

7.1.12  
**KM MAYAWATI GOVERNMENT GIRLS PG COLLEGE,  
BADALPUR, G.B. NAGAR.**



# **A HANDBOOK OF PROFESSIONAL ETHICS AND CODE OF CONDUCT**

K.M.G.G.P.G College follows U.G.C implemented Code of Conduct for university and college teachers by their notification No- D.O.No.F.1-4/87 (PS-CELL) dated 17-02-1989 and U.P Government implemented these Code of Conduct in U.P by their notification No- 377/70-1-2013-16{174}/2010 dated-03-12-2013 .

The college circulate Code of Conduct K.M.G.G.P.G College faculty member time to time and they take the oath to follow these Code of Conduct.

**KM MAYAWATI GOVERNMENT GIRLS P.G.**  
**COLLEGE, BADALPUR, G.B. NAGAR.**

**CODE OF PROFESSIONAL ETHICS**

- 1. TEACHER AND THEIR RESPONSIBILITIES :** Whoever adopts teaching as a profession assumes the obligation to conduct himself/ herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition.

: Teachers should:

- (I) Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- (II) Manage their private affairs in a manner consistent with the dignity of the profession;
- (III) Seek to make professional growth continuous through study and research;
- (IV) Express free and frank opinion by participation as professional meetings, seminars, conferences etc. towards the contribution of knowledge;
- (V) Maintain active membership of professional organizations and strive to improve education and profession through them;
- (VI) Perform their duties in the form of teaching, tutorial, practical teaching, seminar, symposium, workshop and research work conscientiously and with dedication;
- (VII) Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as: assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of university and college examination, including supervision, invigilation and evaluation; and
- (VIII) Participate in extension, co-curricular and extra-curricular activities including community service.

**2. TEACHERS AND THE STUDENTS**

Teachers should:

- (i) Respect the right and dignity of the student in expressing his/her opinion;
- (ii) Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
- (iii) Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
- (iv) Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- (v) Inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace;
- (vi) Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason;
- (vii) Pay attention to only the attainment of the student in the assessment of merit;
- (viii) Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;



- (ix) Aid students to develop an understanding of our national heritage and national goals;
- (x) Refrain from inciting students against other students, colleagues or administration.

### **3. TEACHERS AND COLLEAGUES**

Teachers should:

- (i) Treat other members of the profession in the same manner as they themselves wish to be treated;
- (ii) Speak respectfully of other teachers and render assistance for professional betterment;
- (iii) Refrain from lodging unsubstantiated allegation against colleagues to higher authorities; and
- (iv) Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavor.

### **4. TEACHERS AND AUTHORITIES**

Teacher should:

- (i) Discharge their professional responsibilities according to the existing rules and adhere to procedures and method consistent with their profession in initiating step through their own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest;
- (ii) Refrain from undertaking any other employment and commitment including private tuition and coaching classes which are likely to interfere with their professional responsibilities;
- (iii) Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- (iv) Co-operate through their organizations in the formulation of policies of the other institutions and accept offices;
- (v) Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;
- (vi) Should adhere to the conditions of contract;
- (vii) Give and expect due notice before a change of position is made; and
- (viii) Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

### **5. TEACHERS AND NON-TEACHING STAFF**

- (a) Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution; and;
- (b) Teachers should help in function of joint staff councils covering both teachers and the non-teaching staff.

### **6. TEACHERS AND GUARDIANS**

Teachers should:

Try to see through teachers' bodies and organizations, that institution maintains contact with the guardians, their students, sends reports of their performance to the guardians whenever necessary and meets the guardians in meeting convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

### **7. TEACHERS AND SOCIETY**

Teachers should:

- (a) Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
- (b) Work to improve education in the community and strengthen the community's moral and intellectual life;
- (c) Beware of social problems and take part in such activities as would be conducive to the progress of society and hence
- (d) Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
- (e) Refrain from taking part in or subscribing to or assisting in any way activities which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration.

### **PRINCIPAL**

College Principal should ;

- (a) Provide inspirational and motivational value-based academic and executive leadership to the college through policy formation, operational management, optimization of human resources and concern for environment and sustainability;
- (b) Conduct himself / herself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the university;
- (c) Act as steward of the university's assets in managing the resources responsibility, optimally, effectively and efficiently for providing a conducive working and learning environment;
- (d) Promote the collaborative, shared and consultative work culture in the university, paving way for innovative thinking and ideas;
- (e) Endeavour to promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to the nation and society.
- (f) Refrain from allowing considerations of caste, creed, religion, race, gender or sex in their professional endeavor.

