

जीवाजी विश्वविद्यालय, ग्वालियर

प्रेषक :

सम्बद्धता विभाग,
जीवाजी विश्वविद्यालय
ग्वालियर



ग्राम : यूनिवर्सिटी
दूरभाष : (0751-244228
(कार्यालय)
ई-मेल : E-mail :
jiwajidcdc@gmail.com
Website
:http://www.jiwaji.edu/

क्रमांक : एफ/सम्बद्धता/2024/10851
प्रति,

दिनांक : 27-05-2024

प्राचार्य/सचिव

समस्त सम्बद्ध अशासकीय/अनुदानित/अल्पसंख्यक महाविद्यालय
जीवाजी विश्वविद्यालय, ग्वालियर

विषय:- परिनियम 28/17 के अंतर्गत चयनित स्टाफ का कार्यपरिषद् से अनुमोदन कराये जाने के संबंध में।

महोदय,

उपरोक्त विषयांतर्गत लेख है कि, जीवाजी विश्वविद्यालय, ग्वालियर से सम्बद्ध समस्त अशासकीय महाविद्यालयों में परिनियम 28/17 के अंतर्गत नियुक्त चयनित स्टाफ का चयन/नियुक्ति दिनांक से छः माह के अन्तर्गत चयन समिति की अनुशंसाओं का कार्यपरिषद् से अनुमोदन/सूचनार्थ प्रस्तुत किया जाना अनिवार्य है। अतः उक्त संबंध में समस्त अशासकीय महाविद्यालयों को सूचित किया जाता है, कि जिन महाविद्यालयों द्वारा परिनियम 28/17 के अंतर्गत प्राचार्य एवं शिक्षकों का चयन/नियुक्तियाँ कराई जा चुकी है। ऐसे समस्त महाविद्यालय प्राचार्य एवं शिक्षकों की नियुक्ति का कार्यपरिषद् में अनुमोदन/सूचना ग्रहण कराये जाने हेतु निम्नानुसार दस्तावेज संलग्न कर प्रस्ताव विश्वविद्यालय के सम्बद्धता विभाग में जमा किया जाना सुनिश्चित करें। अनुमोदन/सूचना ग्रहण हेतु संलग्न किये जाने वाले दस्तावेजों का क्रम निम्नानुसार है:-

1. महाविद्यालय का आवेदन पत्र।
2. परिनियम 28/17 के अंतर्गत चयन समिति हेतु जमा की गयी शुल्क की रसीद की छाया प्रति।
3. अनुमोदन हेतु प्रस्तुत प्राचार्य/शिक्षकों की सूची जिसमें चयन समिति दिनांक एवं नियुक्ति दिनांक का स्पष्ट उल्लेख हो।
4. चयन समिति की अनुशंसार्यें।
5. शासी निकाय के कार्य विवरण।
6. महाविद्यालय द्वारा जारी शिक्षक का नियुक्ति पत्र।
7. नियुक्त शिक्षक का उपस्थिति पत्रक।
8. शिक्षक एवं मेनजमेन्ट का 100 रु. के नोटराईज्ड स्टाम्प पेपर पर एग्रीमेंट निर्धारित प्रारूप अनुसार। (संलग्न प्रारूप)
9. शिक्षक का अन्य किसी संस्था में कार्य नहीं करने संबंधी 100 रु. के नोटराईज्ड स्टाम्प पेपर पर एग्रीमेंट।

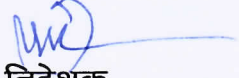
10. बायोडाटा, आधार कार्ड एवं समस्त शैक्षणिक दस्तावेज (स्वप्रमाणित)।
11. महाविद्यालय का वेतन पत्रक (बैंक स्टेटमेन्ट)।
12. शिक्षक का स्वयं के वेतन का बैंक स्टेटमेन्ट।
13. शिक्षक का पुलिस वेरीफिकेशन की रिपोर्ट की छाया प्रति।
14. शिक्षक के समस्त शैक्षणिक दस्तावेजों का सत्यापन संबंधी रिपोर्ट।

संस्था प्रमुख यह भी सुनिश्चित करना चाहें, कि वे परिनियम 28/17 के अंतर्गत चयनित स्टाफ का कार्यपरिषद् का अनुमोदन छः माह के भीतर अनिवार्य रूप से करावें। यदि महाविद्यालय द्वारा चयनित स्टाफ का अनुमोदन छः माह के भीतर नहीं कराया जाता है। तो संबंधित महाविद्यालय की समस्त नियुक्तियाँ शून्य मानी जावेंगी जिसकी समस्त जिम्मेदारी महाविद्यालय के स्वयं की होगी।


