><b>Desirable:</b> Knowledge of working in computerized environment.</p> <p>Preference shall be given to Diploma holders in Hotel Management. Fluency in Hindi and English.</p>
Age limit for direct recruitment	40 years (no age bar for Gautam Buddha University candidates)
Remarks	

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<b>Post</b>	<b>Hostel Supervisor (Male/Female Hostel)</b>
<b>Classification</b>	Group-B
<b>Scale of pay</b>	(9300-34800) G.P. 4600/-
<b>Mode of Recruitment</b>	50% by departmental promotion from the cadre of Senior Office Assistant or equivalent, failing which by deputation/adhoc promotion/short term contract. 50% by Direct Recruitment
<b>Promotion Eligibility</b>	Graduate Five years of continuous service in the Gautam Buddha University as Senior Office Assistant or equivalent in GP – 2800/- , with Good record of work.
<b>Department Exam./Test eligibility</b>	Not applicable
<b>Mode of Exam./Test for direct</b>	Written/ Interview
<b>Qualification for direct recruitment</b>	<p><b>Essential:</b></p> <p>Graduate degree with at least 55% marks or equivalent from a recognized University/Institution. Should have five years experience of Supervisory nature in administrative matters in a University/ research establishment/other institutions of higher education in the PB – 2 with GP – 2800/- or equivalent.</p> <p><b>Desirable:</b> Knowledge of working in computerized environment.</p> <p>Preference shall be given to Diploma holders in Hotel Management. Fluency in Hindi and English.</p>
<b>Age limit for direct recruitment</b>	40 years (no age bar for Gautam Buddha University candidates)
<b>Remarks</b>	

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<b>Post</b>	<b>Caretaker</b>
Classification	Group-C
Scale of pay	(5200-20200) G.P. 2800/-
Mode of Recruitment	50% By promotion from the cadre of LDC failing which by deputation/adhoc promotion/short term contract.  50% by Direct Recruitment
Promotion Eligibility	Graduate; Five years of continuous service in the Gautam Buddha University with GP-2000 'Good' record of work.
Department Exam./Test eligibility	Not Applicable
Mode of Exam./Test for direct	Written exam /Interview
Qualification for direct recruitment	<b>Essential:</b>  Graduation with at least 50% marks or equivalent from a recognized University/Institution, having five years of relevant experience.  <b>Desirable:</b> Preference shall be given to Diploma holders in Hotel Management. Fluency in Hindi and English.  Knowledge of working in computerized environment
Age limit for direct recruitment	40 years (no age bar for Gautam Buddha University candidates)
Remarks	

  
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<b>Post</b>	<b>Cook</b>
Classification	Group-C
Scale of pay	(5200-20200) G.P. 1900/-
Mode of Recruitment	Direct recruitment
Promotion Eligibility	Not Applicable
Department Exam./Test eligibility	Not Applicable
Mode of Exam./Test for direct	Interview
Qualification for direct recruitment	8 <sup>th</sup> class pass from a recognized School and two years experience in culinary working.
Age limit for direct recruitment	40 years (no age bar for Gautam Buddha University candidates)
Remarks	


  
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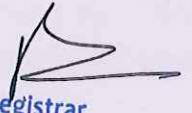
<b>Post</b>	<b>Driver</b>
Classification	Group-C
Scale of pay	(5200-20200) G.P. 1900/-
Mode of Recruitment	25% by departmental test from the cadre of Group 'MTS' employees, failing which by deputation/adhoc promotion/short term contract.  75% by direct recruitment.
Promotion Eligibility	Not Applicable
Department Exam./Test eligibility	Possession of Valid driving license; Three years of continuous service in the Gautam Buddha University; 'Good' record of work. Qualifying in the practical test.
Mode of Exam./Test for direct	Qualifying in the practical test and Interview
Qualification for direct recruitment	8th class pass from the recognized School or Institution and possession of valid driving license for driving of cars, buses, tractors, and three-wheelers. Three years of relevant experience.
Age limit for direct recruitment	40 years (no age bar for Gautam Buddha University candidates)
Remarks	

  
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<b>Post</b>	<b>Sweeper/ Helper</b>
Classification	Group-D
Scale of pay	(5200-20200) G.P. 1800/-
Mode of Recruitment	Direct recruitment
Promotion Eligibility	Not Applicable
Department Exam./Test eligibility	Not Applicable
Mode of Exam./Test for direct	Interview
Qualification for direct recruitment	8th class pass from a recognized School or Institution
Age limit for direct recruitment	40 years (no age bar for Gautam Buddha University candidates)
Remarks	


  
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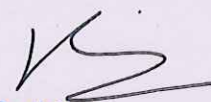
Post	Sports Officer
Classification	Group-A
Scale of pay	(15600-39100) G.P. 5400/-
Mode of Recruitment	Direct Recruitment/ Promotion/ Deputation
Promotion Eligibility	Department promotion from the cadre of P.T.I., failing which by deputation/adhoc promotion/ short term contract
Department Exam./Test eligibility	Not Applicable
Mode of Exam./Test for direct	Written Test and Interview
Qualification for direct recruitment	Master Degree in Physical Education or Master Degree in Sports Science with at least 55% marks or equivalent from a recognized University/Institution with a consistently good academics record. Record of having represented the Inter University/ Inter-collegiate competition or State or National championship. Three years relevant experience at national level Institute.  <b>Desirable:</b> Ph.D. in any subject related to Sports Education.
Age limit for direct recruitment	40 years (no age bar for Gautam Buddha University candidates)
Remarks: adopted by NIITs	

  
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<b>Post</b>	<b>Physical Training Instructor</b>
Classification	Group-B
Scale of pay	(9300-34800) G.P. 4800/-
Mode of Recruitment	Direct Recruitment/ promotion/ Deputation
Promotion Eligibility	Not applicable
Department Exam./Test eligibility	Not Applicable
Mode of Exam./Test for direct	Written Test and Interview
Qualification for direct recruitment	<p>Graduation in Physical Education or Master Degree in Sports Science with at least 55% Marks or equivalent from a recognized University/Institution with a consistently good academics record. Record of having represented the Inter University/ Inter-colligate competition or State or National championship. Two years experience in guiding groups of students in creative activities in a University/ Research establishment/Other Institution of Higher Education or equivalent.</p> <p><b>Desirable:</b> Master Degree in any subject related to Sports Education and Knowledge of working in computerized environment</p>
Age limit for direct recruitment	40 years (no age bar for Gautam Buddha University candidates)
Remarks	

  
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## 5. ACADEMIC PROGRAMMES

5.1 Application form for admission to various courses offered by the University shall be as prescribed by the 'Academic Council' of the University from time to time.

5.2 All courses of study leading to award of respective Degrees/Diplomas shall be conducted by the Schools/Departments/Centres established by the University.

5.3 **Eligibility For Admission:**

The eligibility criteria for admission to various courses offered by the University in each year shall be as approved by the Dean of concerned School or any other body authorized for the purpose.

5.4 **Courses Of Study And Framing Of The Syllabi:**


The courses in a subject of study shall be designed by the concerned faculty members of School, which shall be approved by Board of Studies of the concerned School.

5.5 **Evaluation Of Academic Performance**

- The University follows the system of continuous assessment of academic performance of students.
- Mid-semester and End-semester examinations will normally form two compulsory components of performance evaluation in a course. In addition, the course coordinator may take into account the following components for evaluation:

Components	Marks (For UG)	Marks (For PG)
a. Quizzes (announced or unannounced)	20 marks	20 marks
b. Project assignments		
c. Class presentations or term papers		
d. Oral examination including hands-on projects/ exercises		
e. Class participation	05 marks	05 marks

- The weightage for mid-semester and end-semester tests will be 25% and 50% respectively; the distribution of the remaining 25% will be decided by the Course Coordinator.
- Notwithstanding anything stated above, evaluation scheme of the distribution of 25% (which is decided by the course coordinator) each course will be as per guidelines approved by Board of Studies of the concerned School from time to time.

  
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## 5.6 Grading System


The grade awarded to a student in any particular course will be based on his/her cumulative performance in all components of assessment as decided by the Course Coordinator. The letter grades that can be awarded and their equivalent grade points are listed below:

Range of Marks	Letter grade	Points
91-100	O (Outstanding)	10
81-90	A+(Excellent)	9
71-80	A (Very Good)	8
61-70	B+ (Good)	7
51-60	B (Above Average)	6
41-50	C (Average)	5
40	P (Pass)	4
<40	F (Fail)	0
-	Ab (Absent)	0

Following points need to be kept in mind while assigning grades.

- The Course Coordinator will ensure that Grades awarded in a course largely fit the Normal Distribution.
- The student will be required to clear the subject(s) in which he/she has got 'F' grades, as back paper(s) in corresponding semester(s).
- Back paper would be of 75 marks and will include the weightage of both Mid-Semester & End-Semester Examinations:
- For the student of final semester who obtains 'F' grade in any of the subjects, a special examination may be conducted after the completion of the Semester/Year.
- If a student fails to appear in mid- semester or end semester or practical examinations, his/her result will be declared 'Incomplete'.
  - The student whose result is 'incomplete' due to shortage of attendance will appear in Repeat course examination. Other than such cases, the student will be required to clear the subject(s) as back paper examination(s) in corresponding semester(s) and will be considered as 'F' grade.
  - The classes of Repeat Course will be held during regular corresponding semester. The student will be required to clear the subject(s) in repeat course examination(s) in corresponding semester(s).
  - The students of final year/semester whose result is 'incomplete' due to shortage of attendance will repeat the course in Summer semester.
- The minimum number of credits required:
  - 2 year degree program: 88 credits (for Science stream & MBA ) 80 credits (for Non-Science stream)
  - 3 year degree program : 140 credits

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- (iii) 5 year degree program: 225-240 credits (for all Science stream, MBA & B.A. L.L.B. programmes ) 200 credits (for Non- Science stream)

### 5.7 Rule For Computing SGPA/CGPA

- (i) The Semester Grade Point average (SGPA) will be calculated by computing the sum of grade points in respective courses multiplied by their respective credits and dividing it by the total credits for all courses in that Semester.
- (ii) Similarly, Cumulative Grade Point Average (CGPA) will be calculated at the end of each Semester as a composite index of academic performance of the student up to that stage in the programme.
- (iii) Regarding conversion of CGPA into percentage marks, the following formula will be adopted for notional conversion of CGPA into percentage marks.

$$\text{Formula : \% Marks} = (\text{CGPA} - 0.75) \times 10$$

The proposed conversion formula will be applicable to all batches/programmes admitted in different Academic sessions of the University.

### 5.8 Requirements For Promotion To The Next Semester

- (i) A student will be promoted to next academic year provided he/she obtains a minimum of 4.00 CGPA at the end of respective year.
- (ii) The student will be required to clear the subject(s) in which he/she has got 'F' grades, as back paper(s) in corresponding semester.

In case the student has been promoted to next semester/year before announcement of results for the previous semester/year all such promotions will be provisional and subject to meeting the above mentioned criteria for promotion.

### 5.9 Examination

- a. The schedule for mid semester and end semester examination will be announced by the examination section.


#### Mid Term Examination:

- The duration of mid-semester examination shall be 1½ hours.
- The weightage of mid-semester examination shall be 25% (=25 marks).

#### End Term Examination:

- The End-Term examination will be conducted by Examination section.
- Seating plan of the students, collection of question papers from subject teacher, allocation of invigilation duties will be the responsibility of Examination section.
- The requisite number of answer-booklets shall be supplied to the School Exam Coordinator of each school before the commencement of end-term examination.

  
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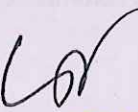


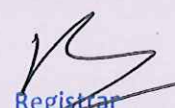
- Examination section will provide the Question papers to the School Exam Coordinator on the examination day half an hour before the commencement of examination in morning/afternoon session. The invigilators will directly report to the examination center control room/examination hall.
- After the answer sheets have been evaluated, the marks have to be submitted in hard copy/soft copy duly signed by the concerned teacher to the examination section along with the evaluated answer sheets.
- The duration of end-semester examination shall be 3 hours.
- The weightage of end-semester examination shall be 50% (=50 marks).

The detailed Examination Guidelines are given below:

#### **Examination Guidelines**

- All students must occupy their respective seats as per the seating plan. Any student found shuffling the seating arrangement, or not occupying his/her seat at the scheduled commencement time for the examination may be disallowed from the examination.
- Door of the Examination Hall will be closed five minutes before the commencement of the examination and the late comers will be allowed after 15 minutes from the time of reporting.
- Students must put their signatures and the serial number(s) of the answer books/ supplementary sheets on the attendance sheet.
- Students are not permitted to use pencils for writing answers in examinations.
- Students are not permitted to carry any of their mobile phones/bags/folders/notes into the examination hall. All such material, other than those specified by the course coordinator to the Programme/Examination office, must be kept in the separate room near the examination halls, before the start of the examination.
- No answers books(s) or question paper(s) will be issued to any student as long as he/she is in possession of any book/ notes/ bags etc. however, with the permission of the course coordinator concerned, prescribed books are allowed to be brought in for an open book examination. Bringing any other book(s) (for open book examination) will also be considered as adopting unfair means.
- Ordinarily no student would be permitted to temporarily leave the examination hall while the examination is in progress. Permission to temporarily leave the hall may be granted in exceptional circumstances.
- No student shall be permitted absence from the examination hall during the first 45 minutes of an examination.
- No student shall be permitted absence from the examination hall during the last 15 minutes of an examination.

