

# Regulations for Recruitments

And  
Other Service Rules

In

UNIVERSITY OF ENGINEERING & MANAGEMENT, JAIPUR



**UNIVERSITY OF ENGINEERING & MANAGEMENT, JAIPUR**

(Approved by AICTE and recognized by UGC, Ministry of HRD, Govt. of INDIA)

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## **1. Creation of posts, method of recruitment and procedure of appointment to such posts**

### **a) General Conditions -**

- i) The employees of the University of Engineering & Management, Jaipur (Henceforth referred to as UEM) shall consist of the following categories, namely:
  - Teaching staff
  - Non-teaching staff
- ii) The Board of Management of UEM may determine the category in which a particular post or cadre may be placed.
- iii) The Board of Management of UEM may fix the grade of pay of all categories of employees of the University.
- iv) The qualifications, scales of pay and allowances of different categories of employees of the University shall be such as may be prescribed by the Board of Management in accordance to the norms followed by State Govt./AICTE/UGC, subject to the financial condition of the University.
- v) An employee shall devote his whole time to the service of the University and shall not, without written permission of the President (Vice-Chancellor), engage directly or indirectly in any trade or business whatsoever or any other work, provided, however, that this clause shall not apply to any remunerative additional work in connection with evening courses run by the University or to any other work undertaken by any member of the staff in connection with the work of UEM, as may be required and permitted by the President (Vice-Chancellor).
- vi) No member of the staff shall undertake private tuition.
- vii) In addition to the teaching work a teacher shall be liable to perform such extra-curricular duties, supervision and other work in connection with any examination held by the University as may be allotted to him by the President (Vice-Chancellor). Non-performance of such duty shall be deemed to be negligence in the discharge of his/her duties.

### **(b) Recruitment**

- i. The university will issue All India advertisement for recruitment to the teaching posts in leading national dailies/electronic media and make

appointments thereto on All India basis on the recommendations of the selection committee as per UGC regulations on minimum qualifications for appointment of teachers and other academic staff in universities and colleges and measures for the maintenance of standards in higher education 2010.

- ii. In order to attract best talents, the University may make rolling advertisements whereby eligible candidates can submit their applications for different Faculty positions throughout the year.

## **2. Minimum Qualifications and Experience**

- i) The terms and conditions with regard to minimum qualification for appointment of Faculty and other Academic Staff in Universities and Colleges and measures for the maintenance of standards in Higher Education 2010, the other terms and conditions as prescribed in the UGC Regulations and amended from time to time shall be followed.
- ii) In addition to the above, the President (Vice-Chancellor) may prescribe in consultation with the concerned Dean of Faculty Council, to the Academic Council such specification or any other condition as required for the post to be filled up.
- iii) The minimum qualifications required for the post of Professor, Associate Professor, Assistant Professor for Engineering and Management streams are as under:
  - (a) PROFESSOR:
    - (i) An eminent scholar with Ph.D. qualification(s) in the concerned / allied / relevant discipline having secured minimum 65% marks in class X, XII, Graduation and Post Graduate and published works in foreign journal of repute.
    - (ii) A minimum of ten years of teaching experience in university/college, and/or experience in research at the University/National level institutions/industries, including experience of guiding candidates for research at doctoral level and conducting at least two sponsored project/research or consultancy jobs of high value.

OR

An outstanding professional, with an exceptional accomplishment established

reputation in the relevant field, who has made significant contributions to the knowledge in the concerned/allied/relevant discipline, to be substantiated by credentials. The person should have proven record of having high level network in Industry and/or Academia.

(b) ASSOCIATE PROFESSOR:

- i. Good academic record with a Ph.D. Degree in the concerned/allied/relevant disciplines. Throughout minimum 65% marks will be required to be eligible.
- ii. A minimum of five years of experience of teaching an academic/research position and/or research in equivalent Assistant to that of Professor in a University with evidence of Accredited Research Doing more than one sponsored project/research or consultancy.

(c) ASSISTANT PROFESSOR:

- i. Good academic record as defined by the concerned university with at least 65% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Master's level.
- ii. Degree level in a relevant subject from a recognized University.
- iii. Relevant grade which is regarded as equivalent of 65% wherever the grading system is followed by a recognized university shall also be considered eligible.

