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**KAKATIYA UNIVERSITY NON-TEACHING EMPLOYEES SERVICE
RULES – 2020**

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DRAFT KAKATIYA UNIVERSITY NON-TEACHING EMPLOYEES SERVICE RULES – 2020 (Resolutions passed by the Executive Council, Kakatiya University in terms of Chapter – IV Clause 19 sub-clause 7 & 8 of AP Universities Act 4 of 1991 as adopted by the Government of Telangana through GO Ms. No., Dated during the EC meeting held on)

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In exercise of powers conferred in Universities Act 4 of 1991 (earlier it was Act 44 of 1976), the Executive Council hereby makes the following rules in respect of qualification, classification, method of appointment and all other service matters for the Non-Teaching employees of the Kakatiya University, Warangal.

1. Short Title, Scope and relation to the Rules:–

- a) These rules shall be called the Kakatiya University Non-Teaching Employees Service Rules, 2020. These Rules shall come into force with effect from the date of resolution passed by the Executive Council at itsth Meeting held on
- b) These rules shall apply to the employees of Kakatiya University working in the services of Gazetted, Non-Gazetted and Class – IV.

2. Definitions: – in these rules, unless the context otherwise requires there is anything repugnant in the subject or context:-

- (1) **“Act”** means the AP Universities Act 4 of 1991 (as adopted by the State Government of Telangana through GO MS No. dt,)
- (2) **Appointed to a service:-** A person is said to be “appointed to a service” of the University if appointed in terms of Rule 7 of these Rules

Explanation: - The appointment of a person holding a substantive post in the cadre of one service to hold additional charge of another post or to discharge the current duties thereof does not amount to the appointment to the latter post

- (3) **“Approved candidate”** means a candidate whose name appears in an authoritative list of candidates approved for appointment to a post in the University Service

- (4) **“Approved probationer”** in a service, class or category means a member of that service, class or category who has satisfactorily completed his/her probation in such service, class or category.
- (5) **“Cadre”** means the sanctioned strength of a category in a Class of Kakatiya University Service.
- (6) **“Competent Authority”** means the Executive Council of the University;
- (7) **“Competent Officer”** means the Vice-Chancellor
- (8) **“Confirmed Member”** means a member of a service who has been confirmed in a service under Rule 19 of these Rules.
- (9) **“Date of Regular Appointment”** means the date of commencement of probation, i.e., the date from which the service rendered by a person after appointment to a service, class or category counts for probation.
- (10) **Direct Recruitment:-** A candidate is said to be recruited direct to a post, class or category in a service, in case his/her first appointment thereto is made otherwise than by the following methods:-
- (i) by promotion from a lower post, category or class in that service or from a lower grade of any such post, category or class, or
 - (ii) by transfer from any other class of that service, or
 - (iii) by appointment by transfer from any other service, or
 - (iv) by re-employment of a retired employee, or
 - (v) by appointment by agreement or contract.
- (11) **Duty:-** A person is said to be ‘on duty’ as a member of a service,—
- (a) When he/she is performing the duties of a post borne on the cadre of such service or is undergoing the probation, instruction or training prescribed for such service, or is deputed by the competent authority for higher studies or
 - (b) When he/she is on joining time; or

- (c) When he/she is absent from duty during vacation or on authorized holidays or on casual leave taken in accordance with instructions regulating such leave, issued by the State Government, competent authority - the Executive Council or the Vice-Chancellor, having been on duty immediately before and immediately after such absence; or
 - (d) When he/she is absent from headquarters or from his/her routine work attending to other University work not connected with his/her usual routine to which he/she has been specifically deputed in his official capacity, either by the Vice-Chancellor or by the E.C., or competent officer.
- (12) **“Executive Council”** means the Executive Council of Kakatiya University, Warangal.
- (13) **“Ex-Serviceman”** means a person who has served in any rank (whether as a combatant or as a non-combatant) in the Regular Army, Navy and Air Force of the Indian Union but does not include a person who has served in the Defence Security Corps, the General Research Engineering Force, Lok-Sahayak Sena and the Para-Military Forces, i.e., Border Security Force, Central Reserve Police Force, Indo-Tibetan Border Police, Central Industrial Security Force, Central Secretariat Security Force, Assam Rifles and Railway Protection Force; and
- (i) who has retired from such service after earning his/her pension; or
 - (ii) who has been released from such service on medical grounds attributable to military service or circumstances beyond his control and awarded medical or other disability pension; or
 - (iii) who has been released, otherwise than on his own request, from such service as a result of reduction in establishment; or
 - (iv) who has been released from such service after completing the specific period of engagement, otherwise than at his own request or by way of dismissal or discharge on account of misconduct, inefficiency and has been given a gratuity and includes personnel of the Territorial Army of the following categories; namely:-
 - (a) pension holders for continuous embodied services;

- (b) person with disability attributable to military services; and
- (c) gallantry award winners.

Explanation:- The persons serving in the Armed Forces of the Union, who on retirement from service, would come under the category of ex-servicemen, may be permitted to apply for re-employment one year before the completion of the specified terms of engagement and avail themselves of all concessions available to ex-servicemen but shall not be permitted to leave the uniform until they complete the specified term of engagement in the Armed Forces of the Union.

- (14) **“Government”** means the State Government of Telangana.
- (15) **“Last Grade Service”** includes all posts classified under Rule 4 (D) of these rules.
- (16) **“Lien”** means the title of the University employee to hold substantively, either immediately or on the termination of a period or periods of absence, a permanent post including a tenure post, to which he/she has been appointed substantively.
- (17) **“Member of a Service”** means a person who has been appointed to that service and who has not retired or resigned, or who has not been removed or dismissed, or substantively transferred or reduced to another service, or who has not been discharged otherwise than for want of a vacancy. He/She may be a probationer, an approved probationer or confirmed member of that service.
- (18) **“Member of a University Service”** means a person who has been appointed to that service and who has not retired or resigned or who has not been removed or dismissed or has not been discharged otherwise than for want of a vacancy.
- (19) **“Member of Ministerial Staff”** means a University employee whose duties are entirely clerical and as defined in the T.S. Ministerial Service Rules 1998
- (20) **“Member of Technical Staff”** means a University employee whose duties are entirely technical in nature and other than clerical in nature.
- (21) **“Non-Teaching Employee”** means an employee of Kakatiya University, as appointed in accordance with **rule 7 and as indicated in rule 4**, other than university teachers.

(22) **“Persons with disabilities”** means the persons with the following disabilities:

- (i) blindness;
- (ii) low vision;
- (iii) leprosy cured;
- (iv) hearing impairment;
- (v) locomotors disability;
- (vi) mental Retardation;
- (vii) mental Illness;
- (viii) Autism etc.

a) **“Blindness”** refers to a condition where a person suffers from any of the following conditions, namely:-

- (i) total absence of sight; or
- (ii) visual acuity not exceeding 6/60 or 20/200 (snellen) in the better eye with correcting lenses; or
- (iii) limitation of the field of vision subtending an angle of 20 degree or worse;

b) **“Person with Low Vision”** means a person with impairment of visual functioning even after treatment or standard refractive correction but who uses or is potentially capable of using vision for the planning or execution of a task with appropriate assistive device i.e., a person with impairment of vision of less than 6/18 to 6/60 with best correction in the better eye or impairment of field in any of the following categories:

- (i) Reduction of fields less than 50 degrees
- (ii) Heminaopia with macular involvement
- (iii) Attitudinal defect involving lower fields

c) **“Leprosy cured person”** Means a person who has been cured of leprosy, but is suffering from not less than 40% of disability as follows:-

- (i) loss of sensation in hands or feet as well a loss of sensation and paresis in the eye and eye lid but with no manifest deformity;
- (ii) manifest deformity and paresis but having sufficient mobility in their hands and feet to enable them to engage in normal economic activity;

- (iii) extreme physical deformity as well as advanced age which prevents him from undertaking any gainful occupation; and the expression “Leprosy cured” shall be construed accordingly;
 - (iv) The “Leprosy cured” persons generally become “Locomotor Disabled” and the Medical Certificate may, in such cases, have to be issued under the category of Locomotor Disability.
- d) **“Hearing impairment”** means loss of sixty decibels or more in the better ear in the conversational range of frequencies.
- e) **“Locomotor disability”** means disability of the bones, joints or muscles leading to substantial restrictions of the movement of the limbs which includes Dwarfs, persons with Hunch back, leprosy cured persons, persons suffering from Muscular Dystrophy or any form of Cerebral palsy.
- f) **“Cerebral Palsy”** means a group of non progressive conditions of a person characterized by abnormal motor control posture resulting from brain insult or injuries occurring in the pre-natal, peri-natal or infant period of development.
- (23) **“Regular Service”** means service rendered by an employee in the cadre on regular basis other than the service on contract/daily wages/ ad hoc basis/ outsourcing basis.
- (24) **“Schedules”** means the schedules appended to these Rules.
Schedule-I contains the list of scheduled Castes (Part – A), Scheduled Tribes (Part – B), BCs (Part – C);
Schedule – II contains the details of posts and required qualifications and also mode of appointment;
Schedule – III contains proforma for Service Contract.
- (25) **“Scheduled Castes”** mean the communities mentioned in Part-A of Schedule-I.
- (26) **“Scheduled Tribes”** mean the communities mentioned in Part-B of Schedule-I.
- (27) **“Selection Committee”** means a composition of members of selection committee as specified in these rules.
- (28) **“Backward Classes”** mean the communities mentioned in Part – C of Schedule – I.

(29) **“Statutes”, “Ordinances” and “Regulations”** mean, respectively the Statutes, the Ordinances and the Regulations of the University made under the Universities Act 4 of 1991 (earlier KU Act 44 of 1976) for the time being in force and as amended from time to time.

(30) **“University”** means Kakatiya University, Warangal.