## **CODE OF CONDUCT FOR PRINCIPAL, TEACHERS AND STUDENTS**

### **Code of Conduct for Principal**

The Principal of an Institutional should always be honest, fair, objective, supportive, protective and law abiding. Besides, the following traits are expected from the Principal. He has to Chalk out a policy and plan to execute the vision and mission. Promote industry institution interaction and inculcate research development activities. Ensure that the staff and students aware of rules, policies and procedures laid down by the college and enforce them fittingly. Recommend and forward communication to the authorities. Monitor, manage and educate administration of the institution and take remedial measures actions / based on stakeholder's feedback. Execute any other qualitative and quantitative work for the welfare of institution. Listen to the student's ideas and set a supportive tone. Be fair in his disciplinary actions for all the members of faculty, non-teaching staff and students. Empower all his staff and students to reach their maximum potential. Carry himself with the highest integrity and he has to exhibit outstanding and strong leadership skills.



## **CODE OF CONDUCT FOR TEACHERS**

Teaching is a noble profession. It shapes the character, caliber and future of an individual. He / She can inspire, hope ignite them and instill a love of learning among the students. Besides, the teachers have to

- Upload the honor and dignity of the teaching profession.
- Provide an innovative and quality education to pupils.
- Be impartial and discriminative against students.
- Interact with the students in a friendly manner.
- Abide by rules and regulations of the institution.
- Abide by the procedures to ensure student's safety.
- Collaborate with fellow teachers.
- Be responsible and interact positively with parents and other stakeholders in educating the students.
- Be good counselors and facilitators. Help, guide, encourage and assist students in their learning.

## **CODE OF CONDUCT FOR NON-TEACHING STAFF**

The following traits are expected from the Non-teaching staff. He /She must

- Report to duty at least 30 minutes in advance.
- Remain on duty during college hours.
- Adhere strictly to the laws and regulations of the college.
- Respect and maintain the hierarchy in the Administration.
- Maintain honesty, integrity, fairness in all activities.
- Exercise self-discipline and restrain at all time and deal positively with staff, students and the general public must not divulge official secrets, mutilate, expunge, conceal, alter or forge official documents / receipts.
- Must not intercept or misappropriate college money.
- Must not be absent from duty without official approval or approved sick leave.
- Avoid social networking sites such as Facebook, Whatsapp, etc. during the working hours.

## **CODE OF CONDUCT FOR STUDENTS**

- Every students shall wear clean, neat and formal dress, fitted to our culture and tradition. Casual wear such as T-Shirt, shorts and jeans must be avoided.
- During class hour a student cannot go out of the classroom without the permission of the teacher concerned.
- During leisure hours, students are advised to use the library, and internet browsing Centre.
- During leisure hours students should go to the rest room or library.
- Students should stay wear their identity cards inside the campus daily.
- Ragging in any form is a serious offence and it will be dealt with severely.

- Students shall move from one classroom to another or get out of the classroom in an orderly manner, without making any noise.
- Students should bring prescribed textbooks to the classes every day. Students should handle the furniture and other properties with care.
- Visitors are not allowed to meet the students in the classrooms.
- Students should take care of their belongings.

## **ACCOUNTABILITY FOR TEACHERS**

Teacher should handle the subjects assigned by the Head of Department.

1. Teacher should complete the syllabus in time. Teacher shall produce good result in the subjects handled by them and are accountable for the same.
2. Assignment should be written in Note Books are to collected from the students in time and returned to the students after correction.
3. Teachers should be good counselor and Facilitators. They should help, guide, encourage and assist the students to ensure that the Teaching-Learning Process is effective and successful. Value based education must be their motto.
4. Teacher should carry out other academic, co-curricular and organizational activities that may be assigned to them from time to time.