(iv) The minimum qualifications required for the post of Professor, Associate Professor, and Assistant Professor for Physiotherapy course are as under:

(a) ASSISTANT PROFESSOR:

Bachelor Degree in Physiotherapy (B.P/T./B. Th./P./B.P.Th.), Masters in Physiotherapy (M./P.Th/M.Th.P./M.Sc. P.T/M.PT.) with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) from recognized University.

(b) ASSOCIATE PROFESSOR:

Master in Physiotherapy (M.P.T./M.P.Th./M.Th.P/M.Sc. P.T.) with eight years total experience as Assistant Professor. Desirable: Higher Qualification like Ph. D.

in any discipline in Physiotherapy recognized by U.G.C./independent published work of higher standard.

(c) PROFESSOR:

i. Masters in Physiotherapy (M.P.T. / M.P.Th./M.Th.P./M.Sc. P.T.) with eleven years total experience including five years experience as Associate Professor (Physiotherapy).

Desirable: Higher Qualification like Ph. D. in any discipline in Physiotherapy recognized by U.G.C./ independent published work of high standard.

### **3. Shortlisting of Applications**

- I. The prescribed qualification and experience will be minimum, and the mere fact that a candidate possessing the same will not entitle him /her for being called for interview.
- II. The University will have the right to restrict the number of candidates to be called for interview, based on the recommendations of the Screening Committee constituted as per the Regulations for this purpose, to a reasonable number on the basis of qualifications and experience higher than the minimum prescribed or by any other condition that it may deem fit.
- III. The Scrutiny Committee for applications may evolve criteria for shortlisting the candidates to be called for the interview as per the UGC Guidelines in consultation with the President (Vice-Chancellor).

### **4. Reservation Policy**

The rules and procedures, prescribed by the State Government, Govt. of India, MHRD and UGC in respect of the Reservation policy for reserved categories shall be followed.

### **5. (A) Process of Selection**

- i) The overall selection procedure shall incorporate transparent, objective and credible methodology of analysis of the merits and credentials of the applicants based on weightages given to the performance of the candidate

in different relevant dimensions and his/her performance on a scoring system proforma.

- ii) Universities may assess the ability for teaching and/or research aptitude through demonstration lecture classes in a class room situation or demonstration on the capacity to use latest technology in teaching and research at the interview stage.

The process of selection of Faculty member position shall involve inviting the bio-data with duly filled Performance Based Appraisal System proforma developed by the University.

## **6. Selection Committee**

- (A) The Selection Committee for the post of Professor in the University shall have the following composition.
  - (i) The Vice-Chancellor or his/her representative shall be the Chairperson of the Selection Committee.
  - (ii) An academician nominated by the Vice-Chancellor.
  - (iii) One expert in the concerned subject nominated by the Vice-Chancellor.
  - (iv) Dean of the concerned Faculty Council, wherever applicable.
- (B) The Selection Committee for the post of Associate Professor in the University shall have the following composition.
  - (i) The Vice-Chancellor or his/her representative shall be the Chairperson of the Selection Committee.
  - (ii) An academician nominated by the Vice-Chancellor.
  - (iii) One expert in the concerned subject nominated by the Vice-Chancellor.
  - (iv) Dean of the concerned Faculty Council, wherever applicable.
- (C) The Selection Committee for the post of Assistant Professor in the University shall have the following composition.
  - (i) The Vice-Chancellor or his/her representative shall be the Chairperson of the Selection Committee.

- (ii) An academician nominated by the Vice-Chancellor.
  - (iii) One expert in the concerned subject nominated by the Dean of Faculty.
  - (iv) Dean of the concerned Faculty Council.
- (D) The Registrar, and while the office of the Registrar is vacant, the Deputy Registrar nominated by the President (Vice-Chancellor) for the purpose, shall be the ex-officio Secretary of the Selection Committee.
  - (E) At least two members, including Chairperson and one subject expert shall constitute the quorum.
  - (F) The University shall issue to each member a Notice before the meeting, stating the time and venue of the meeting. Meeting of the Selection Committee shall be fixed after prior consultation with, and subject to the convenience of President's (Vice-Chancellor's) nominee and of the nominated experts.
  - (G) Recommendations may be made with a condition attached to the concurrence of the future events.
  - (H) The Selection Committee, after considering a candidate for the post of Professor or Associate Professor, may, if it is of the opinion that he or she will be suitable choice for the next lower post, can make such recommendation. If any candidate is recommended by the Selection Committee for appointment in relaxation of any of the prescribed conditions relating to qualifications, age, experience etc., it shall be so stated and recorded.
  - (I) When the Selection Committee considers it fit to recommend a higher initial pay or advance increments to be offered to a selected candidate, it shall be with approval of the Chief Finance Officer.