(31) **“University Promotion Committee”** means a composition of Members which prepares the list of eligible candidates for promotion/appointment of candidates as per the procedure outlined in these Rules for the posts specified under Schedule II of these Rules.

3(A):-Conditions of Service:- The Fundamental Rules, the State Subordinate Service Rules, the rules regulating the Scales of Pay, the Civil Services (Conduct) Rules, Civil Services (Classification, Control and Appeal) Rules, the Leave Rules, the Government Life Insurance Fund Rules, the Revised Pension Rules, applicable to the State of Telangana from time to time and any other Acts, Rules or Regulations enacted, issued or as may be issued by State Government or other competent authority, for the time being in force in respect of the service conditions, shall in so far as they may be applicable and except to the extent expressly provided in these rules, govern members of every service and persons appointed to any post in any service, whether appointed regularly or on temporary basis, in the matter of their pay and allowances, leave, leave salary, Life Insurance, Pension and other conditions of Service:

3(B):-Application of Rules:- Any rules made under the proviso to Article 309 of the Constitution of India in respect of service or any class or category thereof shall be applicable to all persons holding the posts intended to be held by members of that service, class or category on the date on which such rules were made applicable:

- a) The Fundamental Rules;
- b) The Rules regarding the Scales of Pay;
- c) The TS Civil Services (Conduct) Rules;
- d) The Civil Services (Classification, Control and Appeal) Rules;
- e) The TS Leave Rules;
- f) The TS Government Life Insurance Fund Rules;
- g) The TS Revised Pension Rules;
- h) The TS Subordinate Service Rules;
- i) The Gazetted Service Rules
- j) The Ministerial Service Rules
- k) The Last Grade Service Rules

Provided that nothing in any such rules shall, unless a contrary intention is expressly indicated therein, operate to deprive any such person of any right or privilege to which he is entitled by or under any rule or order made applicable to him prior to the making of such rule.

4. CLASSIFICATION AND CATEGORIZATION OF POSTS:

(A). CLASS –I Posts

Category –(1).

Sl. No.	Name of the Post
1	Registrar
2	Finance Officer

Category –(2).

Sl. No.	Name of the Post
1	Deputy Registrar <i>Ministerial</i>
2	Library Assistant – I <i>Technical</i>
3	Medical Officer (Male / Female) <i>Technical</i>

Category –(3).

Sl. No.	Name of the Post
1.	Assistant Registrar <i>Ministerial</i>

(B). CLASS –II Posts:

Category-1:

Sl. No.	Name of the Post
1	Assistant Horticulturist <i>Technical</i>
2	Draughtsman <i>Technical</i>
3	Supervisor <i>Technical</i>
4	Library Assistant – Gr. II <i>Technical</i>
5	Technician Grade – I <i>Technical</i>

Category-1A:

Sl. No.	Name of the Post
1	Superintendent <i>Ministerial</i>

Category-2:

Sl. No.	Name of the Post
1	Laboratory Assistant <i>Technical</i>
2	Technical Assistant <i>Technical</i>
3	Care Taker – II <i>Technical</i>

Category-2A:

Sl. No.	Name of the Post
1	Senior Assistant <i>Ministerial</i>

(C). CLASS –III Posts:

Category-1:

Sl. No.	Name of the Post
1	Calligrapher – II <i>Technical</i>
2	Technician Grade – II <i>Technical</i>
3	Nurse <i>Technical</i>
4	Electrician – II <i>Technical</i>
5	Welder <i>Technical</i>
6	Machinist <i>Technical</i>
7	Mechanic <i>Technical</i>
8	Pharmacist <i>Technical</i>
9	Gas Mechanic <i>Technical</i>
10	Wireman <i>Technical</i>
11	Glass Blower <i>Technical</i>
12	Laboratory Technician <i>Technical</i>
13	Technician Grade – III <i>Technical</i>

Category-2:

Sl. No.	Name of the Post
1	Store Keeper <i>Ministerial</i>
2	Junior Assistant/Clerk–cum–Typist <i>Ministerial</i>
3	Book Keeper <i>Technical</i>
4	Care Taker – III <i>Technical</i>
5	Tracer <i>Technical</i>

Category-3:

Sl. No.	Name of the Post
1	Driver <i>Technical</i>
2	Motor Cycle Orderly <i>Technical</i>
3	Artist <i>Technical</i>
4	Carpenter <i>Technical</i>
5	Section Cutter <i>Technical</i>
6	Animal House Keeper <i>Technical</i>
7	Record Keeper <i>Ministerial</i>
8	Cyclostyle Operator <i>Technical</i>

(D). CLASS –IV Posts:

Sl. No.	Name of the Post
1.	Laboratory Attendant
2.	Dresser
3.	Groundsman
4.	Pump Driver
5.	Animal Catcher
6.	Plant Collector
7.	Plumber
8.	Cook
9.	Gas man
10.	Assistant Cook
11.	Helper to Electrician
12.	Women Attendant
13.	Male Nursing Orderly
14.	Office Subordinate
15.	Waiter
16.	Dining Hall Helper
17.	Ward Boy
18.	Games Boy
19.	Gangman/Road Gangman
20.	Water Man & Water Women
21.	Security Guard
22.	Mate
23.	Messenger Boy
24.	Maid Servant
25.	Cleaner
26.	Mason
27.	Mazdoor

Sl. No.	Name of the Post
28.	Kamati/Kamatan
29.	Mali/Malan
30.	Scavenger

5. APPOINTING AUTHORITY

- A. **Appointment of Registrar:-** The Executive Council of the University is the appointing authority in terms of Section 15 (1), Chapter – III of Universities Act, 4 of 1991.
- B. **Appointment of Finance Officer:-** The Vice-Chancellor of the University is the appointing officer with the concurrence of the Executive Council by selecting one from among the panel of three names obtained from the Government in Education Department in terms of Section 16 (1) of Chapter – III, Universities Act, 4 of 1991.
- C. The Vice-Chancellor of the University is the appointing officer with the concurrence of Executive Council as per the resolutions passed by the Selection Committee based on recruitment procedure as specified in Schedule II of these Rules for the Category – 2 posts (except the post of Deputy Registrar) and Category 3 posts in Class – I under Rule 4 sub rule (A).
- D. The Registrar of the University is the appointing officer subject to obtaining the prior concurrence of the Vice-Chancellor of University for the Class – II, III & IV posts in terms of Rule 4 sub rule (B), (C) and (D).

6. CONSTITUTION OF SELECTION COMMITTEE:

The Vice-Chancellor is the competent officer to constitute Selection Committee for selection for all the posts, except the posts covered under Class-I in Category-I, as mentioned under Rule -4.

6 (1) All appointments, excluding Class – I category 1 and 2 posts i.e., Registrar and Finance Officer and the post of Deputy Registrar in Category 2 under Class I, shall be made on the recommendations of the selection committee as specified for the in Schedule II of the Rules constituted by the Vice-Chancellor as detailed in schedule – II of these rules.

7. METHOD OF APPOINTMENT:

- (a) Appointment to any substantive post in any class or category except those specified above shall be by one or more of the methods indicated below applicable to the relevant post:-
- (i) The substantive posts classified under various classes & categories under Rule 4 above shall be filled in the manner as specified in a detailed manner in Schedule II of these rules.
 - (ii) The substantive posts classified under Class – IV shall be filled by way of direct recruitment.
 - (iii) The posts earmarked for direct recruitment in these rules should be filled by direct recruits strictly and not by any other method.
 - (iv) Appointment by transfer/promotion.
 - (v) The required qualifications, mode of appointment, composition of selection committee composition, other service requirements and other details prescribed for the posts classified under Rule 4 above are mentioned in Schedule-II of these Rules.

8 ELIGIBILITY FOR PROMOTION OR APPOINTMENT BY TRANSFER:

For appointment to a higher post either by promotion from one category to another within a class or by appointment by transfer from one category to another category in the class, a member of a service, shall have satisfactorily completed his probation in the category from which he is proposed to be promoted or appointed by transfer to such higher post and shall possess academic qualification required for the latter post and shall also completed three years of minimum regular service on the previous post.

9 SERVICE CONTRACT:

- (i) Every University employee shall be appointed under written contract in the prescribed form as per Schedule-III of these rules as required under Section 40 (1) Chapter–VII of the Andhra Pradesh Universities Act 4 of 1991 (as adopted by the State Government of Telangana). It shall be executed within one month of the date of his / her joining duty. Any employee who does not comply with this condition within the period specified above shall

have no claim to his/her salary and is liable to forfeit his/her appointment.

- (ii) When an employee in a lower grade of pay is appointed to a higher grade, he shall be treated as a new appointee in the higher grade and shall be required to execute a fresh contract.

10. TEMPORARY APPOINTMENT INCLUDING APPOINTMENTS BY DIRECT RECRUITMENT, RECRUITMENT / APPOINTMENT BY TRANSFER OR BY PROMOTION:

- a) Where it is necessary in the public interest to fill emergently a vacancy in a post borne on the cadre of a class or category and if the filling of such vacancy in accordance with the rules is likely to result in undue delay, the appointing authority may appoint a person temporarily, otherwise than in accordance with the said rules, either by direct recruitment or by promotion or by appointment by transfer, as may be specified as the method of appointment in respect of that post, in the special rules.
- b) No appointment under sub-rule (a) shall be made of a person who does not possess the qualifications, if any, prescribed for the said class or category:
- c) A person appointed under sub-rule (a) shall not be regarded as a probationer in such class or category or be entitled by reason only of such appointment to any preferential claim to future appointments to such service, class or category.
- d) The appointing authority shall have the right to terminate the service of a person who has been appointed under sub-rule (a), at any time, without assigning any reason and without any notice, if appointed by direct recruitment, revert to a lower category or grade, if promoted, or revert to the post from which such appointment by transfer was made, if appointed by transfer.
- e) A person appointed to any part-time post, created in lieu of a whole time post borne on the cadre of a class or category shall not be regarded as a probationer in such service nor shall he be entitled by reason only of such appointment to any preferential claim to future appointments to such class or category.
- f) No person appointed under sub-rule (a) shall be eligible to an increment in the time scale of pay applicable to him/her.

