

**REVISED CONSTITUTION OF
KURUKSHETRA UNIVERSITY KURUKSHETRA ALUMNI ASSOCIATION (KUKAA)**

The above Constitution appearing at pages 412-421 of K.U. Cal. Vol.III, 2007, approved vide Executive Council Resolution No.16 of 19.07.2021.

**CONSTITUTION OF
KURUKSHETRA UNIVERSITY KURUKSHETRA ALUMNI ASSOCIATION (KUKAA)**

1. Name of the Association:

The name of the Association shall be the KURUKSHETRA UNIVERSITY KURUKSHETRA ALUMNI ASSOCIATION (hereinafter referred to as KUKAA). The Association shall be an autonomous body to be registered under Haryana Society Registration Act 2012.

2. Head Office:

- (a) The Head Office of the Association shall be at Campus of Kurukshetra University, Kurukshetra (hereinafter referred to as K.U.K.) Haryana, India.
- (b) The Association may establish Chapters/Offices in India and abroad on recommendation of the President/ Director/Deputy Director and with the approval of the Patron.

3. Aims and Objectives:

The Association shall be a non-government, non-political, charitable and non-profit making organization devoted to the following aims and objectives:

- (a) To foster the spirit of brotherhood and comradeship amongst the alumni of the University.
- (b) To arrange and collect funds to finance welfare and other schemes in the University, approved by the Association including development of infrastructural facilities.
- (c) To arrange social and cultural functions.
- (d) To support financially poor and the needy students for their higher studies.
- (e) To help the students of the University in placement.
- (f) To further the interests of the Kurukshetra University, Kurukshetra, in general.
- (g) To provide a forum for the alumni of the University for exchange of ideas and views on educational, cultural, social and academic matters.
- (h) To publish literature, papers, journals, directory, etc. for the fulfillment of the objectives of the Association.
- (i) To look after the interests of the alumni of the University.

- (j) To open branches/ chapters of the association in other towns.
- (k) Alumni Association may seek donations etc. under CSR regulations.
- (l) Funds/ donations may be sought and utilized for Start-up India and Atam Nirbhar Bharat projects.
- (m) The Society will apply for 12A registration and will seek to get exemption for the donors under section 80G of Income Tax Act, 1961. Society will also put efforts for Niti Aayog and FCRA registration.
- (n) To do all other acts in furtherance of the objectives of the Association.

4. Membership:

(1) Persons who have been admitted and passed out any examination from University Teaching Departments/Institutes/Directorate of Distance Education of Kurukshetra University or its Affiliated Colleges/Institutions shall be entitled to be enrolled as members of the Association.

(2) CATEGORIES OF MEMBERS:

There will be the following categories of members:

(a) Life Members

(b) Ordinary Members

(c) Donor Members: Any person, who is not otherwise eligible to become a member of association but has donated an amount decided by the executive committee to the funds of association and donation has been accepted by KUKAA, he/she may be enrolled as its donor member.

(d) Teacher-Members: Members of the teaching staff of the University or of its constituent colleges even though they may not be graduates of this University.

(e) Honorary Members: Not more than thirty members from amongst distinguished, Educationists, Researchers, Judges, Person in Services, Industrialists, Person in Corporate Sectors etc. may be nominated by the Patron.

(f) Members on Probation: All the new admissions and existing students of the University teaching departments/ Institutes on the campus including Directorate of Distance Education and KUK affiliated College/Institutes will be treated as members on probation till they pass out.

(Note: All former Vice – Chancellors and former Registrars will be the life member of the Kurukshetra University Kurukshetra Alumni Association (KUKAA).

(3) SUBSCRIPTION FOR MEMBERSHIP:

(a) Life Members: ₹1000 payable in one installment by the entitled members. The Non-resident members living outside India shall pay US\$ 100 or equivalent as life membership fees.

(b) Ordinary Members: ₹200 per annum by entitled members of UTD/ College/ Institutes in the University Campus and Directorate of Distance Education (DDE).