## **7. Appointment**

- i. In case of selection to two or more posts on the same date, the recommendations shall invariably be made in order of merit of the selected candidates for the purpose of determining seniority in service.
- ii. Number of posts advertised may be treated as indicative and not exhaustive. The University shall have the right to increase/decrease the number of posts at the time of selection and make appointments accordingly.
- iii. The Selection Committee's recommendations shall remain valid for a

period of one year from the date of such approval.

- iv. In cases of any disputes any suites or legal proceedings against the University, the jurisdiction shall be restricted to the Courts in Chomu, Jaipur.

## **8. Grade Increment –**

The increment in pay though provided for in the grade cannot be claimed as a matter of right but has to be earned by such employee by approved service. Every whole time employee should be in approved service. Every employee shall normally be paid the increment that may fall due according to the grade pay rules unless the same has been withheld by the University for any reason.

## **9. Age of Retirement and extension of Service/Re-employment -**

- i) The date of retirement of all employees shall be the last date of the month on which he completes the age of 60 years. In case of special need of the University the President (Vice- Chancellor) may given extension to an employee which may not be more than a year at a time.
- ii) Notwithstanding the provision made in clause (a) above the University may extend not beyond the limit of 65 years of age.

## **10. Voluntary Retirement -**

Notwithstanding the provisions in clauses (a) and (b) above any employee on the completion of the age of 50 years or on the completion of 20 continuous years of loyal and faithful service of the University will have the option of voluntary retirement with benefits of provident fund, gratuity and such other amenities as would be admissible on the date of retirement.

## **11. Scales of Pay -**

Scales of pay attached to any post shall be in accordance with the AICTE/UGC norms. Other allowances will be as determined by the Board of Management from time to time.

## **12. Promotion -**

- i) Teachers have to apply for promotion if they acquire necessary eligibility. Principles of eligibility for promotion in the case of teachers will be as prescribed by UGC/AICTE norms and as per Regulations of the University.
- ii) Promotion in the case of non-teachers will be as guided by the Board of Management from time to time depending on the need of the University.



**13. Part-Time Service on Contract -**

Whenever felt necessary, the Vice-Chancellor may appoint a part-time lecturer or a part-time staff on contract. Such appointment will be made for a maximum of six- months period. All such employees will be paid a consolidated salary per month and they will not be entitled to any other benefits.

**14. Probationary Period -**

Probationary period and confirmation of service for a teacher will be six months. In case of a non-teacher, it will be guided by the Board of Management from time to time.

**15. Communication of Official / Confidential / Technical Information -**

Official/ Confidential/ Technical information obtained in course of employment shall not be divulged by any employee to any outsider or to the press without the permission of the President(Vice-Chancellor). Such information may be forwarded to any officer/other section/s of the University when required and as endorsed by the competent authority.

**16. Forwarding of Applications for Employment / Scholarship -**

- i) No application by a teacher of the University for any employment elsewhere or any scholarship, fellowship or research grant tenable otherwise in the University shall be made except with the previous written approval of the President (Vice-Chancellor). In case of any violation, services of the employee will be terminated and balance financial dues, if any, will be forfeited. Money thus saved will be given to student Gymkhana.
- ii) Employee other than teachers shall not apply for scholarship, fellowship or research grant tenable in the University.

**17. Appointing Authority -**

Appointments to different posts will be made as per provisions of the Act and the Statute of the University. Appointments to all other positions not mentioned in the Statute should be made by the President (Vice-Chancellor) or his/her nominee.