  
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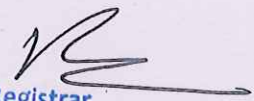
  
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- x. Not more than one student shall be permitted temporary absence from the examination hall at any given time.
- xi. The period of temporary absence from the hall must be recorded in the sheet provided in the examination hall and must not exceed 5 minutes.
- xii. Any student wishing to permanently leave the Examination Hall in the last half an hour of the Examination must seek permission of the invigilator before leaving the Examination Hall.
- xiii. When the examination is in progress, if any student is found discussing anything with another student, either in or outside the examination hall, the same will also be treated as adopting unfair means. Strict vigilance and random checking will be done in this regard, and severe punishment will be imposed whenever a student is found to be violating these regulations.
- xiv. Exchange of calculators, mathematical and other tables, charts etc., is not permitted during examinations.
- xv. Course coordinators/Invigilators have been authorized to summarily disqualify any student who is found to violate any of these instructions of resorting to any unfair means.
- xvi. Use of unfair means in examinations will be treated as a serious disciplinary offence and the student will be debarred from writing the exam and would have to repeat the course in the following academic year. Such a student will not be eligible for promotion/placement/award of degree until successful completion of the examination in the following academic year. If the same student is found to be using unfair means in examination again, the student's registration in the programme shall be terminated and the student will be expelled from the programme.
- xvii. Copying, or collaborating in copying, in a Quiz/assignment/project will be treated as a disciplinary offence. The penalty for such an offence will be decided by the concerned Course Coordinator in consultation with the Dean of the concerned School.
- xviii. Under no circumstances, the answer books are to be taken out of the classrooms/examination halls. Handling in the answer books will be the sole responsibility of the student.
- xix. There will not be any compensatory examination on account of absence from mid-semester and end-semester examinations on any ground.
- xx. Evaluated answer sheets of end-semester examination will not be shown to the students. Provision of scrutiny & re-evaluation of answer sheets is available; on payment of prescribed fee of Rs. 200/- & Rs. 1000/- respectively, per subject. After re-evaluation, if the variation in obtained marks in a particular course is more than 10%, the answer sheet will be evaluated by third examiner. Request for scrutiny & re-evaluation of answer sheets shall not be entertained after one full semester has elapsed since the examination and in no case after the convocation.



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- xxi. No student shall be allowed to appear in the examination without the admit card.

#### 5.10 Re-Examination (Back Paper)

- i. Students who have obtained a 'F' grade in a particular course will have to appear for re-examination (Back Paper) in corresponding semester. No special back paper examination will be conducted for such students.
- ii. Back paper would be of 75 marks and would include the weightage of both Mid-semester & End semester exams.
- iii. Examination Section will make the necessary arrangements for conducting re-examinations.
- iv. Re-examination fees is Rs. 1000/ for each exam.
- v. Normally, there will be no make-up arrangements for quizzes, presentations, other tests, etc. However, a Course Coordinator may decide to have make-up arrangements for missed quizzes, presentations and tests. The Course Coordinator's decision will be final in this matter.
- vi. In case of dissertation/major project work if a student gets an 'F' grade he/she will have to repeat the course.

#### 5.11 Attendance in Class

- i. In all such courses where a student's attendance is below 75% after completion of the course, his/her result will be declared incomplete in these courses.
- ii. In such cases the student will have to repeat the course in corresponding semester with due payment of necessary fees as decided by the competent body/authority from time to time.
- iii. In case, due to some reasons, the course, in which a student gets his/her result as incomplete is not offered, the student will be suggested to take a related course of equivalent credit(s).
- iv. Attendance is compulsory in all courses and 100% attendance is desired. However maximum 25% relaxation can be given in case of any unforeseen emergency. Course coordinator may assign suitable weightage to class attendance in the evaluation scheme of the course. Course coordinator may also take into account unauthorized absence, while evaluating the performance in a course.
- v. In specific circumstances the attendance requirement for appearing in the End-Semester examination may further be relaxed by additional 15% on 'Special Grounds'. Such relaxation will be granted by the Vice-Chancellor on specific recommendation of the Dean of the concerned School.
- vi. Detailed Guidelines for marking attendance in Class are given below:

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### **Guidelines for Marking Attendance in a Class**

- a. Attendance will be taken for every session whether it is lecture or tutorial class of any kind prescribed in the University time table.
- b. Coming late to the University and reporting late to the class is a serious breach of discipline. Students will not be permitted to leave or come late to the class under any pretext such as paying fees or library transaction, etc. Time fixed for such purposes during office hours must be adhered strictly. In any case, no student is allowed to leave the classroom without permission of the teacher.
- c. No student(s) shall in any manner prevent any other student or students from attending his/ her/ their classes or doing his/her/ their lawful duty.
- d. Exemption from attending classes will not be granted except for emergencies.
- e. No student shall be absent without prior application for leave.
- f. If a student absents himself/herself from the classes for more than three days, the parent/guardian must write an explanatory letter giving reasons. If leave of absence is sought on grounds of sickness, medical certificate is necessary. This procedure should be adopted for absence from classes of even less than three days if it happens during the University Examinations.
- g. Indifference to studies shall be considered violation of order and discipline. Absence from the tests, examinations, non-submission of exercise/assignment in time and coming late to the classes without valid reasons, shall be considered indifference to studies.
- h. Late entry in the class is not permitted. In case the faculty concerned does allow the student to enter in the class, no attendance will be credited.
- i. If a student is continuously absent from the University for more than 10 days without notifying the Dean of the concerned School, his/her name will be struck off the rolls of the University.

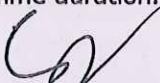
### **5.12 Readmission**


A student may be allowed for re-admission with the next available batch provided he/she satisfies one of the following conditions:

- He/she is declared fail.
- He/she is promoted with carry over subjects and he/she opted for readmission.

#### **Readmission Rules**

- Readmission in a class-year shall be allowed only once and a student shall not be allowed for readmission in more than two class years during the entire program.
- Maximum years that can be spent in a programme are  $n+2$  years, where  $n$  represents the normal programme duration. However, in case of students belonging to SC/ST category, the maximum years that can be spent in a programme are  $n+3$  years where  $n$  represents the normal programme duration.

  
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- On readmission the Roll number of the student will remain the same and every Roll number will carry with it the year of admission.
- Student failing to earn yearly qualifying CGPA after taking readmission in any year shall be dropped out of the program.

#### 5.13 International Exchange Programme: Credit Requirement

Under the International Exchange programme the students who take up studies in foreign University/Institute for some specified period will have to do equivalent credit courses as in GBU for that period. The courses to be taken up by the students will be decided by GBU authorities in consultation with its counterpart in foreign University/Institute and the students will be required to do these courses, compulsorily. Normal conversion criteria as applicable will be used for converting the Credits from foreign University to GBU. In case, due to any reason, the number of courses taken up at foreign University/Institute are less than the credits to be done at GBU for the specified period, the student will have to take up project/guided courses at GBU, after return, to make up for the difference, under the supervision of faculty member as decided by the Dean of the concerned School.

Marks/grades obtained by a student in foreign University/Institute will not be considered for CGPA calculation at GBU. However, the student will have to clear/pass all the courses taken-up in the foreign University/Institute as per the norms of foreign University/Institute.

#### 5.14 Fee Structure

Fee structure for various programmes will be decided by the Vice-Chancellor on recommendation of Deans Committee from time to time.

#### 5.15 Late Registration/ Late Fee


- The Dean of concerned School may allow a student to register for a programme within seven days of the prescribed Date of Registration with prior permission, with late fee of Rs. 1000. However, if no prior permission is taken, the amount of late fee will be doubled.
- The Dean of concerned School may allow a student to deposit his/her fee within seven days of the prescribed Date of Registration with prior permission, with late fee of Rs. 1000.

#### 5.16 Refund Of Fee

If a student leaves the course before completion, he/she will get refund of fee as follows:

- Voluntary withdrawal from the programme (applicable at the start of the programme)**
  - If a student decides to leave within three weeks of the start of the programme, fee amount paid (excluding registration) will be refunded after deduction of 20% of total fee.

  
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- No refund will be made, under any circumstances, after three weeks from the date of registration except the refundable part of the fee.
- The Hostel charges will be refunded after deducting the amount calculated on pro rata basis

ii. **Withdrawal from the programme due to academic failure or any other reasons**

If a student, on the basis of failure to meet the conditions for promotion to next Year or due to some emergent conditions, is not able to continue in the programme but has already paid fee for the ongoing academic year, refund policy will be as under:

- Full fee paid for the academic year will be refunded.
- Caution money deposit will be refunded after the student has submitted 'No Dues' certificate from all concerned departments.
- The Hostel charges will be refunded after deducting the amount calculated on pro rata basis.

**5.17 Chancellor's Gold Medal Award:** This Gold medal may be awarded to the student/s academically best i.e. the topper/s overall. The student should score the highest CGPA in the respective discipline. The award will carry a Chancellor's Gold Medal and citation certificate.

**(a) Issuing of Duplicate Mark sheets**


1. Student will give an application in the prescribed format provided by the University.
2. A copy of complaint lodged at Police Station in case of loss/ theft supporting document thereof.
3. Fees of Rs. 250/- per mark sheet (Demand Draft in favor of Registrar, Gautam Buddha University, Greater Noida.
4. On the duplicate mark sheet which will be issued by the examination section, **DUPLICATE** will be written on the same.


**(b) Issuing of Duplicate Degree**

1. An affidavit of Rs. 10/- attested by Public Notary together with an attested copy of the complaint lodged with the nearest Police station.
2. Payment of the prescribed fees.
3. Request for issue of duplicate degree.

**5.18 Issue of Degrees to the Passed out Students**

INSTRUCTIONS TO THE CANDIDATE FOR FILLING UP THE FORM FOR OBTAINING DEGREE/  
DIPLOMA CERTIFICATE

  
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1. Candidate seeking Degree must make a separate application for Degree & pay the fee in respect of application as mentioned below:

Degree	-	Rs 500
Provisional Degree	-	Rs. 200
Duplicate Degree	-	Rs 2000
Degree with postal charge (India /Overseas)	-	Rs 600/1500

2. The Bank Demand Draft should be in favour of Registrar, Gautam Buddha University.
3. The Degree will be issued as per the name indicated in the marksheet of the qualifying examination passed by the Candidate. Therefore the candidate is advised to enter his/ her name as stated in his/her mark sheet.
4. The candidate shall submit the duly filled in application form along with prescribed fee to the Examination Section, Gautam Buddha University. Candidate should ensure that they collect the acknowledgement slip in return and retain the same for submission at the time of collection of degree. No Degree will be issued without the acknowledgement slip.
5. The Degree will only be given to the candidate in person or only to the person authorized by the candidate along with ID proof of the candidate.

The University shall have no responsibility for any loss / non-delivery of the degree sent by post on the request by the candidate after the payment of the prescribed fees.


6. Any mistake noticed in the Degree should be brought to the notice of the University Coordinator (Examination), Gautam Buddha University within 90 days from the date of Degree issued. If the correction is due to wrong entry by the Candidate in the Degree form, fee prescribed for obtaining it will be charged again.

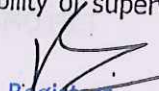
## **6. RESEARCH (FOR PH.D PROGRAMME)**

- 6.0 Research (For Ph.D. Programme) For Research Associate: Research Associate is a full time faculty member of Gautam Buddha University involved in teaching and research. He/She will be required to apply for registration for Ph.D. in Gautam Buddha University within six months of joining his/her assignment.
- 6.1 At the time of admission (at the time of registration in case of RAs) for Ph.D. programme, the candidate should possess a Post Graduate Degree in the relevant /allied discipline awarded by an University/Institution established by law and should have secured at least 55% marks (50% marks in case of SC/ST candidates) in relevant /allied area.

There shall be a uniform process of admissions in PhD Programme for all candidates.

**Admissions Procedure:** All the candidates shall be selected in the PhD Programme through an entrance test conducted for the same. Total number of seats available in the concerned Department/School shall be made public in advance after ensuring availability of supervisors in

  
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उत्तर प्रदेश शासन।

सेवा में,

कुलसचिव,  
गौतमबुद्ध विश्वविद्यालय,  
ग्रेटर नौएडा, गौतमबुद्धनगर।

औद्योगिक विकास अनुभाग-4

लखनऊ: दिनांक: 25 जनवरी, 2016

विषय: गौतमबुद्ध विश्वविद्यालय के प्रथम परिनियम एवं अध्यादेश के औपचारिक अनुमोदन के आदेश के संबंध में।

महोदय,

कृपया उपर्युक्त विषयक अपने पत्र संख्या-जी.बी.यू./001/वी.सी./02/जी.एल./2015-2567 दिनांक 10.08.15 का संदर्भ ग्रहण करने का कष्ट करें, जिसमें गौतमबुद्ध एजुकेशनल सोसायटी के पत्रांक-27/07 दिनांक 28.11.2007 के साथ प्राप्त गौतमबुद्ध विश्वविद्यालय के प्रथम परिनियम तथा पत्र संख्या-जी.बी.यू.-001/वी.सी./02/जी.एल./2015-2567 दिनांक 10.08.2015 के साथ प्राप्त प्रथम संशोधित अध्यादेशों पर राज्य सरकार के अनुमोदन की अपेक्षा की गयी है।

2. इस संबंध में मुझे यह कहने का निदेश हुआ है कि विश्वविद्यालय के उपरोक्त पत्र के माध्यम से उपलब्ध कराये गये प्रस्ताव पर सम्यक विचारोपरान्त गौतमबुद्ध विश्वविद्यालय के प्रथम परिनियमावली एवं प्रथम संशोधित अध्यादेशों पर एतद्वारा अनुमोदन प्रदान किया जाता है। तदनुसार प्रथम परिनियम तथा प्रथम संशोधित अध्यादेशों की प्रति संलग्न कर प्रेषित की जा रही है।

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the concerned area. No increase in the intake shall be permitted after the announcement is made public. The written test shall be followed by an interview based on the research interest of the candidate as submitted along with the application form.

**International Scholars:** The case of international students shall be processed under the Ordinances on the Admissions of International students. After the admissions in the Ph.D. programme, all the clauses of Ph.D. programme shall be binding on all such cases.

**Exemption:**

- a. RAs shall be exempted from the admission process. As the selection of RAs is done through open advertisement, screening and duly constituted selection committee, this entire process of screening and selection shall be treated at par with the selection process of the PhD admission.
- b. Candidates who have qualified JRF/NET/GATE/SLET/GPAT(valid score) shall remain exempted only from the written entrance test. Candidates having M.Phil. degree awarded as per the UGC rules shall also be exempted from entrance examination. However, they need to appear in an interview based on the research interest of the candidate as submitted along with the application form.

A candidate with a qualification, duly recognized by Association of Universities (AIU) at par with masters degree, from an institution recognized by UGC/AICTE, and duly approved by statutory bodies of the Gautam Buddha University may also be considered eligible for registration.

Note: All the rights regarding provisions of the screening process are reserved with the University.