## Responsibilities and Duties

[Home](#) / [About Us](#) / [Responsibilities & Duties](#)

### Responsibilities and Duties

- > Responsibility of all management, controlling and development work of Regional Higher Education Offices of state and all government colleges of the state.
- > Responsibility of administrative and financial duties (Salary, Pay, Fixation, Pay revision etc.) of government-aids colleges.
- > To receive information of current vacancies of teachers and possible future vacancies from colleges and to forward the list to Uttar Pradesh Higher Education Service Commission for advertisement and selection.
- > To forward the list of selected and recommended candidates for appointment by seat arrangement to management as selected by Uttar Pradesh Higher Education Service Commission.
- > Approval of advance form provident fund.
- > Approval of provident fund of pension and retirement.
- > Settlement of judicial issues related to Higher Education.
- > Along with co-ordination with universities, execution of responsibilities of implementation of rules, statues and regulations of Higher Education.
- > Internal surveillance by the audit unit of the headquarters, of the records of government and aided colleges and universities.
- > Settlement of management and financial irregularities in colleges.
- > Proceedings regarding authorized controller/administrator appointment in colleges.

### Work related to non-government colleges:-

- > Allotment of grant for salary payment of teaching and non-teaching staff.
- > Proceedings related to creation of new posts of teaching and non-teaching staff, revision of posts going to be vacant, assurance of posts and regulation of teachers.
- > Salary specification of teaching and non-teaching staff, approval of selected pay-scale and settlement of salary related issues.
- > Pension approval of all employees, approval of general provident fund and final payment of amount of provident fund on retirement.
- > Proposal of opening of new colleges and opening of new cadres/subject in existing universities.
- > For the development of universities, matching share for approval of grant by U.G.C. and to forward the recommendations to the government to provide other grant and to assure consumption of approved fund released.
- > To do audit of colleges and cases of audit grievances, to conduct the investigation of irregularities, to do settlement of grievances received by government from various sources and to do proceedings accordingly.
- > Proceedings related to appointment of authorized controller/administrator in colleges.
- > To receive list from colleges of current vacant post of teachers and possible future vacancies in colleges.
- > To forward the list of subject wise consolidated list of informed vacancies (requisition) to Uttar Pradesh Higher Education Service Commission for advertisement and appointment.
- > To forward the list of selected and recommended candidates for appointment by seat arrangement to management by Uttar Pradesh Higher Education Service Commission.



- provide subsidy grants to the institutions.
- To provide approval to non-teaching staff.

### Work related to state government colleges:-

- > To prepare annual budget of state government colleges, cases related to appointment/transfer and promotion of teachers.
- > Investigation of grievances/problems against teachers and principals of state government colleges and disciplinary/administrative proceedings.
- > Creation of new posts and opening of state government colleges.
- > Approval for leave of teachers/employees.
- > Pension, provident fund and other type of advance approval of teachers/employees.
- > Approval of recurring / non-recurring grant for the development of colleges.
- > In case of revision of pay-scale of teaching and non-teaching staff of non-government and government colleges of state, Higher Education Directorate will execute the work of pay-scale specification of teachers, bursars, office superintendent, librarian, deputy librarian and co-ordinators.
- > Advocacy of issues ongoing in court related to non-government/government colleges.
- > Approval of various scholarships of students, renewal of scholarship, collection of loan scholarship.
- > To collect all type of data related to Higher Education and to plan for development.
- > To prepare annual budget of Higher Education.
- > Pension work related to universities.
- > Operation of rovers/rangers programs in colleges.
- > Training work of teachers/professors/employees of state government colleges is also executed by the directorate.
- > To advise government, regarding problems related to universities and colleges and to do legal proceedings related to questions raised in Legislative Assembly.
- > Establishment work of government/self-funded colleges in un-served areas.
- > Up gradation and strengthening work of colleges.

### Important Link

- > Higher Education Directorate
- > U.P. State Council of Higher Education
- > U.P. Higher Education Service Commission
- > Rashtriya Uchchatar Shiksha Abhiyan (RUSA)
- > Academic Audit System

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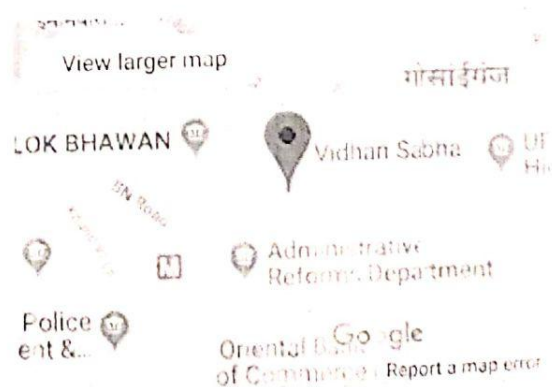
Navin Bhawan , Uttar Pradesh Secretariat Hazratganj, Lucknow -226001