**18. Penalties -**

- (A) The following penalties or any of these may be imposed on any employee for misconduct, for good and sufficient reasons and after complying with procedure laid down hereinafter.
  - a. Censure.

- b. Withholding of increment/s or promotion including the stoppage of increment at an efficiency bar, if any.
- c.Reduction of position to a lower stage in the time scale of pay for specified period with further direction as to whether or not the employee will earn increment of pay during the period of such reduction and whether on the expiry of such period the reduction will or will not have the effect of postponing the future increment of his pay.
- d. Recovery from pay of the whole or part of any pecuniary loss caused to the University due to negligence or breach of order by the employee concerned.
- e. Compulsory retirement.
- f. Removal from service
- g. Dismissal from service

**(B) Procedure for imposing Penalties -**

No order of imposing of the penalties shall be made except after an enquiry held in the manner as following:

- 1) The Disciplinary Authority shall draw or cause to be drawn up –
  - i. the substance of the imputation of misconduct/misbehavior into definite and distinct article or articles of charge;
  - ii. a statement of imputation of misconduct or misbehavior in support of each article of charge which shall contain a statement of relevant facts including any admission or confession made by the employee;
  - iii. The Disciplinary Authority may, for the purpose of enquiry, appoint an Enquiring Authority to advise the Vice-Chancellor about the action to be taken.

**19. Disciplinary Authority -**

Subject to the provisions made hereinafter, the Vice-Chancellor of the University of Engineering & Management shall be the disciplinary authority in respect of all employees.

**(A) Suspension:**

- i. The disciplinary authority may place an employee under suspension.
- ii. The disciplinary authority may place an employee under suspension.

- iii. Where the disciplinary proceedings against him/her contemplated for and is
  - d) pending or
  - iv. Where a court case against him/her in respect of any criminal offence is under investigation, enquiry or trial.
- (B)** An employee shall be deemed to have been placed under suspension by an order of the disciplinary authority:
  - i. With effect from the date of detention, if he/she is detained in police custody on a criminal charge for a period exceeding 48 hours.
  - ii. With effect from the date of his conviction, if, upon such conviction, he/she is sentenced to a term of imprisonment exceeding 48 hours;
  - iii. Where the penalty of dismissal or removal from service imposed upon an employee, under suspension, is set aside on appeal or review under this Statute or under any order of the Court of Law and the case is remitted for further enquiry or action with any other direction his/her suspension shall be deemed to have continued and in force from the date of original order of the dismissal and shall remain in force until further orders of the disciplinary authority.
  - iv. During the period of suspension, the employee concerned shall be entitled to a subsistence allowance of an amount equal to one third of his/her basic pay only. In the event of his suspension being followed by punishment he/she shall not be entitled to any further emoluments other than what he/she had already been paid from the date of his suspension unless the Board of Management directs otherwise.
  - v. An order of suspension under this Statute shall not be deemed to be or construed as punishment for any purpose whatsoever.

**(C) Pay and Allowances on Reinstatement -**

When an employee who has been dismissed, removed or suspended is reinstated, the Disciplinary, Authority, may grant him/her for the period of his/her absence from duty as under:

- (i) When he/she is honorably acquitted, the full pay and allowances.
- (ii) In a case falling under clause ( a ) the period of absence from duty will be treated as a period spent on duty. In a case failing under this clause the period may be treated as on duty or leave as may be due to him, but it will not be so treated unless the Disciplinary Authority directs accordingly.

**20. Appellate Authority -**

Board of Management shall be the final appellate authority with respect to any decision taken by the disciplinary authority. Decision of Board of Management will be final.