- 6.2 a. All the PhD scholars (Research Associate/Full-time Scholars/ and other PhD Scholars In Off Campus Mode) shall apply for the registration for Ph.D. programme after successfully completing required Course Work (from 8-12 credits as prescribed) on the prescribed format along with a 'Research Proposal' on the topic of research.

The Council suggested that in case of candidates with an M.Phil. Degree, the exemption shall apply as per the UGC guidelines in this regard.

**b. Pre-PhD Course Work:**

- i. All candidates are required to complete the pre-PhD course work (from 8-12 credits as prescribed by the concerned School) for a period of one semester. A candidate shall have only two attempts to clear the pre Ph.D. course work within a period not beyond 18 months from the date of admission.
- ii. The course work shall be decided by the concerned Department/School duly approved by the Board of Studies and will be treated as pre Ph.D. preparation.

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- iii. It must include a course on Research Methodology which may include quantitative methods and Computer Applications.
- iv. It may also involve reviewing of published research in the relevant field under the supervisor.
- v. The prescribed credits may also include any other course designed and approved by the concerned Board of Studies of the Department/School as recommended by the concerned Supervisor.

**c. Evaluation of Course-Work:**

All the courses shall be evaluated at the end of the semester in a manner as follows:

- i. Internal 25% weightage given by the concerned course teacher,
- ii. External 75% weightage to be placed on the written examination.
- iii. The reviewing of research papers/books/manuals/case-studies and any other resources shall be evaluated by a panel of the area experts available in the Department/School in an open seminar mode (25% weightage to be given by the concerned supervisor and 75% weightage given by the panel).

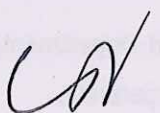
**d. Allocation of Supervisor:**


- i. The allocation of the supervisor for a selected student shall be decided by the Department/School concerned in a formal manner depending on the number of student per faculty member, the available faculty supervisors, and the research interest of the student as indicated during interview by the student.
- ii. The allotment/allocation of supervisor shall not be left to the individual student or teacher.
- iii. As the University promotes inter-disciplinary research, the allocation of faculty supervisors to a research scholar shall not be restricted to a particular Department/School of the University where the candidate is enrolled.
- iv. In case of joint supervision, the number of students enrolled will be counted as half for co-supervisors.

However, the maximum strength of students allocated to a supervisor shall depend on the designation of the supervisor (Professor-8, Associate Professor-6 and Assistant Professor-4 students).

In case of joint supervision, the number of students enrolled will be counted as half for each of the joint supervisors.

In cases where a supervisor(s) retires, resigns, proceeds on leave/deputation exceeding one year, or where unforeseen circumstances necessitate redistribution/reallocation of a research scholar, the SRC shall appoint supervisor(s)/joint supervisor(s)/ caretaker supervisor as supernumerary allotment. This shall require the approval of the Vice Chancellor.

  
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- v. The faculty supervisor shall be responsible for advising and guiding the scholar for preparing research proposal for RDC.
- vii. After the research proposal is approved by RDC, the supervisor shall primarily be responsible for guiding the scholar in carrying out research and leading it to the logical conclusion, which will ultimately culminate into a doctoral thesis.

6.3 The suggested format of Research Proposal is as follows:

- i. Introduction
- ii. Review of Literature
- iii. Objectives of the Study
- iv. Research Methodology
- v. Proposed Chapter Scheme
- vi. Bibliography and References
- vii. Any other Information, which the candidate considers important in context of his research work.

Paper Size- A4 (single side print)


Margins: Top-1.5cm, Bottom-1.5cm, Left-2.5cm, Right-1.5cm


Font Size Title-16, Heading-14, Text-12

Spacing: 1.5

Font: Times New Roman

- 6.4 A candidate shall normally be permitted to register for Ph.D in his area of specialization. However, the Gautam Buddha University encourages research in multi-disciplinary areas and a candidate can also register for Ph.D and conduct research in multi disciplinary areas provided that he/she displays the necessary competence to conduct such research as recommended by his/her supervisor(s) and approved by the Research Degree Committee of concerned School.
- 6.5 A candidate whose application is received for the registration in the research degree programme shall be registered from the date of approval of Research Degree Committee or any prior date (not exceeding six months) as approved by the Research Degree Committee.
- 6.6 The Research Degree Committee of the School shall be constituted by the Dean of the School of Studies concerned from time to time with the approval of the Vice-Chancellor.
- 6.7 The Research Degree Committee will consist of :
- (i) Dean of School Concerned
  - (ii) Supervisor(s)
  - (iii) Head of the concerned Department/Centre of Studies
  - (iv) Two Experts in subject area(s) either from Gautam Buddha University or from other National level Institutes/Universities or Industries.

  
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6.8 Meeting of Research Degree Committee shall be held in every quarter (October- January- April- July) of an academic session depending on the need of the concerned Department/School. The meeting shall be conducted not later than three months of the date of receiving of the application in the office of the Dean after being duly forwarded and recommended by the concerned supervisor.

However, SC/ST candidates may be granted 5% relaxation in the minimum qualifying marks required to pass concerned course(s).

6.9 On the basis of the content of the research proposal and its presentation by the candidate the Research Degree Committee may:

- a. Approve the Research Proposal as it is submitted, or
- b. Approve the Research Proposal subject to some changes to be incorporated within stipulated time, or
- c. Ask the candidate to resubmit the fresh Research Proposal.

"If the research proposal falls in category (b), the candidate will incorporate the relevant changes and submit the proposal duly approved by the supervisor(s) to the School Research Committee (SRC) to ensure that the necessary changes have been incorporated within the stipulated time failing which the fresh proposal will be submitted in the next RDC. The registration date in such cases will be decided by School Research Committee."

If the research proposal falls in category (c), the candidate will resubmit the fresh proposal within 6 months.

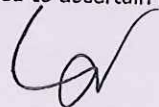
A candidate will get only two chances to defend the Research Proposal before the RDC. After that the candidate, with prior approval of the competent authority, may however be permitted to reregister in the Ph.D. programme.

6.10 The SRC of the School of Studies concerned will be constituted by the Dean of School concerned, with the approval of Vice-Chancellor.


6.11 The SRC will consist of:

- i. Dean of School Concerned
- ii. Head of Department/ Centre concerned
- iii. Professor/A subject expert
- iv. Concerned Supervisor(s)
- v. External Expert whenever required (however, the Head/Dean of the Department/School shall state reason for the same and get prior approval from the Vice-Chancellor).

6.12 The progress of the Research work shall be monitored every semester by the SRC. Research Seminars may be conducted to ascertain the progress of work and written records must be maintained.



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The negative remarks in two consecutive progress evaluations may become basis of the cancellation of Ph.D. registration of the scholar.

6.13 The duration for submission of Ph. D. thesis shall not be less than two years from the date of approval of the proposal by the Research Degree Committee. This can however, be relaxed by six months by the Vice Chancellor on specific recommendation(s) of Research Supervisor(s) and Dean of the School concerned. The maximum period for completion of research work and submission of thesis shall be five years. The Vice Chancellor may, however grant an extension for submission of thesis upto one year under specific circumstances on the recommendation(s) of the Research Supervisor(s) and Dean of the School concerned.

6.14 a. **Prior to Submission of the Thesis:**

- i. Prior to submission of the thesis, the students shall make a pre-Ph.D. presentation in the Department that shall be open to all faculty members and research students, for getting feedback and comments, which may be suitably incorporated into the draft thesis under the advice of the supervisor.
- ii. Ph.D. candidates shall publish one research paper in a referred Journal as mentioned in the list approved by the Council before the submission of the thesis/monograph for adjudication, and produce evidence for the same in the form of acceptance letter or the reprint.

The Council also suggested the addition of more journals for the discipline of Humanities & Social Sciences and Management. The list shall be updated from time to time.

b. After the candidate incorporates relevant comments and suggestions under the guidance of the concerned supervisor to his/her satisfaction, the thesis shall deem to be ready for submission.

c. **Submission of the Thesis:** After these process get over, the candidate shall be required to submit four printed or type written copies of thesis along with four copies of the summary. The medium of expression of every thesis shall be English. However, when the subject matter relates to is based on a language other than English; it may be written in the relevant language as approved by the Research Degree Committee.

d. There shall be a thesis submission fee of Rs. 6000/- (Six thousand) to be paid by the candidate at the time of submission. This shall be applicable to all candidates (external or internal) irrespective of any exemption.

e. The suggested format of Thesis:

Paper Size- A4 size

Paper weight: at least 70gsm

Margins: left-hand margin 3.5cm; other margins 1.5cm

Format: 1.5 line spacing; computer printout; double-sided printing,

- Self declaration by the candidate- as per Annex.- a

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- Supervisor's Certificate - as per Annex.- b
- Abstract/Synopsis- as per Annex. - c
- Title page - as per Annex. - d

Font Size Title-16, Heading-14, Text-12

Font: Times New Roman

Binding: (i) Hard (essentially stitched and jacketed)

(ii) Soft copy: CD

No. of Copies- 04

Following formats are proposed for approval:

- (i) Submission of Six-Monthly Progress Report Annex. - e
- (ii) Proposed list of Ph.D. Examiners Annex. - f
- (iii) Maintenance of record of a Ph.D. student Annex. - g
- (iv) Examiner's Consent to evaluate the Ph.D. Thesis Annex. - h
- (v) Examiner's Report on Ph.D. Thesis Annex. - i
- (vi) Examiner's Report on Viva-Voce Examination of the candidate Annex. - j

**f. Suggested Organization of the Thesis:**

- i. Cover Page
- ii. Title Page
- iii. Declaration
- iv. Certificate issued by the candidate
- v. Certificate issued by the Concerned Supervisor and counter signed by the Head/Dean
- vi. Acknowledgements
- vii. Table of Contents
- viii. List of Symbols and Abbreviations (if required)
- ix. The main Chapters and Conclusions
- x. Bibliography/References
- xi. Appendix/Annexure (if required, as the case may be)
- xii. Any other information, which the candidate considers important in context of his research work.

6.15 The thesis shall be accompanied by a certificate from the supervisor(s) stating that the thesis embodies originally research conducted by the candidate under his/their supervision for the specified period.

**6.16 Evaluation and Assessment Methods:**

- a. The thesis submitted by the Ph.D. student to the University shall be evaluated by at least three experts, out of which at least one shall be from outside the State.
- b. On receipt of satisfactory evaluation reports, Ph.D. students shall undergo a viva voce examination which shall also be openly defended.

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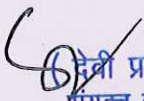
- c. **Appointment of the thesis Examiners:** The supervisor(s) concerned will submit a panel of eight experts (as approved in the 12<sup>th</sup> Board of Management meeting held on 22 July 2011). The Dean of the School shall forward the names of the experts as submitted by the concerned supervisor to the Vice-Chancellor. The Vice-Chancellor will finally select the names of three experts who are serving or have served in National level Institute/Universities.
- d. The thesis shall be sent to these examiners by the Registrar of the University after getting their consent in advance.
- e. After receiving positive comments from at least two experts, the Head/Dean of Department/School concerned shall arrange the viva-voce examination within 30 days from the receiving of the reports. The viva-voce examination will be conducted by one of the thesis examiners as approved by the Vice-Chancellor.
- f. For evaluation of thesis by the appointed examiners an honorarium of Rs. 2500/- (Two thousand five hundred) shall be paid after receiving the evaluation report. For conducting the Viva-Voce examination by one of the thesis examiners an honorarium of Rs. 2500/- (Two thousand five hundred) and TA (as per the University rules) shall be paid.
- g. After final approval of the thesis in viva-voce, the candidate shall be eligible for award of degree of Ph.D. by the University after its due approval from competent authority/bodies.
- h. **Depository with UGC:** Following the successful completion of the evaluation process and announcements of the award of Ph.D. after notification by the University, the University shall submit a soft copy of the Ph.D. thesis within a period of thirty days, for hosting the same in INFLIBNET, accessible to all Institutions/Universities.


6.17 In exceptional circumstances a candidate may be allowed to change the supervisor(s) by the Vice-Chancellor on the recommendation of Dean of School concerned with the proper justification for the change.

6.18 The faculty supervisor must be

- (a) Ph.D.
- (b) working at the level of Assistant Professor and above, and
- (c) have at least three years of experience in research and teaching.

Moreover, if required, an external supervisor from institutions of repute may also be taken with prior approval of the competent authority.

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6.19 Notwithstanding anything contained in above ordinances, the Vice-Chancellor shall be authorized to take suitable decision on any academic or administrative matter in consultation with the Dean(s) concerned in the interest of University as and when required.

6.20 The guidelines of UGC must be adhered and followed.


**7. (a). PH.D. (FOR INDUSTRY PROFESSIONALS & FACULTY WORKING IN RECOGNIZED INSTITUTIONS)**


A candidate who has two years of teaching and/or research experience in National Institutes of higher learning/Universities/Central Laboratories or two years experience in R&D of an industry at an appropriate level may also apply for Ph.D. programme as per the provision of clause (6.1) of this Ordinance. They will however be required to complete the course work of at least 08 credits (which includes attending classes, seminar, project, presentation etc.) or more as decided by the concerned Department/School duly approved by the Board of Studies. He/she will be required to produce the evidence that his/her organization has given the consent to provide sufficient facilities and time for completing the course work and conducting the research. These candidates shall follow the norms as mentioned in the Ordinances. The fee for such programmes shall be prescribed by the University from time to time. There shall be no refund of fee for such programmes. All such candidates are required to be a full-time Scholars for at least one year. The provisions under Clause 6 and its sub clauses shall be applicable to these candidates also and any other relevant research related provisions prescribed by the University from time to time shall also be applicable.

Binding: In case of the Ph.D. candidates in off campus mode (for Industry professionals & faculty working in recognized institutions), there shall be a cap of 25% (1/4th ) at the total number of candidates allocated to a faculty supervisor at any given point of time. The concerned faculty supervisor shall not be allocated such candidates more than 1/4th of the total capacity he/she can supervise at a given point of time.

**8. (b). JRF/SRF/University Scholar**

Post Doctoral Research Scholars (Extended SRF/Research Associate/ Research Scientist/Pool Officer/DST INSPIRE positions etc.) who have been awarded fellowship/funding for research by National, International funding agencies can conduct research under the supervision/mentorship of GBU faculty members, for the period of fellowship/funding available. The said research scholars shall be joining after due consent of concerned faculty member working as supervisor/mentor and approval of the competent authority. These research scholars shall avail of all research facilities for conducting the proposed research.