#### CONTACT DETAILS

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#### FOLLOW US

#### LOCATION MAP



# ***The U.P. Higher Education (Group A) Service Rules, 1985***

***Published Vide Notification No. 3353/15-2-85-100-72 Dated 2.7.1985, published in the U.P. Gazette, Extraordinary, Dated 2.7.1985.***

In exercise of the powers conferred by the proviso to Article 309 of the Constitution and in supersession of all existing rules and orders on the subject, the Governor is pleased to make the following rules regulating recruitment and conditions of service of persons appointed to the Uttar Pradesh Higher Education (Group A), service :

## ***Part I***

### ***General***

**1. Short title and commencement.** - (1) These rules may be called The Uttar Pradesh Higher Education (Group A) Service Rules, 1985.

(2) They shall come into force at once.

**2. Status of the service.** - The Uttar Pradesh Higher Education (Group A) Services is a State Service comprising Group "A" posts.

**3. Definitions.** - In these rules, unless there is anything repugnant in the subject or context

(a) "*appointing authority*" means the Governor.

(b) "*citizen of India*" means a person who is or is deemed to be a citizen of India under Part II of the Constitution;

(c) "*Commission*" means the Public Service Commission Uttar Pradesh;

(d) "*Constitution*" means the Constitution of India;

(e) "*Degree College*" means an affiliated or associated College maintained exclusively by the Government or imparting instruction up to the first degree level;

(f) "*Government*" means the State Government of Uttar Pradesh;

(g) "*Governor*" means the Governor of Uttar Pradesh;

(h) "*member of the service*" means a person substantively appointed under these rules or the rules or orders in force prior to the commencement of these rules to a post in the cadre of the Service;

(i) "*post-graduate college*" means an affiliated or associated College maintained exclusively by the Government for imparting instruction up to the post-graduate level in one or more subjects or faculties;

(j) "*service*" means the Uttar Pradesh Higher Education (Group A) Service;



(k) "substantive appointment" means an appointment, not being an *ad hoc* appointment, on a post in the cadre of the service, made after selection in accordance with the rules and, if there are no rules in accordance with the procedure prescribed for the time being by executive instruction issued by the Government;

(l) "year of recruitment" means a period of twelve months commencing from the first day of July of a calendar year.

## Part II

### Cadre

**4. Cadre of Service.** - (1) The strength of the service and of each category of posts therein shall be such as may be determined by the Government from time to time.

[(2) The strength of the service and of each category of posts therein shall until orders varying the same are passed under sub-rule (1) be as under :

Category	Designation	No. of Posts
1	2	3
I	Director of Higher Education	1
II	(a) Principal of Post-graduate Colleges	23
	(b) Joint Director of Higher Education	2
III	(a) Principal of Degree Colleges	94
	(b) Regional Higher Education Officer	8
IV	Assistant Director of Higher Education	3
V	Lecturer	1606

Provided that :

(i) the appointing authority may leave unfilled or the Governor may hold in abeyance any vacant post, without thereby entitling any person to compensation; or

(ii) the Governor may create such additional permanent or temporary posts as he may consider proper.]

**Note.** - No new appointments under the designation of Professor, Assistant Professor, Head of degree Department or Senior Lecturer shall be made hereinafter and the existing posts under these designations, should they fall vacant, shall be filled by appointment of lecturers only, who held any of these posts on November 30, 1977 shall continue as such and retain the designation of the post held by them on that date as a personal designation irrespective of their subsequent transfer to a post under a different designation in the same scale of pay. Nothing however, herein contained shall prevent the Governor from reviving the aforesaid designations in respect of future appointees to any of these posts.



### **Part III**

#### **Recruitment**

**[5. Source of recruitment.** - Recruitment to the various categories of posts in the services shall be made from the following sources :

*Category I - Director of Higher Education.* - By promotion through the Departmental Selection Committee from amongst members of the service specified in Category II of Rule 4(2).

*Category II - (a) Principal of Postgraduate Colleges.* -

(i) Fifty per cent by direct recruitment through the Commission.