11. THE LIMIT FOR JOINING EITHER ON FIRST SELECTION OR ON PROMOTION OR ON APPOINTMENT BY TRANSFER:-

- a) Direct recruitment:- A candidate selected for appointment by direct recruitment shall be required by the appointing authority to join in the post for which he/she has been selected within a period of 60 (sixty) days taking the date of dispatch (by registered post with acknowledgement due) of the appointment order as crucial date for reckoning the time limit. If he/she does not join the post within the stipulated period of 60 (sixty) days, the offer of appointment shall be treated as automatically cancelled and the name of the candidate shall be deemed to have been omitted from the list of approved candidates.
- b) Time to join a post on appointment / temporary appointment under rule 10 including appointments by transfer or by promotion otherwise than by direct recruitment:-

A person on appointment / temporary appointment on adhoc basis under rule 10 including appointment by transfer or by promotion otherwise than by direct recruitment, shall be allowed a joining time of fifteen (15) days to join the post from the date of receipt of the order of appointment sent to the candidates by Registered Post with Acknowledgement due or by any other means. An employee who does not join the post within the stipulated time or evades to join the post by proceeding on leave, shall lose his promotion right / offer for the current panel year and the name of the candidate shall be placed before the next Departmental Promotion Committee for consideration in the next year panel subject to availability of vacancy. In case of non selection posts, the name of the candidate who does not join within the stipulated time in the promotion posts shall be considered for promotion again after a period of one year from the date of offer of appointment subject to availability of vacancy: Provided that the employee, who does not join the post within the stipulated time or evades to join the post by proceeding on leave, second time also, shall lose his promotion right / offer permanently.

12. QUALIFICATIONS FOR DIRECT RECRUITMENT:

- (1) (a) No person shall be eligible for appointment to any service by direct recruitment unless he/she satisfies the selection authority as well as the appointing authority, that;
 - (i) He/she is of sound health, active habits and free from any bodily defect or infirmity rendering him/her unfit for such

service;

- (ii) His/her character and antecedents are such as to qualify him/her for such service;
- (iii) He/her possesses the academic and other qualifications prescribed for the post; and
- (iv) He/she is a citizen of India:
- (v) No person shall be eligible for direct recruitment, if he/she is less than 18 years of age and unless otherwise specified in the special or ad hoc rules and if he/she is more than 34 years of age as on the (1st day of July of the year in which) the notification for selection to the relevant post, category or class or a service is made:

(b) The maximum age limit prescribed in these Rules for direct recruitment to a post shall be raised:-

- (i) Uniformly by 5 years in the case of candidates belonging to the SCs or STs or BCs specified in Schedule-I of these rules:

NB: The age concession in favour of Scheduled Castes / Scheduled Tribes, Disabilities and Back ward Classes will be made applicable as per the standing orders of Government of Telangana.

Provided that in the case of SCs and STs, the maximum age limit prescribed for other communities in the Special rules shall be raised uniformly by 10 years for the purpose of limited direct recruitment.

- (ii) Uniformly by 10 years in the case of Persons With Disabilities:
- (iii) In the case of widows, divorced women and women judicially separated from their husbands, who are not remarried, the maximum age limit for direct recruitment to posts carrying a scale of pay equal to Junior Assistants or less, shall not exceed 40 years in the case of SC and ST candidates and 35 years in the case of others:

Provided that for compassionate appointment to the spouse of

deceased Government employee, the upper age limit shall be 45 years irrespective of the community.

(c) When direct recruitment is to be made to any Class or Category by examination or selection,—

(i) a person who worked in the armed forces of the Indian Union, shall be allowed to deduct from his/her age a period of three years in addition to the length of service rendered by him in the armed forces for purposes of the maximum age limit;

(ii) a person who was recruited as a whole-time Cadet Corpse Instructor on or after the 1st January, 1963 on his discharge from the NCC either before or after the expiry of the initial or extended tenure of his office in NCC having served for a period of not less than six months prior to his/her release from the NCC shall, subject to the production of a certificate to that effect that he has been released from the NCC be allowed to deduct from his age a period of three years in addition to the length of service rendered by him in the NCC for purposes of maximum age limit:

Provided that the person referred to in Clauses (i) and (ii) above shall, after making the deductions referred on in the Clauses shall not exceed the maximum age limit prescribed for the post.

(iii) a person already in service of the University, who has been appointed regularly, shall be allowed to deduct from his age the length of regular service under the University up to a maximum of five years for purposes of the maximum age limit.

(2) The minimum General Educational Qualifications wherever referred to in these rules shall be the qualifications prescribed in Schedule-II of these rules.

(3) (a) A candidate should possess the academic qualifications and experience including practical experience prescribed, if any, for the post, on the date of the notification for direct recruitment issued by the University.

(b) No person shall be eligible for appointment to a post by promotion or appointment by transfer, unless he possesses

the academic qualifications and technical or other qualification and has passed the departmental and other tests and has satisfactorily completed any course or training prescribed as a prerequisite qualification for the post, to which he is to be appointed by promotion or by transfer.

13. DISQUALIFICATION FOR APPOINTMENT:-

- (a) A candidate shall be disqualified for appointment if he/she himself/herself or through relations or friends or any others has canvassed or endeavored to enlist for his candidature extraneous support, whether from official or non-official sources for appointment to any service.
- (b) No person who has more than one wife living or who has spouse living, marries in any case, in which such marriage is void by reason of its taking place during the life time of such spouse, shall be eligible for appointment by direct recruitment to any Service.
- (c) No woman whose marriage is void by reason of the husband having a wife living at the time of such marriage or who has married a person who has a wife living at the time of such marriage, shall be eligible for appointment by direct recruitment to any post.
- (d) No person who has been dismissed from a State or Central Government service or from the service of Central or State Government undertaking or local or other authorities or who has been convicted by a court of law for an offence involving moral turpitude shall be eligible for appointment to any post.

14. PART-TIME EMPLOYEES:

A person appointed to any part-time post shall not be regarded as a probationer in the University Service or be entitled by reason only of such appointment to any preferential claim to further appointment to such service.

15 (a) COMMENCEMENT OF PROBATION FOR DIRECT RECRUITS: A person appointed in accordance with the rules, otherwise than under rule 10, by direct recruitment shall commence his probation from the date of his joining the duty or from such other date as may be specified by the appointing authority:

Provided that a person having been appointed temporarily under rule 10 to a post in any class or category or having been so appointed otherwise than

in accordance with the rules governing appointment to such post, is subsequently appointed to the same post, in the same class or category, in the same unit of appointment, in accordance with the rules, shall commence his/her probation from the date of such subsequent appointment or from such earlier date as the appointing authority may determine, subject to the condition that his commencement of probation from an earlier date shall not adversely affect any person who has been appointed earlier or simultaneously, to the same class or category in the same unit.

- (b) Minimum service for commencement of probation: A person appointed to a class or category, in accordance with the rules otherwise than by direct recruitment, shall, if he/she is required to be on probation in such class or category be deemed to have commenced his/her probation in such service, class or category from the date from which he/she has been continuously on duty in such class or category for a period of not less than 60 days from the date of joining duty after having been appointed to such class or category on a regular basis in accordance with rules:

Provided that this rule shall not apply to a person appointed to a post in a class or category whose appointment is made in consultation with the Telangana State Public Service Commission or University Promotion Committee or any other agency for recruitment specified by the Government.

- (c) Period of Probation:- Unless otherwise stated in the special rules or in these rules, the period of probation shall be as follows:-
- (i) Every person appointed by direct recruitment to any post shall, from the date on which he commences his probation, be on probation for a period of two years on duty within a continuous period of three years.
- (ii) Every person appointed to any post either by promotion or by transfer (not by transfer on tenure) shall, from the date on which he commences his probation, be on probation for a period of one year on duty within a continuous period of two years.
- (iii) A probationer in any category, class or service shall be eligible to count for probation his/her service in a higher category of the same service or class, as the case may be, or in any other service towards his probation in the former service, to the extent of the period of duty performed by him/she in the latter service during which he/she would have held the post in the former service, but

for such appointment in the latter service.

- (d) In regard to the persons appointed to any class or category of a service by promotion or appointment by transfer, in respect of whom the special rules of the service applicable to the higher post do not prescribe a period of probation, in the class or category to which they have been promoted or appointed by transfer, the provisions in this part shall be construed as if the expression “probation” and “probationer” / “approved probationer” mean “officiating service” and “person officiating” respectively.

16. CHANGE OF DATE OF COMMENCEMENT OF PROBATION:-

- (a) Notwithstanding anything contained in these rules or sub-rules (a) and (b) of rule 33 of these rules, a probationer, who does not pass the prescribed tests or acquire the prescribed special qualifications within the period of probation or within the extended period of probation under rule 17 and whose probation is further extended by the University by an order under rule 31, till the date of his passing such tests or acquiring such qualifications, shall be deemed to have commenced the probation with effect from the date to be fixed by the University, which would be anterior to a date to his passing such tests or acquiring such special qualifications, so, however, that the interval between the two dates shall be equivalent to the prescribed period of probation, whether on duty or otherwise and seniority of such probationer shall be determined with reference to the date so fixed.
- b) EXERCISE OF CERTAIN POWERS OF APPOINTING AUTHORITIES IN RESPECT OF PROBATIONERS:-

The power exercisable by the appointing authority may be exercised also by any higher authority to whom such appointing authority is administratively subordinate, whether directly or indirectly, in the following cases namely:- (1) discharge of a probationer and (2) extension of probation

17. SUSPENSION, TERMINATION OR EXTENSION OF PROBATION:-

- a) (i) The appointing authority may, at any time, before the expiry of the prescribed period of probation, suspend the probation of a probationer and discharge him/her from service for want of vacancy.
- (ii) The appointing authority may, at any time, before or after the expiry of the prescribed period of probation either extend by not

more than one year, whether on duty or otherwise, the period of probation of a probationer, in case the probation has not been extended under sub-rule (b) of this rule or terminate his probation and discharge him from service after giving him one month's notice or one month's pay in lieu of such notice, on account of unsatisfactory performance or progress during training or unsatisfactory performance of duties or unsatisfactory conduct or for any other sufficient reason to be recorded in writing.