  
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The candidates who have qualified for the scholarship of UGC-CSIR as JRF/SRF/or for University scholarship/fellowship shall also be eligible for registration for Ph.D. in Gautam Buddha University as full time Research Scholars and will be required to complete their research work for Ph.D. within specified duration of scholarship. All full time research scholars shall be required to complete the necessary course work for 12 credits or more as decided by Dean of school concerned on the recommendation of the Head of the concerned department/Centre and supervisor(s) concerned. The research students shall be required to assist in tutorial/laboratories and any other academic work as decided by the concerned Head of the Department /Centre of studies. The provisions under Clause 6 and its sub clauses shall be applicable to these candidates also and any other relevant research related provisions prescribed by the University from time to time shall also be applicable. Fees of such programme shall be prescribed by the University from time to time.

a. **Special Provision:**

Any non-teaching/academic support staff serving at Gautam Buddha University who possesses two years experience at appropriate level may be permitted to register for Ph.D. The duration of any higher qualification acquired after the post graduate degree which contains some research component shall be counted towards such experience. Besides, the employee should also be fulfilling the eligibility requirement mentioned in clause 6.1 of this ordinance. Such candidates have to abide by the provisions contained in the clause 6.1 & 6.2. There shall be no fee(s) payable by such candidates except for the thesis submission fee.

**8. INTERNATIONAL STUDENT AFFAIRS**

1. The Ordinances shall be known as Ordinances on International Students Affairs. These Ordinances shall be applicable to all the candidates other than Indian National.
2. Gautam Buddha University shall be open to International Students for academic training and research in all the programmes of studies offered in various Departments/Centers/Schools. There shall be a separate entity to look after the matter related to admissions of International Students in terms of procedure, process, admission, and related administration. This new entity of the University is International Students Affairs headed by **Dean, International Student Affairs**. The University shall provide direct admission to the international Students.
3. Applicants seeking admission to such programmes shall send their applications on the prescribed form (which can also be downloaded from the University website [www.gbu.ac.in](http://www.gbu.ac.in)) along with duplicate Photostat copies of the transcripts to:

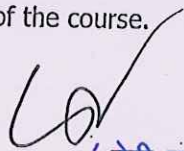
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The Dean, International Students Affairs,  
Administrative Building  
Gautam Buddha University  
Greater Noida,  
Gautam Buddha Nagar  
Uttar Pradesh-201312 India  
E-mail: [deanisa@gbu.ac.in](mailto:deanisa@gbu.ac.in)

4. The admission of International Students to Medical/Biotechnology and Engineering programmes is privilege of the Ministry of External Affairs, Government of India, New Delhi. A number of seats in these programmes are reserved for the International Students of various countries. International students desirous of joining these professional programmes should contact the nearest Indian Mission for necessary information.
5. **International Students:** Under UGC Guidelines, 'International Students' will include the following:
- Foreign students:** Students holding passports issued by any foreign countries including people of Indian origin who have acquired the nationality of foreign countries.
  - Non Resident Indians (NRI):** Only those Non Resident Indian students who have studied and passed the qualifying examinations from schools or colleges in foreign countries will be included as international students. This will include the students studying in the schools or colleges situated in foreign countries even if affiliated to the Boards of Secondary Education or Universities located in India, but will not include students studying in those schools or colleges (situated in India) and affiliated to the Boards of Secondary Education or Universities of the foreign countries. The students passing the qualifying examinations from Boards or Universities located in foreign countries as external students and dependents of NRIs studying in India will not be included as international students. Entry level status of International students on entry to the country will be maintained.
6. **Documents required for admission of International Students:**
- Visa:** All the international students will require a student visa endorsed to this Institution for joining full time courses. No other endorsement is acceptable. Students wishing to join a research programme will require a research visa endorsed to this Institution. The visa should be valid for the prescribed duration of the course. A visa is not required for NRI students. Students who are doing full time courses, in some other institutions, do not require a separate visa for joining part time courses provided that their current visa is valid for the entire duration of the course.

  
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iii. **No Objection Certificate:** Students are no longer required a No Objection Certificate (NOC), for joining professional courses. (This has been withdrawn by the Government of India vide letter No. F.No.33-17/2002-U.4 dated 20th August 2004.) All international students wishing to undertake any research work or join a Ph.D. or M. Phil. programmes will have to obtain prior security clearance from the Ministry of Home Affairs and the approval of Department of Secondary & Higher Education, Ministry of Human Resource Development Government of India and this must be on the research visa endorsed to this Institution.

7. **Admission of International Students:**

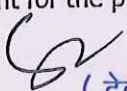
Admission of all the international students will be done through the University's *Office of the International Affairs*. The students will generally be admitted in the beginning of the course. However students can also be admitted as transfer cases in the middle of the course from other institutes with which there is an **MoU** for accepting the students as transfer cases.


The admission of international students **shall be** done in two stages. First, a student wishing to join the institute will get the application form and the information on the eligibility requirements, courses available and admission procedure from the prospectus or the website of the Institution. The application for provisional admission shall be then submitted to the International Students Affairs Office along with the prescribed fees. The Office will then check the eligibility and issue the **provisional admission** letter. This is required to get the visa and to complete other formalities.

After getting provisional admission, the student should get the student visa and complete all other formalities. The student should then report for final admission to the institute where he/she wants to join the course. The next step is to fill up the admission form from the concerned institute and pay the required fees. After this, the student should undergo the medical examination. Some institutions also require the students to appear for the English proficiency test conducted by themselves or some other agency. Once this is done, the final admission is given.

The international students will have to pay the fees in US dollars. In special cases, permission will be given for payment of fees in Indian currency. Following fees are normally payable to secure provisional admission. Form Fees (included in the cost of bulletin, if purchased); Eligibility Fee and Administrative Fee (could be different for direct admissions and for transfer cases).

8. **Equivalence Committee:** The Equivalence Committee shall verify Certificate / Degrees of the International Students. The Equivalence Committee shall be constituted by the Vice-Chancellor in a manner which deems fit for the purpose.

  
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9. International students shall follow the following steps for applying for admission in different programmes of Gautam Buddha University:

For those International students who are already studying in India or having an Indian degree (for all programmes):

- i. Channelize their admission application form routed through their Embassy / High Commission / Consulate in India (for the purpose of verification of their educational qualification viz. marksheet, degree...).
- ii. Application form should be routed to University through Embassy / High Commission / Consulate addressed to The Director, International Affairs, Gautam Buddha University.
- iii. The Director, International Affairs, Gautam Buddha University will issue admission for applicant when receiving approval letter from concern department/school.
- iv. This letter will be sent to the Embassy addressed to the First Secretary (in charge of Science, Technology & Education) which is a provisional admission letter.
- v. Then the First Secretary will inform the applicant to take admission in GBU in their choice of program.
- vi. The applicant will come back to their country of domicile for getting visa formalities (student visa for MA/M. Phil. course; Research visa for Ph.D. course).
- vii. After getting the Student/Research VISA, they can get confirmed admission in their choice of program after paying the University Fee (see Fee Structure).
- viii. Admission of international students will be confirmed only after verification of original certificates, medical fitness test and payment of required fees.
- ix. Within two week of arrival in India register their names with the police in the Foreigner Regional Registration Office (FRRO) of the local Police.

10. For those International students who are eager to apply from their own country (for all programmes): Those who are outside India:

- i. Channelize their admission application form routed through Indian Embassy/ High Commission/ Consulate in India (for the purpose of verification of their educational qualification viz. marksheet, degree...). The rest of the procedures are the same as mentioned above from ii-x).

11. If the candidate meets the eligibility requirements and is found eligible, University will issue provisional admission letter to him/her. A copy of the same letter will be endorsed to the concerned Indian Mission in the country of domicile of the candidate on the basis of which the concerned Mission will issue a Research / Student's Visa so that the student can come to India and join the University. No International student shall be admitted to this University or any other University in India without a Research / Student's Visa. Such Student's Visa will be extended by

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the Ministry of Home Affairs after ascertaining that student pursuing his/her studies, is receiving remittance through proper banking channels. The admission of International Students to Medical and Engineering programmes is done by the Ministry of External Affairs, Government of India, New Delhi. A number of seats in these programmes are reserved for the nationals of various countries. International students desirous of joining these professional programmes should contact the nearest Indian Mission for necessary information.

**12. Application Procedure for International Students:** Applicants seeking admission to programmes of this University and have passed a recognized examination are advised to send their application form on the prescribed form (which can also be downloaded from the University website [www.gbu.ac.in](http://www.gbu.ac.in)) along with duplicate Photostat copies of the transcripts to:


**The Dean, International Student Affairs,, International Student Affairs, Gautam Buddha University, Greater Noida, Gautam Budh Nagar, Uttar Pradesh-201312 INDIA (E-mail: [ucisa@gbu.ac.in](mailto:ucisa@gbu.ac.in)) latest by 31<sup>st</sup> May every year.**


However, the last date for applicants who require clearance from the Equivalence Committee is 31<sup>st</sup> March. International students are **exempted from entrance tests for admission.** However, they should pass *the equivalent Qualifying Examination from an Indian or any International University / Institution.*

**13. International students have to follow the following steps for applying for admission in different programmes of Gautam Buddha University:**

For those International students who are already studying in India or having an Indian degree (for all programmes):

- i. Channelize their admission application form routed through their Embassy / High Commission / Consulate in India (for the purpose of verification of their educational qualification viz. marksheet, degree...)
- ii. Application form should be routed to University through Embassy / High Commission / Consulate addressed to The Director, International Affairs, Gautam Buddha University.
- iii. The Director, International Affairs, Gautam Buddha University will issue admission for applicant when receiving approval letter from concern department/school.
- iv. This letter will be sent to the Embassy addressed to the First Secretary (in charge of Science, Technology & Education) which is a provisional admission letter.
- v. Then the First Secretary will inform the applicant to take admission in GBU in their choice of program.

  
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- vi. The applicant will come back to their country of domicile for getting visa formalities (student visa for MA/M. Phil. course; Research visa for Ph.D. course).
- vii. After getting the Student/Research VISA, they can get confirmed admission in their choice of program after paying the University Fee (see Fee Structure).
- viii. Admission of international students will be confirmed only after verification of original certificates, medical fitness test and payment of required fees.
- ix. Within two week of arrival in India register their names with the police in the Foreigner Regional Registration Office (FRRO) of the local Police.

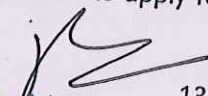
14. For those 'International students who are eager to apply from their own country (for all programmes): Those who are outside India:

- i. Channelize their admission application form routed through Indian Embassy/ High Commission/ Consulate in India (for the purpose of verification of their educational qualification viz. marksheet, degree...). The rest of the procedures are the same as mentioned above from ii-x).
- ii. If the candidate meets the eligibility requirements and is found eligible, University will issue provisional admission letter to him/her. A copy of the same letter will be endorsed to the concerned Indian Mission in the country of domicile of the candidate on the basis of which the concerned Mission will issue a Research / Student's Visa so that the student can come to India and join the University. No International student shall be admitted to this University or any other University in India without a Research / Student's Visa. Such Student's Visa will be extended by the Ministry of Home Affairs after ascertaining that student pursuing his/her studies, is receiving remittance through proper banking channels. The admission of International Students to Medical and Engineering programmes is done by the Ministry of External Affairs, Government of India, New Delhi. A number of seats in these programmes are reserved for the nationals of various countries. International students desirous of joining these professional programmes should contact the nearest Indian Mission for necessary information.

#### 15. General Eligibility Criterion for International Students

- i. The Degrees/Certificates of the International Students must be recognized and approved by the Association of Indian Universities (AIU)/ Commonwealth Universities/ International Association of Universities (IAU) as equivalent to the corresponding Indian Degrees / Certificates.
- ii. They shall hold a valid passport of their respective countries.
- iii. A candidate studying in the final year of or having qualified for a Degree in General Course of Study from this University or any other University/Institution shall be entitled to apply for admission to the next higher course/Degree in that area.

  
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- iv. If the applicant has passed the qualifying examination where grades are awarded:
- a. Where the grade sheet doesn't mention the equivalent percentage of marks from grade points, the candidate shall submit a certificate of conversion from the concerned institution mentioning either the converted percentage or the formula for the actual conversion of grade point average to percentage of marks and
  - b. Where the grade sheet itself mentions the equivalent percentage of marks from the grade points or formula for such conversion, the candidate shall get both sides of the Degree/Grade Sheet photocopied showing the equivalent percentage of marks/conversion formula and enclose with the Application Form.

**Note:** Candidates admitted to any course in this University shall not be eligible to pursue simultaneously any other full time course in this or in any other University/Institution.

**16. Eligibility for Admission to Under Graduate Programmes:** Evidence of required academic performance must be in the form of certified English transcripts listing all the programmes with the grades or marks earned. Transcripts in languages other than English are not acceptable. Applicants for any of the Under-Graduate Course must have completed the 12 years or 10+2 years of formal schooling. The applicants who have passed final School Certificate Examination of twelve year duration are advised to apply preferably by **31<sup>st</sup> March each year** for admission in academic session commencing from the Month of July each year. However, applications can be *accepted up to 31<sup>st</sup> May* subjected to necessary information issued by the University authorities from time to time. The minimum admission requirement in terms of the percentage of marks that are required by a candidate for being admitted to a course varies in many cases from year to year.

**17. Eligibility for Admission to Post-Graduate Programmes:** For admission to a post-graduate programme of studies in any discipline, one must have completed 12 years or 10+2 years of formal education at the School level followed by a Bachelor's Degree. However, the admission to post-graduate programmes is rather restricted and the applicant with excellent academic records stands a fair chance for admission.

**18. Eligibility for Admission to M. Phil. and Ph. D. Programmes:** Gautam Buddha University also offers M. Phil. and Ph.D. Programmes of concerned Schools. The minimum admission requirement for the research degree (Ph.D.) is a post graduate degree of two years duration of an Indian University or any other degree recognized as equivalent to it. The admission for these programmes is very limited and is decided by the respective Schools on the basis of a very sound academic record along with a detailed research proposal.

  
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**Note:** In case of admissions in the Ph. D. programme of the University, the applicant shall be required to send three letters of recommendations along with the application form. The format for all these documents shall be provided on the official website of the University.