कुलसचिव

प्रतिलिपि :-

1. अतिरिक्त संचालक, उच्च शिक्षा, ग्वालियर-चम्बल संभाग, कस्तूरबा चौराहा कम्पू, लश्कर ग्वालियर।
2. कुलपति के सचिव, जीवाजी विश्वविद्यालय, ग्वालियर।
3. कुलसचिव के निज सहायक, जीवाजी विश्वविद्यालय, ग्वालियर।
4. श्री एच.के. द्विवेदी, प्रभारी, आई. टी. सेल. की ओर इस आशय के साथ प्रेषित कि वह उक्त पत्र को तत्काल प्रभाव से विश्वविद्यालय की वेबसाईट पर अपलोड करें।


निदेशक,
महाविद्यालयीन विकास परिषद्

9/1/54

APPENDIX

FORM OF AGREEMENT OF SERVICE FOR TEACHERS

An Agreement made him.....day of.....19.....between Shri.....(here-in-after called the Teacher) of the first part, and the Governing Body of theCollege (here-in-after) called the (governing Body, through its Chairman/Secretary, of the Second part,

Whereas the Governing Body has appointed Shri.....as a member of the Teaching Staff of the.....College upon the term and conditions hereinafter set out and as provided in the College Code. Now this agreement witnesses that the party of the first part and the Governing Body hereby contract and agree as follows:

- (1) That this agreement shall begin from the..... day of 19..... and shall be determinable as hereinafter provided.
- (2) That the party of the first part is employed on probation for a period of one year and shall be paid a monthly salary of Rs.....in the Pay scale of Rs.....
The period of probation may be extended by such further period as the party of second part may deem fit; but the total period of probation shall, in no case, exceed two years. The teacher shall be deemed to have been confirmed in his appointment unless not later than one month before the expiration thereof, the Governing Body informs him in writing of its intention not to continue him.
- (3) That on confirmation the Governing body shall pay to the teacher during the continuance of this engagement salary in the pay scale of Rs.....and no increment shall be withhold without the approval of the Governing Body.
- (4) The Teacher shall during he continuance of his engagement be entitled to the benefit of the Provident Fund maintained by the Governing Body in accordance with the provisions laid done in the College Code.
- (5) That the date of birth of the party of the first part is..... and the age of superannuation will be sixty years, the actual date of retiring shall be the last day of the academic year in which he attains the age of sixty unless extension if granted as provided in part 26 of the College Code.
- (6) That the Teacher shall be entitled to leave in accordance with the provisions of the College Code.
- (7) That the Teacher shall devote his whole time to the service of the College, and shall not, without the permission of the Governing Body, engage directly or indirectly in private tuition or any trade or business or other remunerative work which may interfere with the proper discharge of his duties; but this prohibition shall nor apply to such benefits as accrue to him as an Examiner or author of Books or due to his academic achievements.
- (8) That the party of the first part shall, in addition to the ordinary duties, perform such other duties as may be assigned to him by the Principal of the College in connection with the

[Handwritten mark]

Social intellectual or athletic activities of the college or examinations or administration or the keeping of discipline in the college.

(9) After confirmation, the services of the party of the first part can be terminated only on the following grounds:

- (a) Misconduct including willful neglect of duty;
- (b) Breach of any of the terms of contract;
- (c) Physical or mental unfitness;
- (d) Incompetence;
- (e) Abolition of post.

Provided that:

- (i) The plea of incompetence shall not be used against the party of the first part after he has served the party of the second part for two years or more after his confirmation.
 - (ii) The services of the party of the first part shall not be terminated under sub clause (c) without obtaining a certificate to that effect from a Medical Board to be appointed by the Governing Body.
 - (iii) The services of the party of the first part shall not be terminated on any account without the previous approval of the Executive Council.
- (10) Except when termination of service has taken place under sub-clause (a) or (b) of clause 9 neither the party of the first part nor the party of the second part shall terminate this Agreement, except by giving to the other party three months' notice in writing or by paying to the other party a sum equal to three months' salary, which the party of the first part is then earning. The period of notice referred to above does not include the summer vacation or any part thereof.
- (11) Nothing in this agreement shall affect the right of the party of the first part to apply for referring any difference or dispute arising out of this agreement to the Tribunal constituted under paragraph 39 of the College Code?
- (12) On the termination of this agreement from whatever clause, the teacher shall deliver up to the Governing Body All books, apparatus, records and such other articles belonging to the College or to the University as may be in his possession.

The Governing Body shall clear the account of the teacher in respect of arrears of salaries, if any, and other dues that may be payable to him from the college within three months of the termination of this Agreement.

Signature..... day of..... 19.....

1..... (Party of the first Part)

2..... (Party of the Second Part)

In the presence of

1..... (Witness 1)

2..... (Witness 2)