(ii) Fifty per cent by promotion through the Commission from amongst members of the service specified in Category III of Rule 4(2).

(b) *Joint Director of Higher Education.* - By transfer from amongst the members of the service specified in Category 11(a).

*Category III-(a) Principal of Degree Colleges.* -

(i) Fifty per cent by direct recruitment through the Commission.

(ii) Fifty per cent by promotion through the Commission from amongst members of the service specified in Category V of Rule 4(2).

(b) *Regional Higher Education Officer.* - By transfer from amongst the members of the service specified in Category III(a).

*Category IV - Assistant Director of Higher Education.* - By transfer from amongst the Officers in Category V of Rule 4(2) provided that such Officer possess fifteen years of teaching experience in Government Degree or Postgraduate Colleges.

*Category V - Lecturer.* - By direct recruitment through the Commission.]

**[6. Reservation.** - Reservation for the candidates belonging to the Scheduled Castes, Scheduled Tribes and other categories shall be in accordance with the Uttar Pradesh Public Services (Reservation for Scheduled Castes, Scheduled Tribes and Other Backward Classes) Act, 1994 and the Uttar Pradesh Public Service (Reservation for Physically Handicapped, Dependent of Freedom Fighters and Ex-Servicemen) Act, 1993, as amended from time to time and the orders of the Government in force at the time of recruitment.]

### **Part IV**

#### **Qualifications**

**7. Nationality.** - A candidate for direct recruitment to a post in the service must be :-

(a) a citizen of India; or

(b) a Tibetan refugee who came over to India before the 1st January, 1962 with the intention of permanently settling in India; or

(c) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka, or any of the East African countries or Kenya, Uganda and the United Republic of Tanzania (formerly Tanganyika and Zanzibar) with the intention of permanently settling in India



Provided that a candidate belonging to Category (b) or (c) above must be a person in whose favour a certificate of eligibility has been issued by the State Government:  
Provided further that a candidate belonging to Category (b) will also be required to obtain a certificate of eligibility granted by the Deputy Inspector General of Police, Intelligence Branch, Uttar Pradesh.

Provided also that if a candidate belongs to Category (c) above, no certificate of eligibility will be issued for a period of more than one year and the retention of such a candidate in service beyond a period of one year, shall be subject to his acquiring Indian citizenship.

**Note.** - A candidate in whose case a certificate of eligibility is necessary but the same has neither been issued nor refused may be admitted to an examination or interview and he may also be provisionally appointed subject to the necessary certificate being obtained by him or issued in his favour.

**[8. Academic qualifications.** - (1) A candidate for direct recruitment to the post of Lecturer must possess the qualifications prescribed by the statutes of the various State Universities governed by the U.P. State Universities Act, 1973.

(2) A candidate for direct recruitment to the post of Principal of Degree College must possess the qualifications prescribed by the statutes of the various State Universities governed by the U.P. State Universities Act, 1973.

(3) A candidate for direct recruitment to the post of Principal of Postgraduate College must possess the qualifications prescribed by the statutes of the various State Universities governed by the U.P. State Universities Act, 1973.]

**9. Preferential qualification.** - A candidate who has :-

(i) Served in the territorial Army for a minimum period of two years, or

(ii) Obtained a 'B' certificate of the National Cadet Corps.

(iii) Shown high proficiency in debates, seminars, games and sports and other co-curricular activities indicating ability to participate with credit in campus programmes of a College shall, other things being equal, be given preference in the matter of direct recruitment.

**[10. Age.** - A candidate for direct recruitment for the post of Lecturer must have attained the age of 21 years and must not have attained the age of more than 40 years on the first day of July of the calendar year in which vacancies for direct recruitment are advertised :  
Provided that the upper age limit in the case of candidates belonging to the Scheduled Castes, Scheduled Tribes and such other categories as may be notified by the Government from time to time shall be greater by such number of years as may be specified.]

**11. Character.** - The character of a candidate for direct recruitment to a post in the service must be such as to render him suitable in all respects for employment in Government Service. The appointing authority shall satisfy itself on this point.

**Note.** - Persons dismissed by the Union Government or by a State Government or by a Local Authority or a Corporation or Body owned or controlled by the Union Government or a State Government shall be ineligible for appointment to any post in the service. Persons convicted of an offence involving moral turpitude shall also be ineligible.