(c) Members on Probation: The subscription fees for members on probation for

University teaching departments/ Institutes including Directorate of Distance Education would be ₹1000 (Including security of ₹700) and will be charged at the time of admission. However, such membership will be ceased if security amount has been refunded on request. The subscription fees for members on probation of affiliated colleges/ institutes will be ₹50/- and same would be charged at the time of admission.

- Note:** 1. Students of all University Teaching Departments/Institutes on the Campus including Directorate of Distance Education admitted in a course and paid one time Alumni fee of ₹1000/- at the time of admission will automatically be life members of the Association on obtaining the University degree. On completion of the degree of students, the Department/Institute will send the updated database to KUKAA office.
2. The students of affiliated Colleges/Institutes will be members of the Alumni Association of their respective College/institute. In addition, their names will be included in the database of the KUKAA. For this purpose, the Colleges/Institutes will send the database of their respective College/Institute Alumni Association and a fee of ₹50/- per student (out of ₹200/- charged from them as one time Alumni Fee) to the Director, KUKAA. The Coordinator/ In-charge of alumni association of the affiliated colleges/ institutes may be called during Alumni association functions/ meet in Kurukshetra University Kurukshetra. On the completion of the degree of such students, the concerned College/Institute will send the updated database to KUKAA office.
3. The Alumni Fee is to be transferred/deposited by the various Colleges/Institutes etc. up to 31st December each year, otherwise Colleges /Institutes will have to pay fine @₹100/- per day up to the date of deposit.

5. Membership Privileges

- (i) Access to membership directories.
- (ii) Access to Central Library of Kurukshetra University, Kurukshetra.
- (ii) Access to certification and licensing programs.
- (iii) Privileged access to industry events and conferences.
- (iv) Inside access to innovations and new developments.
- (v) Opportunities to give back to the society.

6. Office Bearers:

- (1) The following shall be the office bearers of the Association:
 - (a) Patron: The Vice-Chancellor of KUK (ex-officio).
 - (b) Director (Alumni): To be nominated by the Patron from amongst the faculty members of KUK.
 - (c) Deputy Director (Alumni): To be nominated by the Patron from amongst the faculty members of KUK.
 - (d) Financial Advisor: To be nominated by the Patron from amongst the faculty members of KUK.

- (e) Coordinators: Chairpersons of University Teaching Department, Principal(s)/ Director(s) of Constituent Colleges/Institutes, Director(s)/Principal(s) of Institutes/ Colleges affiliated to KUK shall be the (Ex-Officio) Coordinator of the Alumni Association of their respective Department, Institute or College as the case may be.
 - (f) President: To be nominated by the Patron of the Kurukshetra University Kurukshetra Alumni Association (KUKAA).
 - (g) Vice-President: To be appointed by the Patron on the recommendation of the President.
 - (h) Secretary: To be appointed by the Patron with the consent of Director.
 - (i) Joint Secretary: To be appointed by the Patron with the consent of Director.
 - (j) Treasure: To be appointed by the Patron/ Director from amongst the faculty members of KUK.
- (Note: Amongst President, Vice President, Joint Secretary and Treasurer, any two office bearer would preferably be nominated from outside campus alumni.)
- (2) The term of the office-bearers (other than Patron) shall be three years. However, the term can be extended or terminated any time by the Patron.
 - (3) The office bearers other than Ex-Officio shall not hold the same office for more than two terms.

7. Executive Committee.

- (1) The Executive Committee of the Association shall consist of 25 members, including the office bearers and not more than 05 coordinators to be nominated by the Patron. The Executive Committee shall frame the bye-laws of the Association. However, such bye-laws shall not be contrary to any provision of Kurukshetra University Act, Statutes and Ordinances and the constitution of KUKAA.
- (2) The remaining 11 members of the Executive Committee shall be nominated by the Patron from amongst the life members’.
- (3) The term of the members of the Executive Committee shall be three years.