**21. Act of Misconduct -**

Any of the following act of an employee shall be construed as an act of misconduct:

- a. negligence in the discharge of duties;
- b. willful insubordination or disobedience to an order of a higher authority as per provisions of the Act, Statutes Regulations and Rules of UEM, or breach of discipline;
- c. theft, fraud or dishonesty in connection with the property of the University.
- d. giving false information regarding one's name, father's name, age, qualifications, previous service, etc. at the time of employment or subsequently;
- e. habitual late attendance or willful absence from duty without leave or sufficient causes and reasons;
- f. taking or giving bribes or any illegal gratifications or indulging in corrupt practices;
  - i. sexual harassments;
  - ii. indecent behavior or any other act subversive of discipline;
  - iii. assaulting or intimidating any employee of the University;
  - iv. sabotage or willful damage to or causing loss of goods or properties of the University.
  - v. spreading false information with a view to cause disruption of the normal work of the University.
  - vi. unauthorized use of land and building of the University.
  - vii. conviction in a court of Law for offence involving moral turpitude.
  - viii. breach of rules and regulations, orders and circulars of the University of any of the higher authorities.
  - ix. abetment or attempt to commit any of the acts of misconduct.
  - x. any other ground which may be considered by the Board of Management to be detrimental to the interest of the University.

**22. Leave Rules of the University**

**(A) Conditions of Leave -**

- i) Leave of any description though due cannot be claimed by an employee as a matter of right and nothing in these rules shall be understood to limit the discretion of the authorities empowered to grant, refuse or revoke leave of any description at any time according to the exigencies of University service.
- ii) All applications for leave of absence should be previously made in writing and sanction obtained before it is availed of, except in the case of sudden emergency in which case the report of such absence must be sent in, if possible, on the very day the employee is obliged to absent himself/herself and in any case within three days of such absence unless he/she is prevented from doing so due to physical incapacity or any other unavoidable cause.
- iii) Unreported absence may involve the loss of pay and allowances, habitual irregularities or frequent absence without leave will be considered gross negligence of duty and may cause an employee's removal from service and decision of the Vice-Chancellor of the University in this regard shall be final and binding.
- iv) No employee on leave shall be permitted to accept any remunerative occupation or undertake professional work while on leave except with the written permission of the Vice-Chancellor, as the case may be.
- v) These leave rules shall apply to all permanent employees of the University.
- vi) When an employee is granted study leave, leave on deputation or any other kind of long leave, he/she shall furnish clearance certificates regarding books, equipment/instruments, other assets and other dues before he/she actually avails the leave.
- vii) Earned leave has to be enjoyed during semester recess. Leave cannot be accumulated.

**(B) Casual Leave -**

- i) Casual leave is the leave on full pay which an employee is obliged to avail of for short period not exceeding three days at a time with or without previous intimation on account of certain emergency which may arise.
- ii) Casual leave shall always be applied for and sanctioned before it is taken except in case of emergency, for which application shall be made at the earliest.
- iii) Casual leave may be granted by the Head of Department / Section concerned. Casual leave for more than three days at a time shall not be granted to an employee without the permission of the Vice-Chancellor.
- iv) Casual leave cannot be suffixed or prefixed to any other leave.

**(C) Earned Leave -**

- i) Earned leave is the leave which is earned by an employee by discharge of duties for a certain period and granted to him/her at the discretion of the authority on application being made by the employee at least 15 days prior to the date on which he/she proposes to go on leave. Prior sanction should be obtained for extension of leave at least 7 (seven) days before expiry of leave of 30 (thirty) days or more and 3 (three) days for leave less than thirty days. Earned leave should be utilized during academic recesses only.
- ii) Casual leave, Medical leave or Earned leave cannot be accumulated. Leave will lapse after 31<sup>st</sup> December of every year.
- iii) Earned leave shall be granted with full pay and allowances.

**(D) Sick Leave -**

- i) Sick leave is the leave which may be granted to an employee who becomes ill, on application made by him/her. An employee may be granted sick leave for a period not exceeding 7 days for every twelve month service completed, upon an application being made and being supported by a certificate from a qualified registered medical practitioner provided however that the authority may ask the employee to submit to an examination by a medical practitioner appointed by the authority before granting him leave.
- ii) An employee who has been granted sick leave on medical certificate will be required to produce a certificate of fitness for resumption of duty after sick leave has been completed of or earlier.

**(E) Maternity Leave -**

Maternity leave may be granted to a female employee permanent or temporary on full pay and allowances she was drawing at the time of taking leave for a maximum period of 180 days.