**12. Marital Status.** - A male candidate who has more than one wife living or a female candidate who has married a man already having a wife living shall not be eligible for appointment to a post in the service :

Provided that the Government may, if satisfied that there exist special grounds for doing so, exempt any person from the operation of this rule.

**13. Physical Fitness.** - No candidate shall be appointed to a post in the service unless he be in good mental and bodily health and free from any physical defect likely to interfere with



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Provided that the upper age limit in the case of candidates belonging to the Scheduled Castes, Scheduled Tribes and such other categories as may be notified by the Government from time to time shall be greater by such number of years as may be specified.]

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**Note.** - Persons dismissed by the Union Government or by a State Government or by a Local Authority or a Corporation or Body owned or controlled by the Union Government or a State Government shall be ineligible for appointment to any post in the service. Persons convicted of an offence involving moral turpitude shall also be ineligible.

**12. Marital Status.** - A male candidate who has more than one wife living or a female candidate who has married a man already having a wife living shall not be eligible for appointment to a post in the service :

Provided that the Government may, if satisfied that there exist special grounds for doing so, exempt any person from the operation of this rule.

**13. Physical Fitness.** - No candidate shall be appointed to a post in the service unless he be in good mental and bodily health and free from any physical defect likely to interfere with



the efficient performance of his duties. Before a candidate is finally approved for appointment he shall be required to pass an examination by a Medical Board :  
Provided that a medical certificate of fitness shall not be required from a candidate recruited by promotion.

## **Part V**

### **Procedure For Recruitment**

[14. **Determination of vacancies.** - The appointing authority shall determine the number of vacancies to be filled during the course of the year of recruitment as also the number of vacancies to be reserved for candidates belonging to Scheduled Castes, Scheduled Tribes and other categories under Rule 6. The vacancies to be filled through the Commission shall be intimated to them.]

[15. **Procedure for direct recruitment.** - (1) Applications for being considered for selection shall be called by the Commission in the form published in the advertisement issued by the Commission.

(2) The Commission shall having regard to the need for securing due representation of candidates belonging to the Scheduled Castes, Scheduled Tribes and other categories in accordance with Rule 6, call for interview such number of candidates, who fulfil the requisite qualifications, as they consider proper.

(3) The Commission shall prepare a list of candidates in order of their proficiency as disclosed by the marks obtained by each candidate in the interview. If two or more candidate obtain equal marks, the Commission shall arrange their names in order of merit on the basis of their general suitability for the service. The Commission shall forward the list to the appointing authority.]

[15A. **Procedure for recruitment by promotion through the Commission.** - Recruitment by promotion to the posts of Principal of Postgraduate Colleges and Principal of Degree Colleges shall be made on the basis of merit in accordance with the Uttar Pradesh Promotion by Selection in Consultation with Public Service Commission (Procedure) Rules, 1970, as amended from time to time.]

[16. **Procedure for recruitment by promotion through the Departmental Selection Committee.** - (1) Recruitment by promotion to the post of Director of Higher Education shall be made on the basis of the criterion laid down in the Uttar Pradesh Government Servants Criterion for Recruitment by Promotion Rules, 1994, as amended from time to time through the Selection Committee constituted in accordance with the provisions of the Uttar Pradesh Constitution of Departmental Promotion Committee for Posts Outside the Purview of the Service Commission Rules, 1992, as amended from time to time.

**Note.** - Nomination of officers for giving representation to the Scheduled Castes, Scheduled Tribes and Other Backward Classes of Citizens in the Selection Committee shall be made in accordance with the order made under Section 7 of the Uttar Pradesh Public Services (Reservation for Scheduled Castes, Scheduled Tribes and Other Backward Classes) Act, 1994, as amended from time to time.

(2) The appointing authority shall prepare eligibility lists of the candidates in accordance with the Uttar Pradesh Promotion by Selection (On Posts Outside the Purview of the Public Service Commission) Eligibility List Rules, 1986, as amended from time to time and place the same before the Selection Committee along with their Character Rolls and such other records, pertaining to them, as may be considered proper.

(3) The Selection Committee shall consider the cases of candidates on the basis of records, referred to in sub-rule (2), and, if it considers necessary, it may interview the candidates also.