8. Duties and Functions of the Office Bearers:

- (1) PATRON:
 - (a) The Patron shall preside over meetings of the Association and Executive Committee.
 - (b) The Patron shall be the custodian of the property and interests of the Association.
 - (c) The Patron shall call special meeting of the Executive Committee/Association if a written requisition by at least eleven 15 members in case of Executive Committee and 50 members in case of the Association is presented.

(2) DIRECTOR (ALUMNI):

- (a) The Director shall perform such duties and functions as may be entrusted by the Patron/ President.
- (b) The Director shall preside over meetings of the Association and Executive Committee in absence of Patron/ President.
- (c) The appointment will be made by the Patron for a period of three years which can be extended or terminated any time by the Patron.
- (d) The Director shall operate bank account of Student Alumni Fund (SAF) jointly with Financial Advisor.
- (e) Alumni Association Fund (AAF) shall be operated by Financial Advisor/ Director jointly with the President.
- (f) The Director shall act as a link between the Association and the University.

(3) DEPUTY DIRECTOR (ALUMNI):

- (a) The Deputy Director shall perform such duties and functions as may be entrusted by the Patron/ Director.
- (b) The appointment will be made by the Patron for a period of three years which can be extended or terminated any time by the Patron.
- (c) The Deputy Director shall assist director in establishing a link between the Association and the University.

(4) FINANCIAL ADVISOR:

- (a) The Financial Advisor shall be responsible for maintaining the bank accounts of Student Alumni Fund (SAF) and Alumni Association Fund (AAF).
- (b) The appointment will be made by the Patron for a period of three years. However, the same can be extended or terminated any time by the Patron.
- (c) The Financial Advisor shall operate bank account of SAF jointly with the Director (Alumni).
- (d) The Financial Advisor/ Director shall operate bank account of AAF jointly with President.
- (e) He/She shall perform such duties and functions as entrusted by the Patron, President and Director (Alumni).

(5) COORDINATORS:

- (a) They shall organize Alumni Meet or other such activities in their respective Departments/Institutes/Colleges.
- (b) They will provide link between the Association and the University.
- (c) They shall perform such duties and functions as may be entrusted to them by the Patron/ Director/ Deputy Director.

(6) PRESIDENT:

- (a) The President shall preside over the meetings of the Association and Executive Committee in the absence of the Patron.
- (b) The President shall operate bank account of AAF jointly with Financial Advisor/ Director.
- (c) He/ She shall perform such other duties and functions as may have entrusted to him/ her by the Patron or the Executive Committee.
- (d) He/ She shall be responsible for the safe custody of the assets of the Association.

(7) VICE-PRESIDENT:

- (a) The Vice-President shall perform the duties and functions of the President in the absence of the President/ Director.
- (b) He/ She shall perform such other duties and functions as may be entrusted to him/ her by the Patron/ President/ Director or the Executive Committee.

(8) SECRETARY:

- (a) The Secretary shall be custodian of all the records and documents of the Association.
- (b) He shall call and arrange meetings of the Executive Committee and the Association in consultation with the Patron/ President/ Director.
- (c) He will record the minutes of the meetings of the Executive Committee and the Association.
- (d) He shall represent the Association in all legal proceeding and sign all legal documents of behalf of the Association.
- (e) He will maintain an up to date register of members and of all subscriptions and donations.
- (f) He will maintain a property register and all such registers as may be necessary in connection with the work of the Association.

(9) JOINT SECRETARY:

- (a) The Joint Secretary shall assist the Secretary in the discharge of his/ her duties and functions.
- (b) He/ She shall perform such other duties and functions as may be entrusted to him/ her by the Patron, President and Executive Committee.

(10) **TREASURER:**

- (a) The Treasurer shall be responsible for maintaining accounts of the Association (SAF and AAF).
- (b) He/ She shall perform such other duties and functions as may be entrusted to him/ her by the Patron/ President/ Director and Executive Committee.