**(F) Leave of Absence on Duty -**

An employee of the University may, with the previous sanction of the Vice-Chancellor in the case of teachers, be considered to be on "on duty" for attending business meetings, delivering academic lectures, conducting examinations or inspecting academic Institutions of any recognize University or a Government or a statutory body or for attending the meeting of any committee organized or constituted by Government or the annual session of any academic conference duly recognized by the University or for any other purpose deemed proper by the authority concerned, provided that total period of absence does not exceed three weeks in a year, and the University had taken initiative to send the Faculty/employee for the occasion.

**(G) Leave of the President (Vice-Chancellor) -**

- i) The Vice-Chancellor when he takes casual leave, will instruct the office to record it and will keep the Chancellor informed.
- ii) The President (Vice-Chancellor) may be granted leave, other than casual leave, by the Chancellor, which would be reported and recorded at the subsequent meeting of the Board of Management.

**(H) Leave of the Pro-President (ProVice-Chancellor)-**

- i) The ProVice-Chancellor when he takes casual leave, will instruct the office to record it.
- ii) The ProVice-Chancellor may be granted leave, other than casual leave, by the Chancellor, which would be reported and recorded at the subsequent meeting of the Board of Management.

**(I) Leave without pay -**

Leave without pay up to a maximum period of two years may be granted to an employee by the Vice-Chancellor under conditions to be determined in each individual case. Such leave shall not count towards increment, and shall be reported and recorded at the subsequent meeting of the Board of Management.

**(J) Study Leave -**

- i. Study Leave without pay may be granted by the Vice-Chancellor for advancement of knowledge and learning for further study, Training or Research at a University or other Institution of higher education or place of learning to an employee either in this country or abroad. Study Leave may be granted only when it is in the interest of the University.
- ii. No employee of the University shall be eligible for study leave unless he has put in at least three years full time, continuous, active and approved service in a permanent post under the University and is not due to retire there- from within five years of his return from such Leave and joining the University service.
- iii. Total period of Study leave should not be more than 2 years.

**(K) Study Leave Committee -**

1. All applications for study leave shall, before submission to the President (Vice-Chancellor), be examined by a Committee consisting of the following:
  - i) ProVice-Chancellor – Chairman

- ii) The Dean of Faculty concerned – Member
- iii) The Head of the Department concerned – Member
- iv) One member of the Academic Council as nominated  
by the President (Vice-Chancellor) – Member
- v) The Registrar - Secretary

**2. Application for study leave shall contain, inter alia, the following details:**

- a. Documents of his admission having been made or promised to be made in a University / Institution;
  - b. The nature of work to be pursued and or degree to be awarded;
  - c. The scholarship, fellowship or any other financial aids including travel grants, if any, obtained or promised.
- 3. The study leave Committee may, if thought necessary, interview the applicant while considering their applications for grant of study leave.**
- 4. It shall be the duty of the persons granted study leave to communicate immediately to the University any grant actually made to him/her and received by him during the course of the study leave from any person or University whatsoever.**
- 5. The service of an employee who fails to return and join the University service at the expiry of the sanctioned leave may be terminated by the President (Vice-Chancellor) without reference to the period concerned as from the date on which he should have rejoined his/her duty at the University.**

**23. Staff Quarters -**

Subject to availability, quarters may be allotted to all categories of the University staff provided that no employee shall have the right to claim any residential accommodation; allotment of quarters shall be made on the basis of the University need and incumbents' need. A committee of HODs will decide on allotment of quarters, the ProVice-Chancellor being the Chairman and the Registrar, the Secretary.

Rates of rent and conditions of eligibility of rent free quarter shall be prescribed by such rules as may be framed by the Board of Management from time to time.

**24. Constitution of Provident Fund, Gratuity and Pension Scheme to various Academic units of the University.**



During probation, only one-day leave per month will be allowed. During a calendar year, all employees should be on duty and will be entitled for leave as enumerated above.

**Provident Fund -**

University will follow provident fund rule of the government and all eligible employees will be covered within provident fund law.

**Gratuity -**

Payment of gratuity will be governed as per provisions of payment of Gratuity Act as amended from time to time.

**Pension Scheme –**

As per LIC New Jeevan Nidhi Scheme – Plan 818

**Medical Reimbursement:** RS.50,000/- (Rupees Fifty thousand) will be reimbursed to each staff member and/or their children, spouse and parents for medical expenses from organization under MOU with the University.