- (iii) The appointing authority may, at any time, before the expiry of the prescribed period of probation, post the probationer under another officer in order to make sure that the previous report made on his performance or conduct by a superior officer is not a biased one.
- b). In the case of any probationer failing to pass the tests or acquire the prescribed qualifications, the appointing authority may extend his probation to enable him to pass the prescribed tests or acquire special qualifications, as the case may be. Such extension by the appointing authority shall not exceed one year, whether on duty or otherwise in such service, class or category.
- c). (i) In cases where the probation of a probationer is extended, his increment shall be postponed until he completes his probation satisfactorily, by the period by which his probation is extended. Such postponement of increment shall not, however, be treated as a penalty but only as a condition of extension of probation and shall not have the effect of postponement of future increments after he completes his probation satisfactorily.
- (ii) However, in the case of a person whose probation is one year on duty and whose increment is biennial, the increment shall be postponed until he completes his probation, but shall not be postponed, if it falls due after he completed his probation satisfactorily.

18. APPEAL AGAINST DISCHARGE OF A PROBATIONER:-

- i. The authority competent to entertain an appeal may, either of its own motion or otherwise, revise any order discharging a probationer under any of the provisions referred to in the said clause within one year of the date of such order.

Note: The period between the date of discharge of a probationer and date of restoration shall be excluded for calculating the

period of two years or three years as the case may be

- ii. Where the appellate or revisionary authority sets aside an order discharging a probationer on the ground that his discharge was wholly unjustified and the probationer is restored to the service, the period on and from the date of discharge to the date of such restoration, shall be treated,—
 - (a) Where the said authority is of the opinion that the discharge of the probationer was wholly unjustified, as on duty, except for the purpose of probation;
 - (b) in any other case, not as on duty, unless the said authority directs that it shall be so treated for any specified purpose.
- iii. Such probationer shall be given for the period such order of discharge as has been in force:
 - (a) In the case where the discharge of the probationer has been held as fully unjustified, the full pay and allowances to which he would be entitled, had that order of discharge not been issued.
 - (b) In any other case, such pay and allowances, as the authority passing the order shall determine.

19. DECLARATION OF PROBATION:

- a. At the end of the prescribed or extended period of probation, as the case may be, the Appointing Officer shall consider whether the probationer should be considered to have satisfactorily completed his period of probation and after taking a decision in this regard, he shall issue an order declaring the probationer to have satisfactorily completed his probation.
- b. (i) The decision whether the probationer has satisfactorily completed his probation or whether his probation should be extended, shall be taken soon after the expiry of the prescribed period of probation. If any lapses are noticed during the period of probation by the appointing authority or a higher authority, such lapses should be communicated to the probationer, as soon as such lapse is noticed, so as to enable the probationer to rectify such lapses. A decision whether a probationer could be considered

to have satisfactorily completed his probation or his probation should be extended or discharged or suspended shall be taken within a period of 8 weeks after the expiry of the prescribed period of probation. If any delay occurs in taking decision as stated, the probationer shall not be deemed to have completed his probation satisfactorily.

- (ii) If no order as referred to in sub-rule (a) is issued within one year from the date of expiry of the prescribed or extended period of probation, the probationer shall, subject to other provisions of these rules, be deemed to have completed satisfactorily his probation with retrospective effect from the date of expiry of the prescribed or extended period of probation and a formal order to that effect may be issued for the purpose of record:

Provided that nothing in this sub-rule shall apply to a probationer who has been communicated a memorandum of charges or against whom a charge sheet has been filed before any court of law during the prescribed or extended period of probation or who has failed to acquire the special qualifications or to pass the special tests, if any prescribed in the special rules or to acquire such other qualifications, as may be declared by the University or by the appointing authority with the approval of the University, to be equivalent to the said special qualifications or special tests, within the said period of probation.

20. APPEAL, REVISION AND REVIEW OF ORDERS OF APPOINTMENT (INCLUDING PROMOTION) TO HIGHER POSTS:-

An order appointing a member of a class of service or category, to a higher post by transfer or by promotion may, within a period of six months from the date of such order, be revised by an authority to which an appeal would lie against the order of dismissal passed against a member of a class or category, such revision may be made by the appellate authority (Executive Council) aforesaid, either on its own motion or on an appeal filed by the aggrieved member of the class or category: Provided that the University may, irrespective of whether they are the appellate authority (Executive Council) or not, revise such order of appointment after the expiry of the period of six months aforesaid, for special and sufficient reasons to be recorded in writing: Provided further that no order of revision under this rule shall be passed unless the person likely to be affected by such revision is given an opportunity of making his representation against the proposed revision: Provided also that a member of service may submit a revision petition against the order of the Appellate Authority, within three months

of the order passed by the Appellate Authority, to the University.

21. APPEAL AGAINST SENIORITY OR OTHER CONDITIONS OF SERVICE:-

- a. Except where otherwise provided in these an appeal shall lie against an order fixing the seniority of a person or affecting any conditions of service, passed by the Appointing Officer, to the authority to whom an appeal would lie against an order of dismissal passed against the member of the class or category.
- b. The powers in sub-rule (a) shall be exercised by the Vice-Chancellor, if he/she is not the appellate authority, or by the Executive Council on its own motion, or on an appeal received by the Vice-Chancellor or the Executive Council, as the case may be.
- c. The appellate authority, if it is not the Vice-Chancellor or the Executive Council, shall dispose of such appeal within a maximum period of one year. If the appeal has not been disposed of within the aforesaid period, the Vice-Chancellor or the Executive Council may intervene in the matter, for sufficient reasons to be recorded in writing and take such action as may be considered necessary by them in the matter.

22. SPECIAL REPRESENTATION (RESERVATION):

- (1) Reservations may be made for appointments to a class or category in favour of Scheduled Castes, Scheduled Tribes, Socially and Educationally Backward Classes, Women, Persons with Disability, Meritorious Sportsman, Ex-Servicemen and such other categories, as may be prescribed by the Government from time to time, to the extent and in the manner specified hereinafter in these Rules. The principle of reservation as hereinafter provided shall apply to all appointments to a class or category:-
 - (i) by direct recruitment, except where the University, by a general or special order made in this behalf, exempt such service, class or category;
 - (ii) otherwise than by direct recruitment the principle of reservation in the matter of promotion and appointment by transfer involving promotion in so far it relates to Scheduled Castes and Scheduled Tribes only shall apply to such class or category whose total cadre

strength of the post is more than five.

(2)(a)(i) The unit of appointment for the purpose of direct recruitment shall be hundred vacancies of which fifteen shall be reserved for Scheduled Castes, six shall be reserved for Scheduled Tribes, twenty nine shall be reserved for Socially and Educationally Backward Classes and remaining fifty appointments shall be made on the basis of open competition and subject to Rule 22-A of these rules.

(ii) The unit of appointment for the purpose of reservation in the matter of promotion and appointment by transfer involving promotion shall be hundred vacancies of which fifteen shall be reserved for Scheduled Castes and six for Scheduled Tribe employees as per the roster points in sub-rule 2(e).

- A. In the case of appointments / promotions to the posts referred to in clause 2(a)(ii) above, the Lists of eligible candidates for promotion, the names of the eligible Scheduled Caste and Scheduled Tribe employees from the feeder category are to be shown against the roster points earmarked for them irrespective of their seniority position in the feeder category.
- B. If a Scheduled Caste and Scheduled Tribe employee gets a higher place in the eligible candidates list by virtue of his seniority in the feeder category, he need not be adjusted in a lower position which is earmarked for an Scheduled Caste and Scheduled Tribe employees as per roster system. Such roster point is to be filled up by moving up an Scheduled Caste and Scheduled Tribe employee who is below in the seniority list in the feeder category.
- C. Filling up the roster points shall continue till the required percentage of Scheduled Caste and Scheduled Tribe candidates is obtained. Once the required percentage is obtained by taking into account both the Scheduled Caste and Scheduled Tribe candidates who are found in the list of candidates fit for promotion on account of their seniority in the feeder category and those who are moved up to fill up the required roster point, further adjustment of Scheduled Caste and Scheduled Tribe employees against roster point is to be stopped.
- D. Unutilized roster points, after the required Scheduled Castes and Scheduled Tribes percentage is met, shall lapse.

- E. If required number of Scheduled Caste and Scheduled Tribe employees is not available in the feeder category to obtain the required representation in the promotion category, the vacancies earmarked for Scheduled Caste and Scheduled Tribe employees according to the roster points will be carried forward.
- (b) Out of fifty four appointments to be made on the basis of open competition, three appointments shall be reserved for direct recruitment of the persons with disabilities.
- (c) In the case of appointments to clerical posts including the posts of typists i.e. in Class III and Class IV services, to which the principle of reservation of appointments applies, out of fifty, as the case may be, forty seven appointments to be made on the basis of open competition, two appointments shall be reserved for direct recruitment of Ex-servicemen.
- (d) In the case of appointments to the posts of Junior Assistants and Clerk-cum-Typists in the University to which the principle of reservation of appointments applies, out of fifty, as the case may be, forty five appointments to be made on the basis of open competition, one appointment shall be reserved for direct recruitment of meritorious sportsmen:

Provided that the claims of members of the Scheduled Castes, Scheduled Tribes, Socially and Educationally Backward Classes, Women and the Persons With Disabilities or the Ex-servicemen, as the case may be, shall also be considered for the remaining appointments which shall be filled on the basis of open competition, the number of appointments reserved for that category shall in no way be affected during the period the reservation for that category is in force.