9. Meeting of the Association:

(1) **KINDS OF MEETINGS:**

- (a) At least one meeting of the Association shall be held during each financial year, which will be called the “Annual General Meeting”.
- (b) Other general meetings shall be called by the Secretary in consultation with the Patron/ President/ Director with their consent.
- (c) Requisition meeting shall be called by the Patron/ President/ Director, if a written requisition signed by at least 50 members is presented to him stating the business for which the meeting is desired to be called.

(2) **BUSINESS TO BE TRANSACTED AT THE ANNUAL GENERAL MEETING:**

- (a) To consider and adopt the Annual Report of the Secretary;
- (b) To consider and approve the Audit report for the previous year;
- (c) To consider and approve the Annual Budget Estimates for the next financial year;
- (d) To consider resolutions sent by the members or suggestions moved by the President.

(3) Requisition meeting of the Association will transact only the business for which the meeting has been requisitioned.

(4) **QUORUM OF MEETING OF THE ASSOCIATION:**

50 members shall constitute a quorum for all kinds of meetings of the Association. If quorum is not present within half-an-hour of the time of the meeting, the meeting shall be automatically adjourned for the same day and shall be held after 15 minutes of adjournment at the same venue. However, for an adjourned meeting no quorum shall be necessary.

(5) **CHAIRMAN:**

The Patron of the Association or in his/her absence the President or in his/her absence Director/ Vice President will preside over the meetings of the Association. In the absence of all of them, one of the member’s present will be voted to Chair the meeting.

10. Meetings of the Executive Committee:

(I) **MEETINGS**

- (a) At least two meetings of the Executive Committee shall be held during each financial year. These will be called Ordinary Meetings of the Executive Committee.

- (b) Requisition meeting shall be called by the Patron if a written requisition signed by at least 10 members of the Executive Committee is presented to him/her stating the business for the meeting is desired to be called.
- (c) Requisition meeting of the Executive Committee will transact only that business for which the meeting has been requisitioned.
- (d) Eleven members of the Executive Committee shall constitute the quorum.

(II) BUSINESS TO BE TRANSACTED AT THE ORDINARY MEETING.

- (a) To recommend the Annual Report of the KUKAA to be placed in the Annual General Meeting of the Association for consideration and approval.
- (b) To recommend the Audit Report of the previous year and the Annual Budget Estimates for the next year to be placed in the Annual General Meeting of the Association for consideration and approval.
- (c) To appoint the CA/ Auditors.
- (d) To plan activities of the Association.

(III) CHAIRMAN

The Patron of the Association or in his/her absence the President or in his/her absence Director/ Vice President will preside over the meetings of the Association. In the absence of all of them, one of the member's present will be voted to Chair the meeting.

11. Notices of Meetings:

- (a) Meetings of the Association shall be called at a notice of at least 10 days. However, meetings can be called, in case of emergency, at a shorter notice, as may be determined by the Director/ Deputy Director in consultation with Patron/ President.
- (b) Meetings of the Executive Committee shall be called at a notice of at least 10 days. However, in case of emergency, the meeting may be called at a shorter notice, as may be determined by the Director/ Deputy Director in consultation with Patron/ President.

12. Voting and Decisions:

All decisions will be taken at the meeting of the Association and the Executive Committee by a majority of votes of members present and voting. In case of equal division of votes, the Chairman will have a casting vote.

13. Funds and Accounts:

- (I) Funds of the Association shall consist of the subscriptions received from the Members on Probation, Life/ ordinary members subscription, donations and gifts etc. from any individual, group of individuals or organization etc. The funds shall be kept in two bank accounts separately.
 - a) Student Alumni Fund (SAF) received from the members on probation; and
 - b) Alumni Association Fund (AAF) received from all other members except covered in point (a) above along with donations and gifts etc.

(II) Kurukshetra University Kurukshetra will be entitled to own all Assets and liabilities of the Alumni Association.

(III) Utilization of Student Alumni Fund (SAF) and Alumni Association Fund (AAF):

The bank account of Student Alumni Fund (SAF) shall be operated upon by the Financial Advisor along with Director. Alumni Association Fund (AAF) bank account shall be operated by Financial Advisor/ Director along with President.