**19. Age Requirements:** No candidate is qualified for admission to the University in the first year of the degree course unless he/she is 18 years of age before the first day of October in the year in which he/she seeks admission. Likewise for post graduate and research programmes the applicant must be 20 years of age before the first day of October in the year in which admission is being sought. However, the Admission Committee may give some relaxation to meritorious students.

**20. Transfers & Change of Course:** An international student who has been granted admission to a particular course shall not be allowed to change the course. Transfer from one institution in India to another is also not allowed ordinarily. In exceptional cases, the International Students Office may permit this - based on the availability of the course, eligibility rules and with the permission of the Competent Authority of the University.

**21. Government of India Scholars:** International students who are awarded scholarships by the Indian Council for Cultural Relations, New Delhi shall be given preferential treatment while granting admission and for hostel accommodation. Sponsored candidates from different Foreign Governments for training and studies are also given preference for the same.

**22. Accommodation:** The University shall provide accommodation to International students on campus.

**23. Programmes offered at GBU:**

- i. 5 Years Integrated Dual Degree programmes for Undergraduates: B. Tech. + M. Tech/MBA (Civil, Electrical, Mechanical, Computer Science and Engineering, Electronic and Communication Engineering, Food Processing and Technology & Biotechnology), B. B. M. + MBA & B. A. + LL. B.
- ii. 6 years Integrated Dual Degree programme for Undergraduates: B. Arch. + M. Planning/M. Arch./MBA (Architecture and Planning)
- iii. 3 years Integrated Degree programmes for Science Graduates: M. Tech. (Biotechnology-Specialization in Bio-Informatics/ Genetic Engineering), Environmental Science and Engineering), Food Processing and Technology).

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- iv. 2 years Post Graduate programmes for Engineering Graduates: M. Tech. in Environmental Engineering, Power Systems Engineering, Industrial Engineering & Management, Structural Engineering, Renewable Energy & Management, Food Processing & Technology, Information and Communication Technology-( Specialization in Software Engineering/ Intelligent Systems & Robotics/ Wireless Communication & Networks/ VLSI Design), Biotechnology-(Specialization in Bio-Informatics/ Genetic Engineering), Master in Urban & Regional Planning.
- v. 2 years Post Graduate Programmes: M. A. in Applied Psychology, Buddhist Studies & Civilization, Economics, Planning and Development, Education, English, Hindi, History and Civilization, Political Science and International Relations, Public Administration and Policy Research, Sociology, and Urdu, Master in Social Work and Mass Communication, M. Sc. in Applied Chemistry, Applied Mathematics, Applied Physics, Environmental Science and Food Science.

M. B. A. (Specialization in Human Resource Management, Marketing Management, Finance Management, Strategic Management, and Operation Management.

M. Phil. in Buddhist Studies and Civilization & Clinical/Rehabilitation Psychology.

Ph. D. Programmes in all the Eight Schools of the University.

**24. Fee structure:** The details of all the fee structure of all the academic programmes approved at the competent level and offered by the University in a given academic year shall be notified in the Admission Brochure (print/electronic versions).

**25.** In addition to the notified fee structure in a particular academic year, the International Students shall be required to pay the following additional charges:

- i. International Students of SAARC and ASEAN Countries: One time registration fee of US \$500 (or equivalent in Indian Currency as per the exchange rate) for the programmes offered in the School of Buddhist Studies & Civilization, School of Humanities and Social Sciences and School of Law, Justice & Governance, and School of Vocational Studies & Applied Sciences. Whereas, US \$1000 (or equivalent in Indian Currency as per the exchange rate) for the programmes offered in the School of Biotechnology, School of Engineering, School of Information & Communication Technology, and School of Management.
- ii. International Students of other than SAARC and ASEAN Countries: One time registration fee of US \$700 (or equivalent in Indian Currency as per the exchange rate) for the programmes offered in the School of Buddhist Studies & Civilization, School of Humanities and Social Sciences and School of Law, Justice & Governance, and School of Vocational Studies & Applied Sciences. Whereas, US \$1500 (or equivalent in Indian Currency as per the exchange



rate) for the programmes offered in the School of Biotechnology, School of Engineering, School of Information & Communication Technology, and School of Management.

- iii. One time registration fee of US \$200 for Diploma/Certificate programmes from International Students of SAARC and ASEAN Countries and US \$400 for Diploma/Certificate programmes from International Students of other than SAARC and ASEAN Countries
- iv. Accommodation Charges will be Rs.30,000/- (Rupees Thirty Thousand only)/annum
- v. Food Charges applicable as per actual expenses.
- vi. Processing Fee of US \$ 100 (or equivalent in Indian Currency as per the exchange rate), if applicable.
- vii. Fee for English Remedial Programme for International Students: US \$ 100.

**26. The payment can be made in US \$ or Indian Currency. Mode of Fee Payment:**

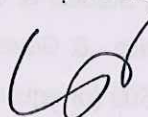
**In Cash:** If payment is to be made in cash then fill the challan issued to the candidate from the Office of the International Affairs, a copy of which is to be produced in the Office of the International Affairs after the payment in the Bank. The branch of the nationalized bank situated in the GBU campus is:


*Punjab National Bank  
University Extension Counter  
Near Shopping Centre, Gautam Buddha University  
Greater Noida, Gautam Buddha Nagar  
Uttar Pradesh-201308*

**By Posting Demand Draft:** The candidate may make payment through Demand Draft issued in favour of *The Chairman Admissions, Gautam Buddha University* payable at *Greater Noida*.

**27. VISA Requirements:** The University shall issue a Bonafide Certificate to the International Student through Director, International Affairs covering all the important information of the student like Name of the student, Gender, Date of Birth, Passport No., VISA No., Name of the programme, etc. for VISA requirements.

**28. Health or Medical Requirements:** All the International students required to produce medical fitness certificate. As per government rules all international students entering India on student visa have to be tested for HIV and will not be given admission if found to be positive. All international students will be required to pay medical fees of US \$ 50, which includes the medical insurance cover for the first year. For subsequent years the medical insurance fees will be same as for other Indian students and is included in other fees.

  
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All the resident students (National / International) in the University Campus are covered under Health Insurance. For any medical emergencies, the University will facilitate medical aid to students.

**29. Discipline:** The international students will abide by all the rules of Institution and the code of conduct as applicable to Indian students doing same courses.

**30. Examination and Award of Degrees & Diplomas:** The procedure for examination, payment of examination fees, issue of mark list, issue of passing certificates and award of degrees will be same as for the Indian students doing same courses.

The above rules will be applicable for admissions done after the issue of these rules. In case there are any differences on the interpretation of rules then the opinion of the Office of the International Affairs in consultation with the competent authority of the University will be final.

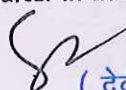
**The fees are liable to revision and students will have to pay the revised fees when applicable.** On the points not specifically covered, the decision of the Universities authorities will be final.


## **9. THE PROFESSIONAL DEVELOPMENT ALLOWANCE (PDA) RULES FOR THE TEACHERS OF THE UNIVERSITY**

1. The Ministry of Human Resource Development, GOI had approved as part of implementation of sixth pay commission recommendations a cumulative professional development allowance of rupees three lakhs for every faculty member of the IIMs, IITs & other National Level Institutions for a block period of three years on reimbursable basis to meet the expenses for participating in both national and international conferences, paying the membership of various professionals bodies and contingent expenses Vide their letter no. F.No. 23-1/ 2008-TS. II dated 18<sup>th</sup> August 2009. The finance committee of the GBU had adopted these recommendations in its fourth meeting held on 18<sup>th</sup> September 2009 which has also been duly approved by the Board of Management of the university in its fifth meeting on 24/09/2009. With a view to implement the above item guidelines for the implementation are proposed as follows.

**Eligibility for PDA:** The eligibility to avail PDA shall be ascertained in terms of the following:

- A faculty member who shall be eligible to avail of this facility only after satisfactory completion of one year of their service in the University and the first block year of PDA would start thereafter in the third year of the service only.

  
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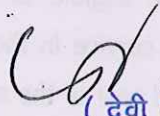


- ii. A faculty member who has availed PDA to attend national and international conferences/ workshops/ seminars/ symposia/ poster presentation/ Faculty Development Programme shall be allowed to go for the next international conference only after he/she publishes the research paper in the proceedings/ an international/ national refereed journal.
- iii. The faculty member has to ensure that the national and international conferences/ workshops/ seminars/ symposia/ poster presentation/ Faculty Development Programme he/she proposes to attend is organized by an internationally recognized professional body and the host organization is a credible institute/ university.
- iv. The applicant has to be first author of the paper if there is more than one author for the same from the University. However, if the faculty member is second or third author with a faculty member of the institution of national repute he/she shall be allowed to avail the facility.
- v. No honorarium can be drawn/ paid from this PDA. No employment of any form is permitted from PDA.
- vi. The PDA amount cannot be transferred to another institution, when a person is leaving the University and joining other organization.
- vii. The PDA will not be allowed to be operated in case a person is on long or short leave on 'Foreign Service terms' or on extra-ordinary leave. He/she may, however, be allowed to operate the PDA, while on sabbatical leave.

These regulations for PDA may be reviewed by the Board of Management on the recommendations of the Academic Council.

## 2. Bifurcation of the Professional Development Allowance (PDA):

- i. In the first year of the three years block period a faculty member shall be able to avail an amount of Rs. 1,00,000/- (rupees one lakh only). If the entire amount is not utilized in the first block year the balance amount shall be carried forward to the second block year. If the carried forward amount from first year and one lakh rupee for the second year is not utilized in the second block year the balance amount shall be carried forward to the third block year. If the cumulative amount in third block year is not utilized it shall automatically lapse and the same process shall be repeated thereafter with the beginning of the new three years block period.
- ii. The items for which the PDA could be utilized shall be the following:
  - a. In general, it can be used for the expenses towards attending national and international conferences for oral presentation/ workshops/ seminars/ symposia/poster presentation/ Faculty Development Programme/, subscription of journals, membership fee of professional bodies, any other permissible expenditure for research and development purpose etc.

  
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- b. Delegate fee/registration fee for the conference if any, return international air-fare by economy class via the shortest route.
- c. Expenses on accommodation/ hotel charges if not provided by the host organization as per the University regulations.

Expenses on local transport and other contingencies such as temporary medical and health insurance obtained for the purpose of the conference, visa fee paid to the embassy of the host country etc. However the total amount should not exceed the amount admissible for the year.

### 3. Documents to be attached with the applications for PDA:

- i. Filled-in application form on a prescribed format with clear endorsement and recommendations by the concerned Head and Dean of the Department/School clearly stating the significance and appropriateness and further clear recommendations at appropriate levels,
- ii. Invitation letter from the organizer, detail of the conference/ workshop / seminars/ symposia/ FDP/ Training Programme,
- iii. Copy of the abstract/ text of the paper (wherever applicable) submitted to the conference organizers along with a copy of a covering letter,
- iv. Letter of acceptance of the paper/ abstract from the conference organizers,  
A brief note on the credibility of the organizing body and the host institution where the conference/ workshop/seminars/symposia/FDP/Training Programme is being held and clearly stating what benefits the faculty members and the University shall derive from his/her participation in the said academic event.

### 4. Advance and adjustment:

- i. An estimate of the expenses involved in his/her attending the conference/workshop/seminars/symposia/Poster Presentation/ FDP/ Training Programme shall be submitted by the applicant. The estimate shall clearly state about items being covered in the budget and after satisfying the requirements, the applicant may avail an advance withdrawal of the partial fund (upto 75%) from the university for meeting logistic requirements in time.
- ii. After arrival and joining the office, the faculty member shall submit a comprehensive report covering the outcome of the participation in the event along with the bills for adjustments.
- iii. In order to carry out intellectual pursuits and disseminate information regarding current trends and practices in the discipline, the concerned faculty member shall be required to make an open presentation of his research after his/her arrival in the concerned School.
- iv. The faculty member shall submit all necessary receipts in original/ documents etc. within a period of two weeks after his/her return from the conference/ workshop/ seminars/

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symposia/ Poster Presentation/ FDP/ Training programme for the final settlement of the accounts.

- v. In case of International travel for the conference the accounts shall clearly communicate the entitlement in terms of accommodation/TA/DA as permissible at different cadre levels to the concerned.
- vi. The adjustment shall be made as per existing finance regulations of the University amended and adopted from time to time.

#### **10. FEES PAYABLE BY THE STUDENTS** (Refer Statues 29(1), Act 26(f))

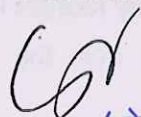
- 10.1 Students admitted to various courses of the studies shall pay the fees as laid down by the University from time to time.
- 10.2 Fees shall be remitted in the bank or any other authorized place as decided and notified by the University from time to time.
- 10.3 If a student does not pay the fees on time, a fine shall be levied as prescribed by the University.
- 10.4 **Refund of fees, Security Deposits etc. :** Security deposit or caution money are refundable, to the student on his/her leaving the University, after deducting all dues, fines and other claims against him/her.

#### **11. RESEARCH FELLOWS SCHOLARSHIPS/PRIZES, MEDALS** (Refer Statues 27(1))

- 11.1 Merit-cum-Means Scholarship, Free-ships, National Prizes and Certificates of Merit shall be awarded to the students according to the rules laid down by the Academic Council from time to time.
- 11.2 Scholarships and Free-ships are liable to be with-drawn, partially or wholly, in case of misconduct, deliberate concealment of material facts and/or supply of false information.
- 11.3 No students will be entitles to receive two scholarships from any source simultaneously.
- 11.4 Scholarships will not be paid after the month a student completes all the prescribed courses.

#### **12. CONVOCATION FOR CONFERRING DEGREES:** (Refer Statues 33(1))

- 12.1 Convocation for the purpose of conferring degrees shall be held at Gautam Buddha University Campus, on such date as the Chancellor may fix.
- 12.2 Provided that in case the convocation is not held in a particular year, the Vice-Chancellor shall be competent to authorize admission of successful candidates in the year to their respective degrees in-absentia and authorize the Registrar to issue the degrees on payment of prescribed fee.
- 12.3 Special Convocation for conferring degrees may also be held on such date as may be fixed by the Chancellor, on the recommendation of Vice-Chancellor.