- (e) Appointments under this rule shall be made in the order of rotation specified below in a unit of hundred vacancies:-
- 1 Open Competition (Women)
 - 2 Scheduled Castes (Women)
 - 3 Open Competition
 - 4 Socially and Educationally Backward Class(Group-A) (Women)
 - 5 Open Competition
 - 6 Blindness or Low Vision (Women)

- 7 Scheduled Castes
- 8 Scheduled Tribes (Women)
- 9 Open Competition
- 10 Socially and Educationally Backward Class (Group-B) (Women)
- 11 Open Competition
- 12 Open Competition (Women)
- 13 Open Competition
- 14 Socially and Educationally Backward Class (Group-C)
(In every third cycle of 100 point roster, this point shall be reserved for women belonging to SEBC-C category)
- 15 Open Competition
- 16 Scheduled Castes
- 17 Open Competition (Women)
- 18 Socially and Educationally Backward Class (Group-D) (Women)
- 19 Socially and Educationally Backward Class (Group-E) (Women)
- 20 Socially and Educationally Backward Class (Group-A)
- 21 Open Competition
- 22 Scheduled Castes (Women)
- 23 Open Competition (Women)
- 24 Socially and Educationally Backward Class (Group-B)
- 25 Scheduled Tribes
- 26 Open Competition
- 27 Scheduled Castes
- 28 Open Competition
- 29 Socially and Educationally Backward Class (Group-A)
- 30 Open Competition (Women)
- 31 Hearing Impaired (Open)
- 32 Open Competition
- 33 Scheduled Tribes
- 34 Open Competition (Women)
- 35 Socially and Educationally Backward Class (Group-B)
- 36 Open Competition
- 37 Open Competition

- 38 Open Competition (Women)
- 39 Socially and Educationally Backward Class (Group-D)
- 40 Open Competition
- 41 Scheduled Castes
- 42 Open Competition
- 43 Socially and Educationally Backward Class (Group-D)
- 44 Socially and Educationally Backward Class (Group-E)
- 45 Socially and Educationally Backward Class(Group-A) (Women)
- 46 Open Competition
- 47 Scheduled Castes (Women)
- 48 Open Competition
- 49 Socially and Educationally Backward Class (Group-B) (Women)
- 50 Open Competition (Women)
- 51 Open Competition
- 52 Scheduled Castes
- 53 Open Competition
- 54 Socially and Educationally Backward Class (Group-A)
- 55 Open Competition (Women)
- 56 Locomotor Disability or Cerebral Palsy (Open)
- 57 Open Competition
- 58 Scheduled Tribes (Women)
- 59 Open Competition (Women)
- 60 Socially and Educationally Backward Class (Group-B)
- 61 Open Competition
- 62 Scheduled Castes
- 63 Open Competition
- 64 Socially and Educationally Backward Class(Group-D) (Women)
- 65 Open Competition (Women)
- 66 Scheduled Castes (Women)
- 67 Open Competition
- 68 Socially and Educationally Backward Class (Group-D)
- 69 Socially and Educationally Backward Class (Group-E)
- 70 Socially and Educationally Backward Class (Group-A)
- 71 Open Competition (Women)

- 72 Scheduled Castes
- 73 Open Competition
- 74 Socially and Educationally Backward Class (Group-B)
- 75 Scheduled Tribes
- 76 Open Competition
- 77 Scheduled Castes
- 78 Open Competition (Women)
- 79 Socially and Educationally Backward Class (Group-A)
- 80 Open Competition
- 81 Socially and Educationally Backward Class (Group-B) (Women)
- 82 Autism, Intellectual disability, specific learning disability and mental illness, multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness (Open)
- 83 Scheduled Tribes
- 84 Open Competition (Women)
- 85 Socially and Educationally Backward Class (Group-B)
- 86 Open Competition
- 87 Scheduled Castes (Women)
- 88 Open Competition
- 89 Socially and Educationally Backward Class (Group-D)
- 90 Open Competition (Women)
- 91 Scheduled Castes
- 92 Open Competition
- 93 Socially and Educationally Backward Class (Group-D)
- 94 Socially and Educationally Backward Class (Group-E)
- 95 Socially and Educationally Backward Class (Group-B)
- 96 Open Competition (Women)
- 97 Scheduled Castes
- 98 Open Competition
- 99 Socially and Educationally Backward Class (Group-B) (Women)
- 100 Open Competition:

Provided that:-

- (i) in the case of appointments to a post referred to in sub-rule (c), the 13th and 37th turns in each unit of hundred vacancies shall be reserved for ex-servicemen. Out of 13th and 37th roster points,

preference to one of the two points for women can be given and if women candidates are not available, both the points with men shall be considered. However, wherever these rules provide that there shall be no reservation for ex-servicemen or if a qualified and suitable candidate is not available from ex-servicemen, the turn allotted to ex-servicemen shall be deemed to be allotted to Open Competition.

- (ii) In the second cycle of 100 roster points, the following points shall be reserved as follows:-

- 106 Blindness or Low Vision (Open)
- 131 Hearing Impaired (Women)
- 156 Locomotor Disability or Cerebral Palsy (Open)
- 182 Autism, Intellectual disability, specific learning disability and mental illness, multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness (Open)

In the third cycle of 100 roster points, the following points shall be reserved as follows:-

- 206 Blindness or Low Vision (Open)
- 231 Hearing Impaired (Open)
- 256 Locomotor Disability or Cerebral Palsy (Women)
- 282 Autism, Intellectual disability, specific learning disability and mental illness, multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness

- 306 Blindness or Low Vision (Open)
- 331 Hearing Impaired (Open)
- 356 Locomotor Disability or Cerebral Palsy (Open)
- 382 Autism, Intellectual disability, specific learning disability and mental illness, multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness (Women)

The 6th, 31st, 56th and 82nd turns in each cycle of hundred (100) **vacancies** shall be allotted to the Blindness or Low Vision (Visually Handicapped), Hearing Impaired (Hearing Handicapped), Locomotor Disability or Cerebral Palsy (Orthopedically Handicapped) and Autism persons respectively as stated above and where qualified and suitable candidates are not available from among them, the turn allotted for them in the unit

referred to above shall be carried forward to the succeeding recruitment year for being filled from the same category. If, in that year also, qualified candidates of the same category are not available, the same shall be notified for being filled up by interchanging from among the four categories. Only when there is no person with disability of any of the 4 categories available for the post, the vacancy shall be filled up by the employer by appointment of a person, other than a person with disability. Provided that if qualified women candidates are not available for the posts reserved for women, qualified men candidates of the same category of disabled may be appointed.

- (f) The reservation in case of Socially and Educationally Backward Classes (Group-A), (Group-B), (Group-C), (Group-D) and as the case may be (Group-E) and Persons With Disabilities shall be in force as per the instructions of the State Government from time to time.
- (g) If in any recruitment, qualified candidates belonging to the Scheduled Castes, Scheduled Tribes, Socially and Educationally Backward Classes (Group-A), (Group-B), (Group-C), (Group-D) and as the case may be (Group-E) and women are not available for appointment to any or all the vacancies reserved for them, a limited recruitment confined to candidates belonging to them shall be made immediately after the general recruitment to select and appoint qualified candidates from among the persons belonging to these communities to fill such reserved vacancies.
- (h) (I) If in any recruitment, qualified candidates belonging to Scheduled Castes or Scheduled Tribes or Socially and Educationally Backward Classes (Group-A), (Group-B), (Group-C), (Group-D) and as the case may be (Group-E) or women are not available for appointment to all or any of the vacancies reserved for them even after conducting a limited recruitment as specified in sub-rule (g), such vacancies or vacancy may be allotted to the Open Competition after obtaining the permission of the Government and may, thereafter, be filled by a candidate or candidates selected on the basis of Open Competition.
- (II) Where any vacancies reserved for the Scheduled Castes or Scheduled Tribes or, Socially and Educationally Backward Classes (Group-A), (Group-B), (Group-C), (Group-D) and as the case may be (Group-E) or Women are so filled by candidates belonging to other communities, an equal number of vacancies shall be reserved in the succeeding recruitment for the Scheduled Castes

or Scheduled Tribes or Socially and Educationally Backward Classes or Women in addition to the vacancies that may be available for that recruitment for them and if in the said succeeding recruitment year also, qualified candidates belonging to the Scheduled Castes or Scheduled Tribes or Socially and Educationally Backward Classes (Group-A), (Group-B), (Group-C), (Group-D) and as the case may be (Group-E) or Women are not available for appointment to all or any of the additional vacancies which are so reserved in that succeeding recruitment year, an equal number of vacancies shall again be reserved in the next succeeding recruitment year for the Scheduled Castes or Scheduled Tribes or Socially and Educationally Backward Classes (Group-A), (Group-B), (Group-C), (Group-D) and as the case may be (Group-E) or Women in addition to the number of vacancies that may be available for the next succeeding recruitment for the Scheduled Castes or Scheduled Tribes or Socially and Educationally Backward Classes (Group-A), (Group-B), (Group-C), (Group-D) and as the case may be (Group-E) or Women:

Provided that if in the said second succeeding recruitment also, no qualified candidates belonging to the Scheduled Castes or Scheduled Tribes or Socially and Educationally Backward Classes (Group-A), (Group-B), (Group-C), (Group-D) and as the case may be (Group-E) or Women are available for appointment to all or any of the additional vacancies which are so reserved in that succeeding recruitment year, an equal number of vacancies shall again be reserved in the next succeeding recruitment year for the Scheduled Castes or Scheduled Tribes or Socially and Educationally Backward Classes (Group-A), (Group-B), (Group-C), (Group-D) and as the case may be (Group-E) or Women, in addition to the number of vacancies that may be available for the next succeeding recruitment for the Scheduled Castes or Scheduled Tribes or Socially and Educationally Backward Classes or Women:

Provided further that in the third succeeding recruitment if qualified candidates belonging to Scheduled Tribes or as the case may be Scheduled Castes are not available, a vacancy reserved to be filled by a candidate belonging to Scheduled Tribes may be filled by a candidate belonging to Scheduled Castes and a vacancy reserved to be filled by a candidate belonging to Scheduled Castes may be filled by a candidate belonging to Scheduled Tribes and if a qualified candidate belonging to a particular group of Socially

and Educationally Backward Classes (Group-A), (Group-B), (Group-C), (Group-D) and as the case may be (Group-E) is not available for appointment, the vacancy reserved to that group shall accrue to the next group.