IV. The expenditure from Alumni Association Fund (AAF) shall be made as per the annual budget estimate approved by the Executive Committee.

V. No part of the fund of the Association shall be spent for any purpose other than the objectives of the Association.

VI. The account(s) shall be maintained in any nationalized or private bank. However preference may be given to nationalized bank.

VII. The bank account of the Alumni Association Fund (AAF) will be operated by the President jointly with Director/ Financial Advisor of the Association.

VIII. There shall be annual audit of the AAF by auditor(s) to be appointed by the Executive Committee of the Association.

IX. Audit of SAF shall be made by Internal/External auditors as per University rules.

14. Accounts/Audit of the Society

a) The society will be responsible for keeping and maintain proper books of accounts i.e. cash book, ledger etc. as required under the Income Tax laws and/or any other authority including the Institutions of Chartered Accountant of India, as its Registered Office with respect to all sums of money received and expended by the Society and the assets and liabilities of the society.

b) The books of accounts of the society shall be open to inspection during the business hours by the Registrar General, Registrar; District Registrar or any officer authorized by them and by any member of the society.

c) The annual accounts of the society will be signed by any two authorized office-bearers of the society.

d) The Board of Governors will appoint Chartered Accountant, who shall not be a member of the Board of Governors or family member of any member of the Board of Governors, for maintaining and auditing the accounts and filling of income tax return of the society for each financial year, at such remuneration as may be determined by the Board of Governors.

15. Management of Assets and Funds of the Society

a) The sources of income of the society will include receipts of account of membership fee, annual subscription, rent from property/assets, consultations fees donations, gifts, grants, etc. The society can also raise funds through interest free short term loans from its members or from scheduled bank on interest. Loan from the scheduled banks on interest will be taken only for purchase of creation of capital assets and not for meeting any recurring revenue expenditure under any circumstances.

- b) The Governing Body will prepare and approve an annual budget of the society on the basis of the estimated income and the capital & revenue expenditure during the first quarter of the financial year and shall also place a copy thereof before the General Body in its Annual General Meeting for information.
- c) The bank account of the Society will be jointly operated by such member's/office bearers as may be decided by the Governing body from time to time.
- d) All assets and funds will belong to the society and vest in the society.
- e) All receipts and payments of the Society shall be made through instruments (i.e. DD/Pay Order/Cheque/Bank Transfers/RTGS) including all receipts towards the membership fees and the annual subscription from the members. However, the Governing Body may determine the limits of financial transactions which may be conducted in case in certain other cases.

16. Functions of Alumni Association:

Both the funds i.e. SAF and AAF will be used for performing following functions:

- (a) Expenditure on social and culture function.
- (b) Financial support to the poor students.
- (c) Help of the students of University in placements.
- (d) Expenditure on Alumni Meets for exchange of views/ideas on education, cultural, social and academic matters.
- (e) Publication of literature papers Journals Directory etc. for fulfillment of objectives of the Association.
- (f) Payment of T.A. & D.A. as per University Rules.
- (g) Purchase of Stock Register, Cash Book, Stationery and expenditure on postage stamps etc.
- (h) Purchase of Furniture and their repairs etc.
- (i) Purchase of Crockery etc. for serving refreshment to the guest.
- (j) Expenditure on Salary/Honorarium to the staff appointed for maintaining the records of Students Alumni Funds. The expenditure on them will in no case exceed 10% of annual receipts of the previous year (normal year).
- (k) Such other expenditure not exceeding ₹25000/- on a single item for the welfare of the students Alumni Association not included in the rules above may be sanctioned by the Director, Alumni. However, expenditure exceeding ₹25000/- will be sanctioned by the patron.
- (l) Proceeding of the purchase committees of all expenses incurred from the AAF on the above objectives will be approved by the Director, Alumni.
- (m) Expense on purchase/ maintenance of Hardware/ Software/ Computing Resources for achieving Alumni Association objectives.
- (n) Alumni office refreshment expenses on actual basis.