(4) The Selection Committee shall prepare a list of selected candidates in order of seniority as it stood in cadre from which they are to be promoted and forward the same to the appointing authority.]

**[16A. Combined select list.** - If in any year of recruitment appointments are made both by direct recruitment and by promotion, a combined select list shall be prepared by taking the names of the candidates from the relevant lists, in such manner that the prescribed percentage is maintained, the first name in the list being of the person appointed by promotion.]

## **Part VI**

### **Appointment, Probation, Confirmation And Seniority**

**[17. Appointment.** - (1) Subject to the provisions of sub-rule (2) the appointing authority shall make appointment by taking the names of candidates in the order in which they stand in the list prepared under Rules 15, 15-A, 16 or 16-A as the case may be.

(2) Where, in any year of recruitment, appointments are to be made both by direct recruitment and by promotion, regular appointments shall not be made unless selections are made from both the sources and a combined list is prepared in accordance with Rule 16-A.

(3) If more than one order of appointment are issued in respect of any one selection, a combined order shall also be issued, mentioning the names of the persons in order of seniority as determined in the selection or, as the case may be, as it stood in the cadre from which they are promoted. If the appointments are made both by direct recruitment and by promotion, names shall be arranged in accordance with the order, referred to in Rule 16-A.]

**18. Probation.** - [(1) A person on substantive appointment to a post in the service shall be placed on probation for a period of two years.]

(2) The appointing authority may, for reasons to be recorded extend the period of probation, in individual cases specifying the date up to which the extension is granted :  
Provided that save in exceptional circumstances, the period of probation shall not be extended beyond one year and in no circumstance beyond two years.

(3) If it appears to the appointing authority at any time during or at the end of the period of probation or extended period of probation that a probationer has not made sufficient use of his opportunities or has otherwise failed to give satisfaction, he may be reverted to his substantive post, if any, and if he does not hold a lien on any post, his services may be dispensed with.

(4) A probationer who is reverted or whose services are dispensed with under sub-rule (3) shall not be entitled to any compensation.

(5) The appointing authority may allow continuous service, rendered in an officiating or temporary capacity in a post included in the cadre or any other equivalent or higher post, to be taken into account for the purpose of computing the period of probation.

**[19. Confirmation.** - (1) Subject to the provisions of sub-rule (2), a probationer shall be confirmed in his appointment at the end of the period of probation or the extended period or probation if :

(a) his work and conduct is reported to be satisfactory;

(b) his integrity is certified; and

(c) the Appointing Authority is satisfied that he is otherwise fit for confirmation.



(2) Where, in accordance with the provisions of the Uttar Pradesh State Government Servants Confirmation Rules, 1991, confirmation is not necessary, the order sub-rule (3) of Rule 5 of those rules declaring that the person concerned has successfully completed the probation shall be deemed to be the order of confirmation.]

[20. **Seniority.** - The sonority of persons substantively appointed in any category of posts in the service shall be determined in accordance with the Uttar Pradesh Government Servants Seniority Rules, 1991, as amended from time to time.]

### **Part VII**

#### **pay etc.**

[21. **Scales of pay.** - (1) The scales of pay admissible to persons appointed to the various categories of posts in the service shall be such as may be determined by the Government from time to time.

(2) The scales of pay at the time of the commencement of the Uttar Pradesh Higher Education (Group A) Service (First Amendment) Rules, 2006 are given as follows :-]

Name of posts	Scale of pay
1. Director of Higher Education	Rs. 18,000-500-22,400
2. Post in Category-II	Rs. 16,400-450-20,900-500-22,400
3. Post in Category-III	Rs. 12,000-420-18,300
4. Post in Category-IV and Category V	Rs. 8,000-275-13,500.

22. **Pay during probation.** - (1) Notwithstanding any provision in the Fundamental Rules, to the contrary, a person on probation, if he is not already in permanent Government Service, shall be allowed his first increment in the time scale when he has completed one year of satisfactory service, has passed departmental examination and undergone training, where prescribed, and second increment after two years service when he has completed the probationary period and is also confirmed :

Provided that if the period of probation is extended on account of failure to give satisfaction such extension shall not be count for increment unless the appointing authority directs otherwise.

(2) The pay during probation of person who was already holding a post under the Government, shall be regulated by the relevant Fundamental Rules :

Provided that, if the period of probation is extended on account of failure to give satisfaction, such extension shall not count for increment unless the appointing authority directs otherwise.