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12.4 At the Annual Convocation the Vice-Chancellor shall present a report of the year's work in the University.

12.5 The Procedure to be followed at the Convocation shall be laid down by the University.

The Procedural Guidelines as per requirement under Clause 12.5 of the Ordinance of the University were approved by the council, which are as follows:

### **Section-01 Annual Convocation**


#### **1.1 General Rules:**


1. Convocation for the purpose of conferring degrees and other distinctions as prescribed in the Ordinances of the University shall be held at Gautam Budh Nagar, Uttar Pradesh on such a date, as approved by the Chancellor.
2. The Academic Council of the University shall recommend under the provisions of the Ordinances of the University, the degrees which may be conferred on recipients in person / In absentia at the Convocation.
3. The Chancellor/Vice Chancellor shall confer the Bachelor and Masters degrees under the Integrated Dual Degree Programmes, Post Graduate Programmes, Degree of Masters of Philosophy, and Degree of Doctor of Philosophy (Ph.D.) and other distinctions.
4. The Degree Certificates shall be signed by the Registrar and shall bear the printed signature of the Vice Chancellor.
5. The Academic Council shall, from time to time, determine the procedure to be followed at the Convocation, if considered necessary.
6. Special Convocations for conferring degrees or for other purposes may be held on such dates and on such times as the Chancellor on the recommendations of the Academic Council may fix.

#### **1.2 Academic Procession: Order of Precedence:**

(a) The following order of precedence shall be observed at the time of Convocation and on other ceremonial occasions:

1. Chancellor
2. Chairman, Board of Governors
3. Vice Chancellor
4. Members of the Board of Governors
5. Members of the Board of Management
6. Members of Academic Council
7. Deans of Activities / Deans of Schools
8. Members of Finance Committee
9. Finance Officer
10. Chief Librarian
11. Professors of the various Schools of studies of the University
12. Registrar(s)

  
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- (b) In case of other distinguished dignitaries present precedence shall be regulated in accordance of the warrant of precedence or such official rules as may govern the matter.
- (c) The Vice Chancellor shall determine from time to time as to the persons who will form the procession at the Convocation. Any dispute arising as to the seniority shall be decided by the Vice Chancellor whose decision shall be final.

### 1.3 Academic Costumes:

Every person present in the convocation with a specific academic role shall wear academic costumes. The specifications of the colour, material, weaving, dying etc. of the academic costume shall be approved and modified by the Academic Council from time to time.

### 1.4 Presentation of the Candidates:

- i. On the Procession entering the Hall, the candidates and the audience shall stand and remain standing until the members of the procession take their respective seats.
- ii. The Registrar will request the Chancellor / Vice Chancellor, to declare the Convocation open.
- iii. The candidates, who are to be awarded degrees at the Convocation shall be presented by the respective Deans of the Schools in the following order:

The Dean of School concerned will direct the recipients of the Degree of concerned programme to rise from their seats, and will address as under:

"Sir,

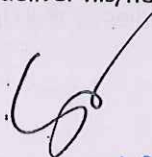
I present to you \_\_\_\_\_ students of \_\_\_\_\_ programme of the \_\_\_\_\_ School/Centre whose names are set out in the list, and who have been examined and found qualified for the Degree of \_\_\_\_\_ to which I submit that they may be admitted."


The Chancellor/Vice Chancellor, thereupon shall give to the students the Degrees and shall say –

"By virtue of the authority vested in me as Chancellor/Vice Chancellor of Gautam Buddha University, I admit you all to the Degree of \_\_\_\_\_ and I command you that ever in your life, thought, action and conversation, you prove yourselves worthy of the same."

**The concerned students will acknowledge by a bow and sit down.**

- i. The Vice Chancellor shall request the Chancellor to present the medals and awards to the students. The medals and other distinctions shall then be presented by the Chancellor and / or the Chief Guest of the Convocation.
- ii. The Vice Chancellor will present the annual report of activities of the University and request the Chancellor/Chief Guest to deliver his/her convocation address.
- iii. Chancellor's Address.

  
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- iv. The Chief Guest shall deliver his/her address.
- v. Vote of thanks.
- vi. The Registrar shall request the Chancellor/Vice Chancellor to declare the Convocation closed.
- vii. The Chancellor/Vice Chancellor shall declare the Convocation closed.
- viii. The Registrar shall request the august gathering to rise from their seats for the National Anthem.
- ix. The Procession will leave in the reverse order as it entered. The audience shall remain standing till the procession has left the Convocation Hall.
- x. All students should pave the way for their teachers to leave the hall first before they leave.

### Section-02 Convocation in Honour:

- i. After recommendations of the Academic Council, a special Convocation may be held for the purpose of conferring Honorary Degree (Honoris Causa) on a distinguished person who deems fit into the philosophy and honour of the University.
- ii. The Academic procession of the special convocation shall be formed in the same order as laid down above.
- iii. The Vice Chancellor shall welcome the distinguished person and shall read out the citation and request the Chancellor to confer the Honorary Degree in the following manner:  
**"By virtue of the authority vested in me as the Vice Chancellor of Gautam Buddha University, I request Hon'ble Chancellor to confer upon \_\_\_\_\_ (Name of the distinguished person) the Degree of (Name of the Degree) for his/her outstanding services."**
- iv. The Chancellor shall confer the Honorary Degree in the following words:  
**"I confer on \_\_\_\_\_ (name of the Chief Guest) the degree of (Name of the Degree)."**
- v. Provided that if the Vice Chancellor is presiding over the Special Convocation, the Pro-Vice Chancellor or in his absence the senior most Dean as the case may be, shall read the citation and perform such functions which the Vice Chancellor would have performed.
- vi. The recipient of the Honorary Degree will then present his/her address.
- vii. Other details of events remain the same as stated in section-01 of this clause.
- viii. The Vice Chancellor shall then declare the Special Convocation closed.
- ix. All shall leave the hall in the same manner as stated in the section-01 of this clause.

### Section-03

If need arises the minor modifications can be made by the competent authority in the procedures mentioned in Section - 01 & 02

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### **13. HALLS OF RESIDENCE/HOSTELS (Refer Act 26 (g))**

- 13.1 Gautam Buddha University is a Residential University and, therefore, all registered students shall reside in Hall/Hostel assigned to him/her. If accommodation is not available in the University premises students are required to make their own arrangements.
- 13.2 For each Hall/Hostel of Residence Warden(s) shall be appointed. The Warden in-Charge of a Hall/Hostel shall be responsible for managing the Hall efficiently.
- 13.3 Every student residing in a Hall shall join the Hall/Hostel Mess. However the Warden in-Charge may exempt an individual student from Hall/Hostel Mess on medical grounds for a specified period.
- 13.4 Every resident shall be personally responsible for the safe up-keep of the furniture and other items supplied to the resident and will be charged for any damage or loss caused by design or negligence during the occupancy of the Hall/Hostel.
- 13.5 Residents shall respect the right of each individual to express his/her ideas, pursue his/her interests and follow the style of life most meaningful to him/her. However, party based political campaigning is strictly prohibited.
- 13.6 Use of liquor, drugs, weapons or any other intoxicants in the Hall of Residence or within the University premises is strictly prohibited.
- 13.7 Every resident shall comply with all the Rules and Regulation of the Hall/Hostel as may be in force from time to time. The Warden in-charge shall take necessary action against the defaulters.
- 13.8 The students shall follow all other Rules & Regulations framed by the competent authority from time to time.

### **14. LEAVE RULES**

#### **Kinds of Leave Admissible:**

The following kind of leaves would be admissible to all employees of the University:

- |                                |  |
|--------------------------------|--|
| (i) Leave treated as duty      | Casual leave<br>Special Casual leave<br>Duty leave |
| (ii) Leave earned by duty      | Earned leave<br>Half pay leave<br>Commutated leave |
| (iii) Leave not earned by duty | Extraordinary leave<br>Leave not due               |

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- (iv) Leave not debited to leave account  
a. Leave for academic pursuits:

Study Leave  
Sabbatical Leave

- b. Leave on grounds of health:

Maternity leave  
Quarantine leave

Leave cannot be claimed as a matter of right. Leave of any kind may be refused or revoked by the competent authority empowered to grant it without assigning any reason(s), if that authority considers such action to be in the interest of the University.

#### 14.1 Casual Leave :

- (i) Casual leave is not earned by duty. Total casual leave granted to all employees shall not exceed a period specified by the Board of Management from time to time.
- (ii) Casual leave cannot be combined with any other kind of leave except special casual leave. Holidays or Sundays falling within the period of casual leave shall be included or not should be decided by the competent authority of the University.
- (iii) Casual leave should not normally be granted for more than 5 days at one time, except under special circumstances.

#### 14.2 Special Casual Leave :

- (i) Special casual leave not exceeding ten days in a calendar year may be granted to all faculty members of the University:

- (a) to conduct examination of a University, Public Service Commission, Board of Examination or other similar bodies/institutes;
- (b) to inspect academic institutions attached to a Statutory Board etc;

**Note:** In computing the ten (10) days leave admissible, the days of actual journey, if any, to and from the places where such conference/activity takes place, will be excluded.

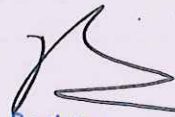
- (ii) In addition, special casual leave to the extent mentioned below may also be granted:

- (a) to undergo sterilization operation (Vasectomy or Salpingectomy) under Family Planning programme. Leave in this case will be restricted to six (6) working days.
- (b) to a female employees who undergoes non-puerperal sterilization. Leave in this case will be restricted to 14 (fourteen) days.

- (iii) Special casual leave cannot be accumulated nor can it be combined with any other kind of leave except casual leave. It may be granted in combination with holidays or vacation.



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Note: Special Casual leave can also be sanctioned to the faculty members of the University, only after the special recommendation of the Vice Chancellor.

#### 14.3 Duty Leave :

(i) Duty leave may be granted only to the Faculty members of the University:-

- (a) Attending conferences, congresses, symposia and seminars on behalf of the University or with the permission of the University.
- (b) Delivering lectures in Institutions and Universities at the invitation of such Institutions or Universities received by this University and accepted by the Vice Chancellor.
- (c) Working in another Indian or Foreign University, any other agency, Institutions or Organization when so deputed by the University, or for performing any other duty for the University.
- (d) Participating in a delegation or working on a Committee appointed by the Government of India, State Government, the University Grants Commission, a sister University or any other Academic body, and;
- (e) For performing any other duty for the University.
- (f) The duration of duty leave should not be more than 30 days in one calendar year.

#### 14.4 Vacations:

All the faculty members shall be entitled for vacations of eight weeks. However, if they are retained in the vacation for the development work of the University by the competent authority they will be granted earned leaves as per the specified rules.


#### 14.5 Earned Leaves:


(i) Earned leaves admissible to all faculty members shall be:

- (a) 1/30 of actual service including vacation; plus
- (b) 1/3<sup>rd</sup> of the period, if any, during which she/he is required to perform duty during vacation.

(ii) Earned leaves admissible to non teaching staff:

- (a) Employees account will be credited in advance with earned leaves of 15 days on 1<sup>st</sup> January and 15 days on 1<sup>st</sup> July every year.
- (b) The credit for the half year in which an employee is appointed will be afforded at the rate of 2.1/2 days for each completed calendar month of service, he is likely to render in the calendar half-year in which he is appointed.

  
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**Note:** For the purpose of computation of period of actual service, all periods of leave except casual, special casual and duty leave shall be excluded.

- (i) Earned leave at the credit of all employees shall not accumulate beyond 300 days. The maximum earned leave that may be sanctioned at a time shall not exceed 60 days. Earned leaves exceeding 60 days may, however, be sanctioned in the case of higher study or training or leave on medical certificate or when the entire leave or a portion thereof is spent outside India.

**Note:**

- (i) When employee combines vacation with earned leave the period of vacation shall be reckoned as leave in calculating the maximum amount of leave the period on average pay which may be included in the particular period of leave.
- (ii) In cases where only a portion of the leave is spent outside India, the grant of leave in 20 days shall be subject to the condition that the portion of the leave spent in India shall not in the aggregate exceed 120 days.

**14.6 Half Pay Leave:**

Half pay leave admissible to all employees shall be 20 days for each completed year of service. Such leaves may be granted on medical certificate, private affairs or for academic purposes. Half pay leave shall not be granted to employee for availing a Fellowship, or any Visiting assignment with honorarium or stipend or salary either in India or Abroad.


**Note:** A "Completed year of service " means continuous service of specified duration under the University and includes periods spent on duty as well as leave including extraordinary leave.

**14.7 Commuted Leave:**

Commuted Leave not exceeding half the amount of half pay leave due may be granted on medical certificate to permanent employee subject to the following conditions:

- (i) Commuted leave during the entire service shall be limited to a maximum of 240 days.
- (ii) When commuted leave is granted, twice the amount of such leave shall be debited against the half pay leave due.
- (iii) The total duration of earned leave and commuted leave taken in conjunction shall not exceed 240 days at a time. Provided that no commuted leave shall be granted unless the authority competent to sanction leave has reason to believe that the employee will return to duty on its expiry.

  
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#### 14.8 Extraordinary Leave:

- (i) All employees may be granted extraordinary leave: when no other leave is admissible.

Employee applies in writing for the grant of extraordinary leave.

Extraordinary leave shall not count for increment except in the following cases:


- a. Leave taken on medical certificate.
  - b. Cases where the Vice Chancellor is satisfied that the leave was taken due to causes beyond the control of the employees, such as inability to join or rejoin duty due to civil commotion or a natural calamity, provided the employee has no other kind of leave to his/her credit;
- (ii) Extraordinary leave may be combined with any other leave except casual leave and special casual leave provided that the total period of continuous absence from duty on leave (including periods of vacation when such vacation is taken in conjunction with leave) shall not exceed three (3) years, except in cases where leave is taken on medical certificate. The total period of absence from duty shall in no case exceed five year in the full service tenure of the individual employee.
- (iii) The authority empowered to grant leave may commute retrospectively period of absence without leave into extraordinary leave.


#### **Note I:**

- (i) Ordinarily EOL of 6 months or more be not permitted unless the employee has put in atleast 2 years of service in the University.
- (ii) Employees may be sanctioned Extraordinary Leave not exceeding one year for every 5 years of service put in by him/her. This may be relaxed in the case of those who are awarded Fellowships to go abroad for a specified period.
- (iii) No employee may be sanctioned more than 2 years of leave (all kinds of leave put together at a time).