- (o) Imprest system as per university rules will be maintained for smooth functioning of the association.
- (p) Green channel support to members of the association.
- q) Dedicated website for display of member's data and activities of association.
- r) Involvement of alumni in various activities organized in KUK.
- s) Any other expenditure incurred for achieving the aim and objectives of the association.

17. Amendments of the Constitution:

- (i) A proposal for the amendment of the Constitution of the Association shall be considered at the Annual General Meeting only. A proposal for an amendment shall be sent to the Secretary of the Association at least two months before the date of the meeting and shall be circulated by the Secretary of the Association to all the life members by e-mail or through Alumni Web Site at least one month before the Annual General Meeting.
- (ii) For considering an amendment of the Constitutions not less than 100 members of the Alumni Association shall be required to be present at the Annual General Meeting.
- (iii) Subject to the provision made in clause (ii) above, an amendment of the Constitution shall require the affirmative vote of not less than two-third of the life members present and voting.

18. Regional Chapters

The executive committee may recognize a chapter of the association in any city/ region provided it has twenty-five members enrolled. The expenses of the chapter will be managed by the respective chapter.

19. Cessation of Membership

Any person admitted as a member shall cease to be a members of the society in the following events:

- f) Attracts the provisions contained in Section 22 of the act;
- g) Upon his/her acting contrary to the aims and objectives of the society;
- h) Upon such member being found guilty of a financial misappropriation of the funds of the society;
- i) Upon indictment and directions for removal by the District Registrar/Registrar/ Registrar General of the societies;
- j) Any honorary member shall cease to be a member of the society, if the Governing Body decides so by passing a resolution in this behalf.

20. Dissolution of the Society

- a) The Society may resolve to dissolve itself in accordance with the provisions contained in the act and the rules there under in case it becomes difficult to carry on with the operations of the society, or it becomes insolvent or for any other pressing and unavoidable reasons;

- b) In the event of the dissolution of the society, no assets of the society shall devolve on or distributed amongst the member of society;
- c) Its assets and properties shall be first used to liquidate any liabilities and the left over properties/assets, if any, shall be transferred to any of the society like-minded (Kurukshetra University, Kurukshetra)

21. If there is any doubt about the interpretation of any clause of sub-clause of the Constitution and the bye-laws, the interpretation of the Patron shall be final binding.

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CHAPTER-1 TERMS & CONDITIONS OF SERVICE

Amendment/addition in Clause 5 of the above Rules appearing at pages 276-277 of K.U. Cal. Vol.III, 2007, approved vide Executive Council Resolution No.21 of 19.07.2021

EXISTING

AMENDED

Method of Recruitment

5. "Appointments of Clerks
 due weightage.

NO CHANGE

All the temporary appointments in the University office upto the level of Controller of Examinations shall be made from within the University.

For Internal candidates, the qualifications prescribed for various posts may be relaxed by the appointing authority wherever considered necessary on the merits of each case. However, relaxation in the prescribed qualifications for Internal candidates, in the case of open selection as well as in promotion, if considered necessary on the merit of each case, cannot be claimed as a right by the employees. The appointing authority cannot be pressurized in any circumstance to seek relaxation in the light of this provision. However, it can be exercised by the appointing authority keeping in view the larger interest of the University administration but on the merit of each case.

DELETED

Provided further that appointments may be made from outside through advertisement if internal candidates are not found well-experienced and suitable."

NO CHANGE

CRITERIA OF PROMOTION:

(i) to (iv) xxx xxx xxx
 Note: xxx xxx xxx

Rules for internal promotion to the post of Deputy Registrar:

1. Seniority-Cum-Merit:

- a) Qualification:
- i) Post Graduate degree with 55% marks
- b) Experience
- i) 5 years' experience as Assistant Registrar in the PB-3 15600-39100+5400GP (equivalent to level-10)

Rules for Internal promotion to the post of Deputy Registrar:

- 1. Master's degree with 50% marks.
- 2. 03 years experience as Assistant Registrar.
- 3. Latest two years' consecutive A.C.Rs. of the official should be satisfactory/good.
- 4. At least 70% or more of the A.C.Rs of the official should be satisfactory/good during the last ten years. However, greater weightage shall be given to the reports

2. Seniority-Cum-Selection

a. Qualification:

- i. Post Graduate degree

b. Experience

- i. 5 years' experience as Assistant Registrar in the PB-3 15600-39100+5400GP (equivalent to level-10)

The eligible employees as per above qualification and experience will have to qualify Limited Departmental Exam.