(3) The pay during probation of a person already in permanent Government service shall be regulated by the relevant rules, applicable to Government servants generally serving in connection with the affairs of the State.

23. **Criterion for crossing efficiency bar.** - [x x x]

### **Part VIII**

#### **Other Provisions**



**24. Canvassing.** - No recommendations, either written or oral, other than those required under the rules applicable to the post or service will be taken into consideration. Any attempt on the part of a candidate to enlist support directly or indirectly for his candidature will disqualify him for appointment.

**25. Regulation of other matters.** - In regard to the matters not specially covered by those rules or special orders, persons appointed to the service shall be governed by the rules, regulations and order applicable generally to Government servants serving in connection with the affairs of the State.

**26. Relaxation in the conditions of service.** - Where the State Government is satisfied that the operation of any rule regulating the conditions of service of a person appointed to the service causes undue hardship in any particular case it may, notwithstanding anything contained in the rules applicable to the case, by order, dispense with or relax the requirements of that rule to such extent and subject to such conditions as it may consider necessary for dealing with the case in a just and equitable manner :  
Provided that where a rule has been framed in consultation with the Commission that body shall be consulted before the requirements of the rule are dispensed with or relaxed.

**27. Savings.** - Nothing in these rules shall affect reservations and other concessions required to be provided for the candidates belonging to the Scheduled Castes, Schedule Tribes and other special categories of persons in accordance with the orders of the Government issued from time to time in this regard.

#### **Appendix**

*[See Rule 8(2)]*

1. The following shall be the minimum qualifications for the post of Lecturer in the Faculties of Arts, Science and Commerce :-

- (a) An M. Phil Degree or a recognised degree beyond the Master's level or published work indicating the capacity of the candidate for independent research work; and
- (b) consistently good academic record with at least first or high second class Master's degree or an equivalent degree of a foreign University, in the relevant subject.

2. The following shall be the minimum qualification for the post of Lecturer in the Faculty of Education :-

- (a) An M. Phil Degree or a recognised degree beyond the Master's level or published work indicating the capacity of the candidate for independent research work; and
- (b) a consistently good academic record with at least first or high second class Master's degree in Education and also Master's degree or an equivalent degree of a foreign University, in the relevant subject.

3. The minimum qualifications for the post of Lecturer in the Faculty of Law shall be a degree in Master of Law with consistently good academic record.

4. If the Selection Committee is of the view that the research work of a candidate as evident either from his thesis or from his published work is of a very high standard, it may relax any of the qualifications prescribed in sub-clause (b) of clause (1), or sub-clause (b) of clause (2), as the case may be.

5. Where no candidate possessing the qualifications prescribed in sub-clause (a) of clause (1) or sub-clause (a) of clause (2) is available or considered suitable, the College on the recommendations of the Selection Committee may appoint a person possessing a



consistently good academic record on the condition that he obtains such qualifications within five years of his appointment failing which he shall not be able to earn future increments until he fulfils the requirements.

6. For the purpose of this Statute :-

- (a) marks above the mid-point between the minimum percentage of marks fixed by the University for award of first and second divisions are said to be high second class marks;
- (b) a candidate for lecturership in the Faculty of Education having obtained either an average of 50 per cent marks in the two examinations prior to the Master's Degree, that is to say the Intermediate and Bachelor's Degree examinations as also in the examination for B.Ed. Degree (irrespective of the marks obtained in any of the three examinations) or 50 per cent marks in each of the three examinations separately, is said to have a consistently good academic record;
- (c) A candidate for lecturership in the Faculty of Law having obtained either an average of 55 per cent marks in the two examinations prior to the LL.M. Degree that is to say examinations for LL.B. and the examination for any other Bachelor's Degree (irrespective of the marks obtained in any of the two examinations) or 50 per cent marks in each of the two examinations separately, is said to have a consistently good academic record;
- (d) A candidate (other than a candidate for lecturership in the Faculty of Education and the Faculty of Law) having obtained either an average of 55 per cent marks in the two examinations prior to Master's degree that is to say Intermediate and Bachelor's degree examination (irrespective of the marks obtained in any of the two examinations), or 50 per cent marks in each of the two examinations separately is said to have a consistently good academic record.