#### **Note II:**

- (i) The Dean of School of Studies shall decide that extraordinary leave granted to the faculty of the Department who selected for award of Common wealth Scholarship/Fellowship, Fulbright Scholarship/Fellowship U.G.C. Career Award, U.G.C., Research Scientist Award and U.G.C., Fellowship will count for increments.

  
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#### 14.9 Leave Not Due:

- (i) Leave not due may, at the discretion of the Vice Chancellor, be granted to the employee for a period not exceeding 360 days during the entire service, out of which not more than 90 days at a time and 180 days in all may be otherwise than on medical certificate. Such leave shall be debited against the half pay leave earned by him/her subsequently.
- (ii) Leave not due' shall not be granted unless the Vice Chancellor is satisfied that as far as can reasonably be foreseen, employees will return to duty on the expiry of the leave and earn the leave granted.

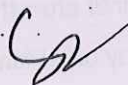
#### 14.10 Study Leave:


- (i) Study leave' may be granted only to the faculty members of the University (other than a Professor of the University) after a minimum of 2 years continuous service in the University, to pursue a special line of study or research directly related to her/his work in the University, or to make a special study of the various aspects of the University Organization and methods of education giving full plan of work.

The paid period of 'Study Leave' shall be two years in the first instance, extendable by one more year, if there is adequate progress as reported by the Research Guide.

- (ii) Study Leave shall be granted by the Vice-Chancellor on the recommendation of the concerned Dean of the School of Studies. The leave shall not be granted for more than three (3) years.
- (iii) Study leave shall not be granted to a teacher who is due to retire within five (5) years of the date on which he/she is expected to return to duty after the expiry of study leave.
- (iv) Study leave may be granted not more than twice during one's career. However, the maximum of study leave admissible during the entire service should not exceed five (5) years.

- (v) The amount of scholarship, fellowship or other financial assistance that a faculty member, granted study leave, has been awarded will not preclude his/her being granted study leave with pay and allowances but the scholarship, etc., so received shall be taken into account in determining the pay and allowance on which the study leave may be granted. The Foreign scholarship/fellowship would be offset against pay only if the fellowship is above a specified amount, which is to be determined from time to time, based on the cost of living for a family in the country in which the study is to be undertaken. In the case of an Indian Fellowship, which exceeds the salary of all the employees, the salary would be forfeited.

  
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- (vi) Subjected to the maximum period of absence from duty on leave not exceeding three years, study leave may be combined with earned leave, half-pay leave, extraordinary leave or vacation. The faculty member, who is selected to a higher post during study leave, will be placed in that position and get the higher scale only after joining the post.
- (vii) A teacher granted study leave shall on his/her return and re-joining the service of the University may be eligible to the benefit of the annual increment(s) which he/she would have earned in the course of time if he/she had not proceeded on study leave. However, he/she shall not be eligible to receive arrears of increments.
- (viii) Study leave shall count as service for pension/contributory provident fund, provided the teacher joins the University on the expiry of his/her study leave.
- (ix) Study leave granted to a teacher shall be deemed to be cancelled in case it is not availed of within 06 months of its sanction.
- Provided that where study leave granted has been so cancelled, the teacher may apply again for such leave.
- (x) A teacher availing himself/herself of study leave shall undertake that he/she shall serve the university for a continuous period of at least three years to be calculated from the date of his/her resuming duty after expiry of the study leave.
- (xi) The faculty member shall submit to the Dean of School of Studies, six monthly reports of progress in his/her studies from his/her supervisor or the Head of the Institution. This report shall reach the Dean within one month of the expiry of every six months of the study leave. If the report does not reach the Dean within the specified time, the payment of leave salary may be deferred till the receipt of such report.

#### **14.11 Sabbatical Leave:**

- (i) Permanent, whole-time faculty member of the university who have completed five years of service as Assistant Professor/ Associate Professor or Professor, may be granted sabbatical leave to undertake study or research or other academic pursuit solely for the object of increasing their proficiency and usefulness to the University and higher education system.
- (ii) The duration of leave shall not exceed one year at a time and two years in the entire career of a teacher.
- (iii) A teacher who has availed himself/herself of study leave, would not be entitled to the sabbatical leave.

Provided further that sabbatical leave shall not be granted until after the expiry of five years from the date of the employee's return from previous study leave or any other kind of training programme.

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- (iv) A teacher shall, during the period of sabbatical leave, be paid full pay and allowances (subject to the prescribed conditions being fulfilled) at the rates applicable to him/her immediately prior to his/her proceeding on sabbatical leave.
- (v) A teacher on sabbatical leave shall not take up during the period of that leave, any regular appointment under another organization in India or abroad. He/She may, however, be allowed to accept a fellowship or a research scholarship or ad hoc teaching and research assignment with honorarium or any other form of assistance, other than regular employment in an institution of advanced studies, provided that in such cases the Academic Council may, if it so desired, sanction sabbatical leave on reduced pay and allowances.
- (vi) During the period of sabbatical leave, the teacher shall be allowed to draw the increment on the due date. The period of leave shall also count as service for purposes of pension contribution, provided that the teacher rejoins the University on the expiry of his/her leave.

**Note-I:** The programme to be followed during sabbatical leave shall be submitted to the University for approval along with the application for grant of leave.


**Note-II:** On return from leave, the teacher shall report to the University the nature of studies, research or other work undertaken during the period of leave.

#### **14.12 Maternity Leave**

- (i) Maternity leave may be granted to a women employee with less than two surviving children for a period specified by Government and approved by Board of Management from time to time. During such period, leave salary shall be equal to the pay drawn immediately before proceeding on leave. Maternity leave may also be granted in case of miscarriage including abortion, subject to the condition that the total leave granted in respect of this to a woman employee in her career is not more than 45 days, and the application for leave is supported by a medical certificate.
- (ii) Maternity leave may be combined with earned leave, half pay leave or extraordinary leave but any leave applied for in continuation of maternity leave may be granted if the request is supported by a medical certificate. Maternity leave shall not be debited in the leave account.

#### **14.13 Paternity Leave:**

Paternity Leave of 15 days may be granted to a male employee of the University during the confinement of his wife, provided, the limit is up to two (2) Children.  
These leaves are to be applied either fifteen days before or upto six months from the date of delivery.

  
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#### 14.14 Child Care Leave

Women Employees having minor Children may be granted Child Care Leave by an authority competent to grant for a Maximum period of 730 days during their entire service for taking care of up to two eldest surviving children below 18 years, whether for rearing or to look after any of their needs like examination, sickness, etc. During the period of such leave, the women employees shall be paid leave salary equal to pay drawn immediately before proceeding on leave. It may be availed of in more than one spell. Child Care Leave shall not be debited against the leave Account.

##### **Conditions:**

- i. Requires prior sanction.
- ii. Intervening holiday will count as Child Care Leave as in the case of Earned Leave.
- iii. For women employees having minor Children (Below 18 years)
- iv. If child (aged up to 22 years) is disabled (40% disability), a certificate regarding disability must be produced along with certification by the employee that the child is dependent.
- v. Maximum for a period of 2 years (730 days) during the entire service.
- vi. CCL shall not be granted for a period of less than 15 days and upto a maximum of 60 days in a calendar year.
- vii. CCL will also be applicable to adoptee mothers.
- viii. The leave is to be treated like earned leave and sanctioned as such. Saturday, Sunday and gazette holidays will also count like in earned leave.

#### 15 GENERAL CONDITIONS

##### (i) Leave - how earned:

Leave is earned by duty only. The period spent in Foreign Service counts as duty if contribution towards leave salary is paid for such period.

##### (ii) Right to leave:

- (a) Leave cannot be claimed as a matter of right. Leave of any kind may be refused or revoked by the competent authority empowered to grant it without assigning any reason(s), if that authority considers such action to be in the interest of the University.
  - (b) No leave shall be granted to the employee whom a competent authority has decided to dismiss, remove or compulsorily retire from service nor shall any leave be granted to a employee when he is under suspension.
- (iii) Maximum period of absence from duty on leave:

- (a) No employees shall be granted leave of any kind for a continuous period exceeding five years.

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(b) Where employee does not resume duty after remaining on leave for a continuous period of five years or where the employee after the expiry of his leave remains absent from duty, otherwise than on foreign service or on account of suspension, for any period which together with the period of leave granted to him exceeds five years.

(iv) Application for leave:

Leave should always be applied for in advance and the sanction of the competent authority obtained before it is availed of except in cases of emergency and for satisfactory reasons.

(v) Commencement and termination of leave:

(a) Leave ordinarily begins from the date on which leave as such is actually availed of and ends on the day when the employees resumes his duty.

(b) Sundays and other recognized holidays may be prefixed and/or suffixed to leave with the permission of the authority competent to sanction the leave, vacation may be combined with leave

(vi) Leave on medical grounds to be supported by medical certificate:

The employee who applies for leave on medical grounds shall support his application with a medical certificate from an authorized medical officer of the University or where no such Medical Officer has been appointed, from a Registered Medical Practitioner. The authority competent to sanction leave may, however, require the applicant to appear before a Medical Board. Leave or extension of leave on medical certificate shall not be granted beyond the date on which the employee is pronounced by a Medical Officer or Board to be permanently incapacitated for further service.


(vii) Rejoining duty on return from leave on medical grounds:

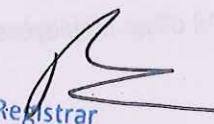
No employee who has been granted leave (other than Casual Leave) on medical certificate shall be allowed to return to duty without producing a medical certificate of fitness.

(viii) Employment during leave:

A employees on leave shall not, without the written permission of the University, engage directly or indirectly in any trade or business whatsoever or in any private tuition or other work to which any emolument or honorarium is attached; but this prohibition shall not apply to work undertaken in connection with the examination of a University, Public Service Commission, Board of Education or similar Bodies/Institutions or to any literary work or publication or radio or extension lectures or with the permission of the Vice Chancellor, to any other academic work.

(ix) Conversion of one kind of leave to another:

  
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- (a) At the request of the employee concerned, the University may convert retrospectively any kind of leave including extraordinary leave into a leave of different kind which was admissible to him at the time of the leave was originally taken; but he cannot claim such conversion as a matter of right.
- (b) If one kind of leave is converted into another, the amount of leave salary and the allowances admissible shall be recalculated and arrears of leave salary and allowances paid or the amount overdrawn recovered as the case may be.

(x) Increment during leave:

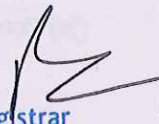
If increment of pay falls during any leave other than casual leave, special casual leave, duty leave, or sabbatical leave, the effect of increase of pay will be given from the date the employee's resumes duty without prejudice to the normal date of his increment, except in those cases where the leave does not count for increment.

(xi) Authorities empowered to sanction leave:

The authorities specified in column (2) of the table below are empowered to sanction leave. Before sanctioning the leave, the sanctioning authority shall ensure that the leave asked for is admissible and is at the credit of the all employees concerned.

<u>Kinds of leave</u>	<u>Sanctioning authority</u>	<u>Extent of power</u>
<b>i) <u>Casual Leave and Special Casual Leave to:</u></b>		
Deans of Schools	Vice Chancellor	Full
Heads of Department/Centres	Dean of the School	Full
All other employees in Academics	Head of Departments	Full
All other employees	Registrar	Full
<b>ii) <u>Duty leave</u></b>		
	Vice Chancellor	Up to 30 days
<b>iii) <u>Earned Leave, Half Pay Leave, Commuted Leave, Maternity Leave to:</u></b>		
Deans of Schools	Vice Chancellor	Full
Faculty Members	Vice-Chancellor	Full
All other employees	Registrar	Full

  
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iv) E.O.L.

Vice-Chancellor

Up to 90 days

v) Leave not due &

Vice-Chancellor

Full

Quarantine leave

(xii) Leave salary:

The employee who has granted casual leave or special casual leave is not treated as absent from duty and his pay is not intermitted. During duty leave and sabbatical leave, employee will draw pay under the provisions of Ordinances.

## 16. EMPLOYEES CONDUCT RULES

1. (a) **Short Title:** These rules may called the Gautam Buddha University conduct Rules.

(b) **Application:** The Provision contained in this schedule shall apply to all employees of the University.

### 2. Definition

(i) In this schedule unless the context otherwise requires:

- a. "Competent authority" means:
- b. "Board of Governors" in the case of Vice Chancellor
- c. Vice-Chancellor in the case of all other employees

(ii) "Employees" means a person appointed to the Service and posts in connection with the affairs of the University.


(iii) "Members of the family" in relation to an employee include.


- a. The wife, son, step-son, unmarried daughter or unmarried step-daughter of such employees, whether residing with him or not and, in relation to an employee who is a women, the husband residing with her and dependent on her, and
- b. Any other person related whether by blood or by marriage to the employee or to such employee's wife or her husband, and wholly dependent on such employee, but does not include as wife or husband legally separated from the employee or a son, step-son, unmarried daughter or unmarried step-daughter who is no longer in any way dependent upon him or her, or of whose custody, the employee has been deprived by law.

(iv) "Services" means the services under the University

### 3. General

(i) Every employee shall at all times maintain absolute integrity and devotion to duty, and also strict honest and impartial in his official dealings.

  
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- (ii) An employee should at all times be courteous in his dealings with other members of the staff, students and members of public.
- (iii) Unless and otherwise stated specifically in the terms of appointment, every employee is the whole-time employee of the university, and may be called upon to perform such duties as may be assigned to him by competent authority, beyond schedule working hour and also on close holidays and sundays. These duties shall interalia include attendance at meetings of the committees to which he may be appointed by the university.
- (iv) An employee shall be required to observe the schedule hours of work, during which he must be present at the place of his duty.
- (v) Except for the valid reasons and/or unforeseen contingencies, no employees shall be absent from duty without prior permission.
- (vi) No employee shall leave station except with the prior permission of competent authority even during leave or vacation.
- (vii) Whenever leaving the station, an employee shall inform the head of the department to which he is attached, or registrar if he is himself the head of the department, he shall inform his leave address where he would be available during the period of his absence from the station.

#### 4. Equal Treatment for all

Every employee shall accord equal treatment to people irrespective of their caste, creed or religion.