- (III) If any additional vacancy or vacancies reserved in favour of candidates belonging to the Scheduled Castes or Scheduled Tribes or Socially and Educationally Backward Classes (Group-A), (Group-B), (Group-C), (Group-D) and as the case may be (Group-E) or Women in any recruitment in accordance with the provisions in clause (II), appointments thereto shall be made before the appointments in the order of rotation for the relevant recruitments are made.
- (i) At no selection for recruitment other than any limited recruitment made in accordance with the provisions of sub-rule (g), the number of reserved vacancies including the additional vacancies reserved under sub-rule (h), shall exceed 56% of the total number of vacancies for the selection; and all vacancies in excess of 56% of the total number of vacancies for which recruitment is made on any particular occasion shall, notwithstanding anything in this rule, be treated as unreserved:

Provided further that the carry forward vacancies and current reserved vacancies in a recruitment year shall be available for utilization even where the total number of such reserved vacancies exceeds 56% of the vacancies filled in that recruitment, in case the overall representation of the Scheduled Castes, Scheduled Tribes, Socially and Educationally Backward Classes (Group-A), (Group-B), (Group-C), (Group-D) and as the case may be (Group-E) and Women in the total strength of the concerned grade or cadre, has not reached and prescribed percentage of reservation of 15% for the Scheduled Castes, 6% for the Scheduled Tribes, 7% for Socially and Educationally Backward Classes (Group-A), 10% for Socially and Educationally Backward Classes (Group-B), 1% for Socially and Educationally Backward Classes (Group-C), 7% for Socially and Educationally Backward Classes (Group-D), 4% for Socially and Educationally Backward Classes (Group-E) respectively.

- (j) Where there is only a single solitary post borne on the class, or category of a service, the rule of special representation shall not apply for appointment to such post, notwithstanding anything contained in the foregoing sub-rules:

Provided that the rule of special representation shall be applicable for appointment if the number of posts borne on the cadre, category of grade is more than one, even though selection is to be made against only one vacancy at any recruitment other than limited recruitment.

- (k) In respect of appointments by promotion or recruitment by transfer from Subordinate Service to State Service, where such appointments or recruitment by transfer is required to be made on the principle of merit and ability, seniority being considered only where merit and ability are approximately equal, the claims of any members of the Scheduled Castes and Tribes shall be considered for such appointment on the basis of seniority subject to fitness:

Provided that a member of the Scheduled Caste or the Scheduled Tribe possessing superior merit and ability shall be allowed to supersede not only others but also the members of Scheduled Castes or Scheduled Tribes as the case may be.

- (l) In implementing the rule of reservation in favour of Socially and Educationally Backward Classes, the creamy layer shall be excluded. The criteria as fixed by the Government of India from time to time shall be adopted to determine the creamy layer among the Socially and Educationally Backward Classes in the State.

Note: While determining the creamy layer status of any candidate as given in Category-VI of the Schedule to the OM No.36012/22/93-Estt (SCT), dt.8.9.1993, income from the salaries and income from the agricultural land shall not be taken into account. It means that if income from salaries of the parents of any candidate is more than Rs.6.00 lakh per annum, income from agricultural land is more than Rs.6.00 lakh per annum, but income from other sources is less than Rs.6.00 lakh per annum, the candidate shall not be treated to be falling in creamy layer on the basis of Income / Wealth Test, provided his parent(s) do not possess wealth above the exemption limit as prescribed in the Wealth Tax Act for a period of three consecutive years.

22-A WOMEN RESERVATION IN APPOINTMENTS:-

Notwithstanding anything contained in these rules:-

- (1) In the matter of direct recruitment to posts, for which women are better suited than men, preference shall be given to women:

Provided that such absolute preference to women shall not result in

total exclusion of men in any category of posts.

- (2) In the matter of direct recruitment to posts for which women and men are equally suited, there shall be reservation to women to an extent of 33^{1/3}% of the posts in each category of Open Competition, Socially and Educationally Backward Classes (Group-A), Socially and Educationally Backward Classes (Group-B), Socially and Educationally Backward Classes (Group-C), Socially and Educationally Backward Classes (Group-D), Socially and Educationally Backward Classes (Group-E), Scheduled Castes, Scheduled Tribes and Persons With Disabilities and Ex-servicemen quota.
- (3) In the matter of direct recruitment to posts which are reserved exclusively for being filled by women, they shall be filled by women only.
- (4) In the matter of promotion and appointment by transfer involving promotion to posts for which women and men are equally suited and where the cadre strength of posts is more than five, there shall be reservation to women to an extent of 33^{1/3}% in favour of Scheduled Castes and Scheduled Tribes:

Provided that where no eligible women candidate is available to fill up the roster point earmarked to them, the vacancy shall be filled up with male SC/ST candidates as the case may be.

23. CONFIRMATION:

Confirmation of a member of a service:- As soon as a person appointed initially in a service or class of a service is declared to have satisfactorily completed his probation or deemed to have satisfactorily completed his probation, he shall be confirmed as a member of that service, by the appointing authority. The seniority of the person shall however be regulated in terms of rule 33 of these rules.

Explanation:-

- (1) For the purpose of the rule “appointed initially” means appointment of a person for the first time to any post in the service of the University.
- (2) A member of a class of a service shall be confirmed in such class of a service irrespective of whether there is a permanent or substantive post

or vacancy available in that service.

- (3) A person appointed to the University service shall be confirmed in the service, only once during his service in the University at the entry grade, irrespective of whether subsequently he is promoted within the same service or appointment by transfer to some other class of service, from time to time.
- (4) A person confirmed in a particular category, class shall not be confirmed in any other category, class or service.

24. REVIEW:- The University may, of their own motion or otherwise, review any original order passed by them, promoting a member of a class, to a higher post or approving a panel of candidates for appointment or promotion to any category, class prepared by them, or any order of revision passed by them under rule 25, if it was passed under any mistake, whether of fact or of law, or in ignorance of any material fact or for any other sufficient reason:

Provided that no order of review under this rule shall be passed unless the person affected or likely to be affected thereby is given an opportunity of making his representation against the proposed review.

25. RE-EMPLOYMENT OF MEMBERS OF SERVICE DISCHARGED ON ACCOUNT OF THEIR SUFFERING FROM T.B. ETC.:-

- i. A member of the University Service discharged on account of his suffering from TB or such other diseases as may be specified by the Government from time to time, shall be eligible for re-appointment to the post held by him prior to his discharge as aforesaid or to a post of the same rank and status in the department concerned, if he is declared non-infective and medically fit for University service by the Medical authority, authorized for this purpose by the University.
- ii. For the purpose of determining whether any such member possesses the age qualification, where such age qualifications are prescribed in these rules, the period of his service in the post held by him prior to his discharge shall be deducted from the actual age and if the age so computed does not exceed the prescribed age limit by more than three years, he shall be deemed to be with the prescribed age limit.

- iii. On re-appointment of any such member, the actual service rendered by him prior to his discharge from service shall count for purposes of seniority and pay, to the extent to which it would have been counted for the said purposes had he not been discharged. The break in service between the date of discharge and the date of reappointment shall not, however, count for any purpose, but his service shall, otherwise, be regarded as continuous. On re-appointment of such a member to the same post or to a post of the same rank and status the service which has not been counted for increments before, up to a maximum of one year and any leave to his credit under the leave rules by which such member was governed at the time of his discharge, shall also be allowed to be carried over to his account.
- iv. The provisions of this rule shall have effect notwithstanding anything contained in these rules or the special rules applicable to the concerned members of a service.

26. RESIGNATION:-

- (a) A member of a service may resign his appointment and the acceptance of his resignation by the appointing authority shall take effect—
 - (i) in case he is on duty, from the date on which he is relieved of his duties in pursuance of such acceptance.
 - (ii) in case he is on leave, from the date of communication of such acceptance to the member or if the said authority so directs, from the date of expiry of leave; and
 - (iii) in any other case, from the date of communication of such acceptance to the member or from such other date, not being earlier than the date on which he was last on duty, as the said authority may, having regard to administrative exigencies, specify:

Provided that the resignation of a member of a service shall not be accepted against whom disciplinary proceedings are instituted as per the provisions of the Civil Services (Classification, Control and Appeal) Rules, applicable to the State of Telangana from time to time or investigation, inquiry or trial is initiated:

Provided further that a member of a service may withdraw his resignation before it takes effect:

Provided also that no withdrawal of resignation shall be permitted, if the withdrawal is made after the resignation takes effect.

- (b) If the resignation of a member of service has been accepted, but has not taken effect and he withdraws his resignation before it has taken effect, he should be deemed to be continuing in service.
- (c) A member of service, shall, if he resigns his appointment, forfeit not only the service rendered by him in the particular post held by him at the time of resignation but all his previous service under the University.
- (d) Where a member of a service is selected for appointment by direct recruitment to another post, category or class in the same or different service of this University; or to a post under the service of the Government of India or any other State Government; and is appointed to it, his lien on the service or his probationary right, if any, in the former post, shall be retained for a period of three years from the date of relief in the former post or till his probation is declared or deemed to have been declared in the latter post, whichever is earlier. If, before the expiry of three years, his probation is not declared or not deemed to have been declared in the latter post, unless he reverts to the former post, he shall be deemed to have resigned to the former post with effect from the date on which the three years period expires:

Provided that nothing in this sub-rule shall affect the benefits accrued to such member of a service or services in the previous post or posts, except the lien or probationary right, as the case may be, on such post or posts. 3

27. APPOINTMENT BY DEPUTATION FROM ORGANIZATIONS:

Persons working in any other University, Institution or Organization may be appointed for the Teaching & Non-Teaching post of the University, whenever necessary for a limited period of not exceeding two years at a time with the approval of the Executive Council.