Rules for promotion to the post of Assistant Registrar:

1. Seniority-Cum-Merit:

a. Qualification:

- i. Post Graduate degree with 55% marks

b. Experience

- i. 3 years' experience as Superintendent in the PB-2 9300-34800+4800 GP (equivalent to level-8)

2. Seniority-Cum-Selection

a. Qualification:

- i. Post Graduate degree

b. Experience

- i. 3 years' experience as Superintendent in the PB-2 9300-34800+4800GP (equivalent to level-8)

The eligible employees as per above qualification and experience will have to qualify Limited Departmental Exam.

General instructions for promotion to the post of Deputy Registrar & Assistant Registrar.

1. When one post of Deputy Registrar/ Assistant Registrar falls vacant then senior most Assistant Registrar/ Superintendent, respectively will be considered for promotion if he/she fulfilled the qualifications prescribed for the promotions on Seniority-cum-Merit;
2. In case he /she does not fulfill the qualifications prescribed for promotion on Seniority-cum- Merit but fulfills the qualifications prescribed for Seniority-cum-Selection then he/she will have to qualify the limited departmental exam and

earned on higher post from which further promotion is being considered.

5. At the time of promotion a report on work and conduct, to be called from the Branch Officer under whom the Officer/official is working, should be good/satisfactory.
6. No promotion will, however be allowed to any employee during the pendency of punishment of stoppage of his grade increment(s) unless the period of punishment has expired.

Rules for Internal promotion to the post of Assistant Registrar:

1. Master's degree.
2. 03 years experience as Superintendent/06 years as Deputy Superintendent..
3. Latest two years' consecutive A.C.Rs. of the official should be satisfactory/good.
4. At least 70% or more of the A.C.Rs of the official should be satisfactory/good during the last ten years. However, greater weightage shall be given to the reports earned on higher post from which further promotion is being considered.
5. At the time of promotion a report on work and conduct, to be called from the Branch Officer under whom the Officer/official is working, should be good/satisfactory.
6. No promotion will, however be allowed to any employee during the pendency of punishment of stoppage of his grade increment(s) unless the period of punishment has expired.

after passing the departmental exam he/she will be considered for promotion. The limited departmental exam he/she will be considered for promotion. The limited departmental exam shall be conducted three months before the arousal of the vacancy keeping in view the qualification and experience of the prospective employees available as per seniority in the feeder cadre.

3. In case he /she does not qualify the limited departmental exam then he /she will be debarred from seniority for two years and after two years one more chance will be given to him/her for qualifying the limited departmental exam and if a debarred person improved his/her qualification, i.e. MA with 55% then he/she will be considered for promotion to the post of Assistant Registrar/Deputy Registrar against next vacancy.

Scheme of examination for limited department examination for the post of Deputy Registrar/ Assistant Registrar

1. Knowledge of University Act, Statutes, Ordinances, Calendar, Rules & Regulations, Office Procedures, Haryana Civil Services Rules and miscellaneous administrative matters- **40 Marks**
2. Skill in noting and drafting and General English- **25 Marks**
3. Knowledge of Computers with special reference to knowledge of word processing, data analysis packages- **15 Marks**
4. Interview-**20 Marks**

Note:

1. The question paper should be bilingual (English & Hindi) and the applicant will have the option to respond in either of the languages. However, the same medium of language must be used throughout.
2. The minimum qualifying marks for becoming eligible to appear in the interview shall be 40% of 80 marks in the Limited Departmental Exam.

The level of the questions will be as per the work profile of the post concerned for which the test is being conducted.

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