#### 5. Taking Part in Subversive Activities:

- (i) No employee shall be a member of, or he otherwise associated with, any organization which takes part or subscribe in aid of or assisting in any manner, any movement or organization which he is or tends directly or indirectly to be, subversive of the Government as by law established.
- (ii) It shall be the duty of every employee to endeavor to prevent any member of his family from taking part in, subscribing in aid of, or assisting in any other manner any movement or activity which is, or tends, directly or indirectly to be, subversive of the Government as by law established and where an employee fails to prevent a member of his family from taking part in, or subscribing in aid of, or assisting in any other manner, any such movement or activity, he shall make a report to that effect the Vice Chancellor of the University, for the purpose of these rules, the University will prepare and notify a list of movements organizations or activities considered to be subversive. If any question arises whether any movement or activity falls within the scope of rule the decision of Board of Governors thereon shall be final.
- (iii) Within the campus of the University no employee shall canvass or otherwise interfere or use his influence in connection with, an election to any legislature or local bodies.

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Provided that:

- (i) An employee qualified to vote at such election may exercise his right to vote but where he does so, he shall give no indication of manner in which he proposes to vote or voted:
- (ii) An employee shall not be deemed to have contravened the provision of this rule by reason only that he assists in the conduct of an election in due performance of a duty imposed on him by or under any law for time being in force.

Explanation:

This display by an employee on his personal vehicle or residence, of any electoral symbol shall amount to using his influence in connection with an election within the meaning two of this sub-rule.

## 6 Demonstration and Strikes

No employee shall engage himself or shall participate in any demonstration or resort to any form of strike in connection with any matter pertaining to the conditions of service.

## 7. Joining of Association by Employees

No employee shall join or continue to be a member of any service Association of employee.

- (i) which has not, within a period of one month from its formation, obtained the recognition of Board of Governors, or
- (ii) recognition in respect of which has been refused or withdrawn by the Board of Governors

## 8. Connection with Press or Radio

- (i) No employee shall, except with the previous sanction of the competent authority, own wholly or in part, or conduct or participate in editing or managing of any newspaper or other periodical publication.
- (ii) No employee shall, except with the previous sanction of the competent authority or in the bonafide discharge of his duties, participate in a radio broadcast or contribute any article or write any letter, either anonymously or in his own name or in the name of any other person to any newspaper or periodical.

Provided that no such sanction shall be required if such broadcast or such contribution is of a purely literary, artistic or scientific character

## 9. Criticism of the University

No employee shall, in any radio broadcast or in any document published anonymously or in his own name or in the name of any other person, or in any communication to the press or in public utterance, make statement of fact or opinion.



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- (i) Which has the effect of any adverse criticism of any decision of his superior officers, or of any current or recent policy or action of the University, or
- (ii) Which is capable of embarrassing the relations between the University and Uttar Pradesh Government and Central Government or the Government of any other state or any other institution or organization or member of public, or
- (iii) Which is capable of embarrassing the relations between central government and government of any foreign state

Provided that nothing in this rule shall apply to any statement made or views expressed by an employee in official capacity or in the due performance of the duties assigned to him.

#### 10. Evidence before Committee or any other Authority

- (i) Save as provided in sub-rule (3) below no employee shall, except with the previous sanction of the competent authority give evidence in connection with any enquiry by any person, committee or authority.
- (ii) Where any sanction has been accorded under sub-rule.
- (iii) No employee giving such evidence shall exercise the policy or any action of the University, the central government or the state government.
- (iv) Nothing in rule shall apply to –
  - a. Evidence given at an enquiry before an authority appointed by the University, by the Central Government, by the state legislature or by the parliament or
  - b. Evidence given in any judicial enquiry.

#### 11. Unauthorized communication of Information

No employee shall, except in accordance with any general or special order of the competent authority or in the performance in the good faith of the duties assigned to him, communicate, directly or indirectly any official document or information to any person to whom he is not authorized to communicate such document or information.

#### 12. Subscription:

Any employee may, with the previous sanction of the competent authority ask for, or accept participate in raising of, a subscription or other pecuniary assistance for a charitable purpose connected with medical relief, education or other objects of public utility, but it shall not be permissible for him to ask for subscription etc. for any other purpose whatsoever.

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### ILLUSTRATION:

Any employee may, with the previous sanction of the competent authority, raise subscription for the boring of a tube well for the use of public or for construction or repair of the public ghat.

### 13. Gifts

An employee shall not with the previous approval of the competent authority:

6.12.1 accept directly or indirectly on his own behalf or on behalf of any other person, or

6.12.2 Permit any member of his family, who is dependent on him to accept any gifts,

gratuity or reward from any person other than close relation.

Provided that he may accept or permit any member of his family to accept from a personal friend a wedding present or a present on a ceremonial occasion of a value not exceeding to Rs. 101/-.

Employee shall, however use their best endeavour to discourage even the tender of such present.

### 14 Public demonstrations in Honour of an Employee:

No employee shall, except with the previous sanction of the competent authority receive any complimentary or valedictory address, or accept any testimonial or attend any meeting or public entertainment held in his honour, or in the honour of any other employee. Provided that nothing in this rule shall apply to a farewell entertainment of a substantially private or informal character and held in honour of an employee on the occasion of his retirement or transfer or of any other person who has recently quitted services of the university.

### 15. Private trade or Employee

No employee shall, except with the previous sanction of the competent authority, engage directly or indirectly in any trade or business or undertake any employment.

Provided that an employee may, without such sanction undertake honorary work of a social or charitable nature of occasional work of a literary, artistic or scientific character, subject to the condition that his official duties do not thereby suffer and that he informs the Registrar of the University within one month of his undertaking, such a work, but he shall undertake, or shall discontinue such work if so directed by the competent authority.

### 16. Registration Promotion and Management of the Companies:

The employees shall, except with the previous sanction of the competent authority, take part in the registration, promotion or management of any bank or other company registered under the Indian Companies Act, 1913 or under any law for the time being in force.

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Provided that an employee may take part in the registration, promotion or management of the co-operative society registered under the co-operative societies act (Act II of 1912), or any other law for the time being in force, or of a literary, scientific or charitable society registered under the Societies Registration Act 1960 (Act xxi of 1860), or under any corresponding law in force. Act, 1912 (Act II of 1912) or under any other law for the time being in force, or of a literary, scientific or charitable society registered under the Societies Registration Act, 1960 (Act xxi of 1860), or under corresponding law in force.

### 17. Insurance Business

No employee shall except with previous sanction of the competent authority, act as an insurance agent or permit his wife or any other relative who is either wholly dependent on him or is residing with him to act as an Insurance agent in the district of Gautam Buddha Nagar.

### 18. Investing Lending and Borrowing

- (i) No employee shall speculate in any business nor shall he make or permit his wife or any other member of his family to make Investment likely to embarrass or influence him in discharge of his official duties.
- (ii) No employee shall lend money at interest to any person nor shall borrow from any person with whom he is likely to have official dealings.

### 19. Insolvency, Habitual, Indebtedness and Criminal Proceedings

- (i) An employee shall so manage his private affairs as to avoid habitual Indebtedness or insolvency. When an employee is found liable to arrest for debt or has recourse insolvency or when it is found that a moiety of his salary is continuously being attached, he may be liable to a dismissal. An employee who becomes the subject of legal proceedings for insolvency shall forthwith report full facts to the university.
- (ii) An employee who gets involved in some critical proceedings, shall immediately inform the competent authority through the Head of the Department to which he is attached, irrespective of the fact whether he has been released on bail or not. An employee who is detained in police custody for a longer period than 48 hours shall not join his duties in the university unless he has obtained permission to that effect from the Vice Chancellor.

### 20. Movable Immovable and Valuable Property

- (i) No employee shall, except with the previous knowledge of the competent authority, acquire or dispose of any immovable property by lease, mortgage, purchase, sale, gift or otherwise, in his own name or in the name of any member of his family:

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- (ii) Provided that such any transaction conducted otherwise than through a regular and reputed dealer shall require the previous sanction of the competent authority.
- (iii) An employee who enters into any transaction concerning any movable property exceeding ten thousand in values, whether by way of purchase, sale, and collaboration shall forthwith report such transaction to the competent authority.

Provided that no employee shall enter any such transaction except with or through a reputed dealer or agent of standing, or with the previous sanction of the competent authority.

- (i) At the time of First appointment and thereafter at intervals of five years, every employee shall make to the appointing authority, through the usual channel, a declaration of all immovable property owned, acquired or inherited by him or held by him on lease or mortgage, and or shares & other investments, which may, from time to time, be held or acquired by him, or by his wife or by any member of his family living with, or in any way dependent upon him such declaration should state the full particulars of the property, shares and other investments.
- (ii) The competent authority may, at any time, by general orders, require an employee to submit within a period specified in the order a full and complete statement of such movable or immovable property held or acquired by him or by any member of his family as may be specified in the order. Such statement shall if so require by competent authority, include details of the means by which or the source from which the property was acquired.

## **21. Vindication of Acts and Character of Employees**

No employee shall, except with the previous sanction of the competent authority, have recourse to any court or to the Press for the vindication of any official act which has been the subject matter of adverse criticism or an attack of defamatory character.

Explanation

Nothing in this rule shall be deemed to prohibit an employee from vindicating his private character or any act done by him in private capacity.

## **22. Litigation on Service Matters**

No employee shall attempt to seek in a court of law a decision on the grievances arising out of his employment or condition of service, even in cases where such a remedy is legally admissible, without first exhausting the normal official channel redress.

  
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**23. Canvassing of non-official or other outside Influence**

No employee shall bring or attempt to bring any political or other outside influence to bear upon the superior authority to further his interests in respect of matters pertaining to his service.

**24 Unauthorized Pecuniary Arrangements**

No employee shall enter into any pecuniary arrangements with another employee or any other person so as to afford any kind of advantage to either or both of them in any unauthorized manner or against the specific or implied, provisions of any rule for the time being in force.

**25. Bigamous Marriages**

(i) No employee who has a wife living shall contract another marriage without first obtaining the permission of the competent authority notwithstanding that such subsequent marriage is permissible under the personal law for the time being applicable to him.

(ii) No female employee shall marry any person who has a wife living without obtaining the permission from the competent authority.

**26. Proper Use of Amenities**

No employee shall misuse, or carelessly use, amenities provided for him by the university to facilitate the discharge of his public duties.

**27. Use of Service without Payment**


No employee shall, without making proper and adequate payments avail himself of any service or entertainment for which a hire or price or admission fee is charged.

**28. Use of Conveyances belonging to others**

No employee shall, except in exceptional circumstances, use a conveyance belonging to a private person or an employee who is subordinate to him.

**29. Purchases through Subordinates**

No employee shall himself ask or permit his wife or any other member of his family living with him to ask any employee who is subordinate to him, to make purchases, locally or from outstation, on behalf of him, his wife or other members of his family, whether on advance payment otherwise;

  
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Provided that this rule shall not apply to the purchases which the inferior staff attached to the employee may be required to make.

### 30. Representations

- a. Whenever an employee wishes to put forth any claim or seek redress of any grievances or of any wrong done to him, he shall forward his case through proper channel, and shall not forward such advance copies of his application to any higher authority, unless the lower authority has rejected the claim, or refused relief, or the disposal of the matter is delayed by more than three months.
- b. No employee shall be signatory to any joint representation addressed to the authorities for the redress of any grievances or for any other matter.

### 31. Punishment, Appeals, etc

An employee shall be governed by the provisions of the relevant rules/bye-laws regarding imposition of penalties for breach of any of these rules, and preference of appeals against any such action taken against him.

### 32. Interpretation

The decision of the Board of Governors on all questions relating to the interpretation of these provisions shall be final.

## 17. SERVICE REGULATIONS FOR EXISTING EMPLOYEES Refer 16 B.o.M. (16.15.09)

### Teaching Staff

Process of regularisation for all categories (Professor, Associate Professor and Assistant Professor) of faculty is proposed who fulfil following conditions:-

1. Such faculty members who were appointed as per rules and regulations of Gautam Buddha University statutes/Ordinance **at the time of appointment.**
2. Such faculty members who fulfill minimum qualifications laid down by UGC and Gautam Buddha University.
3. Such faculty members who have completed two years of continuous and satisfactory services including integrity after their initial appointment.
4. Verification of original certificate will be done at this stage. A.C.R. & work conduct will be taken in to consideration
5. All employees of the University should be given opportunity to appear before the said committee, if required, so as give equal opportunity to all

A Committee will be constituted in which Board of Management member or some Subject/external experts may be nominated. It will also consist of member from SC/ST & OBC categories. Vice Chancellor is authorised to constitute the Committee.

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On the recommendations of the above said Committee formal orders will be issued after the approval of Vice-Chancellor. Date of regularisation will be **normally** ensuing date of the completion of 02 years of service **or the date recommended by the Committee**

**Length of service should be taken into consideration from the date of appointment for pay fixations and future promotions.**

**Non Teaching Staff**

1. Such Staff who were appointed by the Competent Authority and fulfill educational qualification norms and process laid down by Gautam Buddha University at the time of appointment.
2. Such staff who have completed two years of continuous and satisfactory services including integrity after their initial appointment.
3. Such Staff whose work and conduct is satisfactory.
4. Verification of original certificates will be done at this stage. A.C.R. will also be examined.
5. All employees of the University will be given opportunity to appear before the said committee, if required, so as give equal opportunity to all.

A Committee will be constituted in which Board of Management member or some external experts may be nominated. It will also consist of member from SC/ST & OBC categories. Vice Chancellor is authorised to form the Committee.

On the recommendations of the above said Committee formal orders will be issued after the approval of Vice-Chancellor. Date of regularisation will be **normally** ensuing date of the completion of 02 years of service **or date recommended by the Committee**.

**Length of service should be taken into consideration from the date of appointment for pay fixations and future promotions.**

As per Gautam Buddha Statutes Clause 20(1) such invited faculty members and Non Teaching staff who come on deputation / invitation may be considered for merger in Gautam Buddha University after they produce relieving order from their parent Institution/Department.

*C. 25/11/16*

( देवी प्रसाद )  
संयुक्त सचिव  
औद्योगिक विकास विभाग  
उ०प्र० शासन

*[Signature]*  
Registrar  
Gautam Buddha University  
Greater Noida, Uttar Pradesh 168