28. DISCIPLINARY CONTROL:

All employees of the University shall be subject to the disciplinary control of the Executive Council and other authorities or officers specified in this behalf, by

the Executive Council or by Statutes or Rules. They are governed by the CCA Rules of Government of Telangana and such other rules of discipline and control prescribed by the competent authorities and also the general and special conditions of service of the employees of the University.

29. SERVICE IN HIGHER CATEGORY COUNTING FOR PROBATION:

A probationer in any category of a branch of the University service shall be eligible to count for probation his service, if any, performed otherwise than in a substantive capacity on regular appointment to a higher category of the same branch of the University service. Nothing contained in this sub-rule shall be construed as authorizing the promotion of a probationer in a category to a higher category in contravention of rule 39.

30. SUBSTANTIVE APPOINTMENT TO ONLY ONE POST:

- a. Two or more University employees cannot be appointed substantively to the same permanent post at the same time.
- b. A University employee cannot be appointed substantively except as a temporary measure to two or more permanent posts at the same time.
- c. A University employee cannot be appointed substantively to a post on which another employee holds a lien.

31. LIEN:

- i) An employee of the University substantively appointed to any permanent post acquires a lien on that post and ceases to hold any lien previously acquired on any other post.
- ii) Unless his lien is suspended or transferred a University employee holding substantively a permanent post retains the lien on that post.
 - a) While performing the duties of the post.
 - b) While on Foreign Service, or holding a temporary post, or officiating in another post.
 - c) During joining time on transfer to another post.

- d) While on leave.
 - e) While under suspension.
- iii) The Executive Council may, at its option suspend the lien of an employee on a permanent post which he holds substantively, if he is deputed out of India or transferred to Foreign Service or is transferred in an officiating capacity to a post in another cadre, and in any of these cases there is reason to believe that he will remain absent from the post on which he holds a lien for a period of not less than three years.

32. TERMINATION OF SERVICE:

- i) The University shall have the right to terminate the appointment of any permanent employee of the University for reason of want of vacancy, abolition of post, and such other reasons, giving notice of three months before the date of termination of appointment of paying an amount equal to the salary of three months without giving any notice.

Provided that, if the termination is effected during period of notice of three months the employee shall be paid such pay and allowances as might be admissible to him for the unexpired portion of the notice of three months.

- ii) It shall be competent for the appointing authority to terminate the services of any employee of the University, if it is satisfied on the report of a Medical Board or Medical Officer, as the case may be, appointed by the appointing authority for the purpose, that the employee is incapacitated or afflicted with an illness and he is likely to continue to be so incapacitated or ill to be incapable of discharging his duties by reason of such incapacity or ill health. As employee so discharged from service of the University shall not be entitled to any damages or compensation whatsoever. It shall, however, be competent for the Executive Council to grant a lump sum amount on compassionate ground.

33. SENIORITY:-

- a) The seniority of a person in a class, category or grade shall, unless he has been reduced to a lower rank as a punishment, be determined by the date of his first appointment to such class, category or grade.
- b) The appointing authority may, at the time of passing an order appointing two

or more persons simultaneously to a service, fix either for the purpose of merit in the case of written tests or satisfying the rule of reservation of appointments or for any other reason, the order of preference among them; and where such order has been fixed, seniority shall be determined in accordance with it:

Provided that the order of merit or order of preference indicated in a list of selected candidates prepared by the University, shall not be disturbed inter-se with reference to the candidates position in such list or panel while determining the seniority in accordance with this rule and notional dates of commencement of probation to the extent necessary, shall be assigned to the persons concerned, with reference to the order of merit or order of preference assigned to them in the said list.

- c) Whenever notional date of promotion is assigned, such date of notional promotion shall be taken into consideration for computing the qualifying length of service in the feeder category for promotion to the next higher category and that the notional service shall be counted for the purpose of declaration of probation also in the feeder category.
- d) The transfer of a person from one class or category of a service to another class or category of the same service, carrying the same scale of pay shall not be treated as first appointment to the latter class or category for purpose of seniority and the seniority of a person so transferred shall be determined with reference to the date of his regular appointment in the class or category from which he was transferred.

Where any difficulty arises in applying this sub-rule, seniority shall be determined by the Vice-Chancellor, if he/she is the Appointing Officer and in other cases, the authority next higher to the appointing authority i.e., Executive Council shall determine the seniority.

- e) Where a Member of a service, class or category is reduced for a specific period, to a lower service, class or category or grade,—
 - (i) in cases where the reduction does not operate to postpone future increment, the seniority of such member on re-promotion shall, unless the terms of the order of punishment provides otherwise, be fixed in the higher service, class or category at which it would have been fixed but for his reduction;
 - (ii) in cases where the reduction operates to postpone future increment, the seniority of such member on re-promotion shall, unless the terms

of the order of punishment provide otherwise, be fixed by giving credit for the period of service earlier rendered by him in the higher service, class or category.

- f) Seniority of a retrenched and reappointed person:- The seniority of a member of a service who is re-appointed after having been retrenched, owing to reduction of staff as a measure of economy, shall be determined in accordance with the date of such re-appointment:
- g) The seniority of an approved candidate, who takes up military service before joining his appointment to any class or category shall, on his appointment to such class or category, on his return from the said military service, be determined in accordance with the order of preference shown in the authoritative list of candidates approved for appointment to the service, class or category.

34. REDUCTION OF FULL MEMBERS:

If the full member of the University service in a category is substantially reduced to a lower category, he shall be deemed to be a full member of the latter category and permanent cadre there of shall, if there is no vacancy in which he could be absorbed, be deemed to be increased by one. Such addition shall be absorbed in the next vacancy that subsequently arises in the lower category and till that time a temporary or officiating vacancy in that category shall be kept unfilled.

35. RELINQUISHMENT OF RIGHTS BY EMPLOYEES:

Any employee may, in writing, relinquish any right or privilege to which he may be entitled under these rules or special rules, if in the opinion of the appointing authority, such relinquishment is not opposed to University's interest, and nothing contained in these rules or the special rules shall be deemed to require the recognition of any right or privilege to the extent to which it has been so relinquished.

36. AGE OF RETIREMENT:

- a) Every University employee, not being a teacher and not belonging to last grade service, shall retire from service on the afternoon of the last day of the month in which he attains the age of fifty eight years.

- b) Every University employee belonging to last grade service shall retire from service on the afternoon of the last day of the month in which he attains the age of sixty years.

Explanation: A University employee whose date of birth is the first day of the month, shall retire from service on the afternoon of the last day of the preceding month on attaining the age of fifty eight or sixty years as the case may be.

37. RE-EMPLOYMENT OF RETIRED EMPLOYEES:

The Executive Council shall have the power to re-employ a superannuated employee of the University, Government and other organizations (other than an employee retired on disciplinary grounds) in special and exceptional circumstances in the interest of the University to be recorded in writing, where the services of such employee are absolutely necessary, for not more than one year at a time subject to the following conditions.

- i) Such re-employment shall not be continued beyond the age of 65 years.
- ii) The re-employment of such a person shall not be regarded as first appointment to the University service.
- iii) Service during the period of re-employment, shall not count for the purpose of increment, pension and provident fund, it shall however count for the purpose of leave as per the rules applicable to university employees.
- iv) The employee shall be eligible to the pay and allowances in accordance with the Government Orders on the subject.

38. RIGHTS OF A PROBATIONER AND APPROVED PROBATIONER FOR REAPPOINTMENT:-

a. A vacancy in a service, class or category shall not be filled by appointment of a person who has not yet commenced his probation in such service, class or category when an approved probationer or probationer is available for such appointment.

b. (1) Discharge of a probationer or approved probationer: A probationer or an approved probationer shall be discharged from service, in the event of non-availability of a vacancy, in the following order:-

1. The probationers in the order of juniority.

2. The approved probationers in the order of juniority:

Provided that where, in course of discharge of persons appointed to a service, class or category consequent on the retrenchment of the posts in any administrative Unit, the representation of the Scheduled Castes of the Scheduled Tribes in that unit falls, short of the percentage of posts reserved for those cases or Tribes, as the case may be, shall be discharged in the order of juniority, only after all other persons appointed in that unit belonging to these castes or tribes are discharged; that is to say, the discharge of persons in any administrative unit consequent on the retrenchment of posts, shall be in the following order:-

First Persons, other than those belonging to the Scheduled Castes and the Scheduled Tribes, appointed temporarily, in order or juniority;

Second Probationers, other than those belonging to the Schedule Castes and the Scheduled Tribes, in the order of juniortiy;

Third Approved probationers, other then those belonging to the Scheduled Castes and the Scheduled Tribes, in the order of juniority; Fourth Persons belonging to the Scheduled Castes and the Scheduled Tribes, appointed temporarily in the order of juniority; Fifth Probationers belonging to the Scheduled Castes and the Scheduled Tribes, in the order of juniority;

Sixth Approved probationers belonging to the Scheduled Castes and Scheduled Tribes, in the order of juniority.

(ii) For the purpose of this rule, the posts borne on the cadre of a service, class or category in respect of recruitment to which the principle of reservation of appointments is made applicable, shall be deemed to have been reserved so as to secure fifteen percent of the posts for the Scheduled Castes and six percent of the posts for the Scheduled Tribes.

(c) Right of re-appointment / promotion / appointment by transfer of an approved probationer on foreign service or on deputation: The absence of an approved probationer from the post in a service, class or category whether on leave or on foreign service

or on deputation or for any other reason, if his lien on such service, is not terminated or suspended, shall not, if he is otherwise eligible qualified, render him ineligible in his turn:-

(i) for re-appointment to the post on which he is an approved probationer;

(ii) for promotion from a lower to the higher category in such service;

(iii) for appointment to a post in a class or category in another service for which he may be an approved candidate, as the case may be, in the same manner as if he is not absent. He shall be entitled to all the privileges in respect of appointment, seniority, which he would have enjoyed but for his absence. Provided that a member of service who is appointed to another service and if he is a probationer in the later service shall not be appointed to any other service for which he may be an approved candidate, unless he relinquishes his right in such latter service in which he is a probationer:- Provided further that the absence of a member of a service from duty in such service, whose lien in a post borne on the cadre of such service is deemed to have been terminated on account of being an approved probationer in a class, or category in any other service shall not be eligible:-

(1) for re-appointment to a regular post, whether permanent or temporary in the former service in which he was an approved probationer; or

(2) for promotion from a lower to a higher category in such former service.

Note:- This provision shall not be applicable to a person who is a member of two services where one of them is normally a feeder service or category to the other.

39. RELAXATION OF RULES BY THE CHANCELLOR:- Notwithstanding anything contained in these rules the Chancellor shall have the power to relax any rules contained in these rules or special rules, in favour of any person or class of persons, in relation to their application to any member of a service or to any person to be appointed to the service, class or category or a person or a class of persons, who have served in any civil capacity in the Government of Telangana in such manner as may appear to be just and equitable to him,

where such relaxation is considered necessary in the public interest or where the application of such rule or rules is likely to cause undue hardship to the person or class of persons concerned.

40. RELAXATION OF RULES BY THE VICE-CHANCELLOR:-

- i) Notwithstanding anything contained in these rules or in the special rules and without prejudice to the power of the Chancellor under rule 39, the Vice-Chancellor shall also have the power to relax any rule or rules in these rules in favour of any person or class of persons or category of persons for being appointed to or of any person or class of persons who have served or are serving in any civil post or posts carrying a scale of pay less than that of Junior Assistant in so far as such cases relate to transfer, promotion or the service conditions governed by these rules in such manner as may appear to him to be just and equitable in the public interest or where he considers the application of such rule or rules would cause undue hardship to the person or persons concerned. Provided that nothing in this sub-rule shall apply in regard to the appointment by transfer of a person who is not qualified for such appointment to the post of Junior Assistant or equivalent post in the Ministerial or any other Service of the University.

Explanation:- This rule shall be applicable to posts which carry a scale of pay or pay less than that of a Junior Assistant and not to posts of Junior Assistants or any other post carrying an equivalent scale of pay.

- ii) Notwithstanding anything contained in rule 39 or sub-rule (i) of this rule, the Executive Council may, of their own motion or otherwise, review the orders of relaxation issued in rule 39 or sub-rule (i) of this rule; or cancel any such relaxation orders, within a period of six (6) months from the date of issue of such relaxation orders, if it is found that the said orders were passed under any mistake, whether of fact or of law, or in ignorance of any material fact or for any other sufficient cause to be recorded in writing:

Provided that no order consequent on such review, or an order to cancel the relaxation orders, under this sub-rule, shall be issued unless the person affected thereby is given an opportunity of making his representation against the proposed review or cancellation.

SCHEDULE – I

PART – A

SCHEDULED CASTES

1. Adi Andhra
2. Adi Dravida
3. Anamuk
4. Aray Mala
5. Arundhatiya
6. Arwa Mala
7. Bariki
8. Bavuri
9. Beda (Budga) Jangam
10. Bindla
11. Byagara, Byagari
12. Chachati
13. Chalavadi
14. Chamar, Mochi, Muchi, Chamar-Ravidas, Chamar-Rohidas
15. Chambhar
16. Chandala
17. Dakkal, Dokkalwar
18. Dandasi
19. Dhor
20. Dom, Dombara, Paidi, Pano
21. Ellamalawar, Yellammalawandlu
22. Ghasi, Haddi, Relli, Chanchandi
23. Godari
24. Gosangi
25. Holey
26. Holey Dasari
27. Jaggali
28. Jambuvulu
29. Kolupulvandlu, Pambada, Pambanda, Pambala
30. Madasi Kuruva, Madari Kuruva
31. Madiga

32. Madiga Dasu, Mashteen
33. Mahar
34. Mala, Mala Ayawaru
35. Mala Dasari
36. Mala Dasu
37. Mala Hannai
38. Malajangam
39. Mala Masti
40. Mala Sale, Nethani
41. Mala Sanyasi
42. Mang
43. Mang Garodi
44. Manne
45. Mashti
46. Matangi
47. Mehtar
48. Mitha Ayyalvar
49. Mundala
50. Paky, Moti, Thoti
51. Pamidi
52. Panchama, Pariah
53. Relli
54. Samagara
55. Samban
56. Sapru
57. Sindhollu, Chindollu
58. Yatala
59. Valluvan

PART – B

SCHEDULED TRIBES

1. Andh, Sadhu Andh
2. Bagata
3. Bhil
4. Chenchu

5. Gadabas, Bodo Gadaba, Gutob Gadaba, Kallayi Gadaba, Parangi Gadaba, Kathera Gadaba, Kapu Gadaba
6. Gond, Naikpod, Rajgond, Koitur
7. Goudu (in the Agency tracts)
8. Hill Reddis
9. Jatapus
10. Kammara
11. Kattunayakan
12. Kolam, Kolawar
13. Konda Dhoras, Kubi
14. Konda Kapus
15. Kondareddis
16. Kondhs, Kodi, Kodhu, Desaya Kondhs, Dongria Kondhs, Kuttiya Kondhs, Tikiria Kondhs, Yenity Kondhs, Kuvinga
17. Kotia, Benthoriya, Bartika, Dulia, Holya, Sanrona, Sidhopaiko
18. Koya, Doli Koya, Gutta Koya, Kammara Koya, Musara Koya, Oddi Koya, Pattidi Koya, Rajah, Rasha Koya, Lingadhari Koya (Ordinary), Kottu Koya, Bhine Koya, Rajkoya
19. Kulia
20. Manna Dhora
21. Mukha Dhora, Nooka Dhora
22. Nayaks (in the Agency tracts).
23. Pardhan.
24. Porja, Parangiperja
25. Reddi Dhoras
26. Rona, Rena
27. Savaras, Kapu Savaras, Maliya Savaras, Khutto Savaras
28. Sugalis, Lambadis, Banjara
29. Thoti (in Adilabad, Hyderabad, Karimnagar, Khammam, Mahabubnagar, Medak, Nalgonda, Nizamabad and Warangal Districts)
30. Yenadis, Chella Yenadi, Kappala Yenadi, Manchi Yenadi, Reddi Yenadi
31. Yerukulas, Koracha, Dabba Yerukala, Kunchapuri Yerukala, Uppu Yeruklala
32. Nakkala, Kurvikaran

PART – C

BACKWARD CLASSES

GROUP–A

(Aboriginal Tribes, Vimuktha Jathis, Nomadic and Semi-Nomadic Tribes etc.)

1. Agnikulakshatriya, Palli, Vadabaliya, Bestha, Jalari, Gangavar, Gangaputra, Goondla, Vanyakulakshatriya (Vannekapu, Vannerreddi, Pallikapu, Pallireddi), Neyyala, Pattapu
2. Balasanthu, Bahurupi
3. *(omitted)*
4. Budabukkala
5. Rajaka (Chakali, Vannar)
6. Dasari (formerly engaged in Bikshatana i.e., Beggary)
7. Dommara
8. Gangiredlavaru
9. Jangam (whose traditional occupation is begging)
10. Jogi
11. Katipapala
12. *(omitted)*
13. *(deleted)*
14. Medari or Mahendra
15. Mondivaru, Mondibanda, Banda
16. Nayi-Brahmin / Nayee-Brahmin (Mangali), Mangala and Bhajantri
17. *(deleted)*
18. Vamsha Raj / Pitchiguntla
19. Pamula
20. Pardhi (Nirshikari)
21. Pambala
22. Peddammavandlu, Devaravandlu, Yellammavandlu, Mutyalammavandlu, Dammali / Dammala / Dammula / Damala
23. Veeramushti (Nettikotala), Veerabhadreeya
24. Valmiki Boya (Boya, Bedar, Kirataka, Nishadi, Yellapi / Yellapu, Pedda Boya), Talayari and Chunduvallu
25. *(deleted)*
26. Gudala
27. Kanjara – Bhatta
28. *(omitted)*
29. Kepmare or Reddika
30. Mondipatta
31. Nokkar
32. Pariki Muggula
33. Yata

34. Chopemari
35. Kaikadi
36. Joshinandiwalas
37. Odde (Oddilu, Vaddi, Vaddelu), Vaddera, Vaddabhovi, Vadiyaraj, Waddera
38. Mandula
39. Mehtar (Muslim)
40. Kunapuli
41. Patra
42. *(omitted)*
43. *(omitted)*
44. *(omitted)*
45. Pala-Ekari, Ekila, Vyakula, Ekiri, Nayanivaru, Palegaru, Tolagari, Kavali (area confined to Hyderabad and Ranga Reddy Districts only)
46. Rajannala, Rajannalu (area confined to Karimnagar, Warangal, Nizamabad and Adilabad Districts only)
47. Bukka Ayyavars
48. Gotrala
49. Kasikapadi / Kasikapudi (area confined to Hyderabad, Ranga Reddy, Nizamabad, Mahaboobnagar and Adilabad Districts only)
50. Siddula
51. Sikligar / Saikalgar
52. Poosala
53. *(omitted)*
54. *(omitted)*
55. Orphans and destitute children who have lost their parents before reaching the age of ten years and are destitute; and who have nobody else to take care of them either by law or custom; and also who are admitted into any of the schools or orphanages run by the Government or recognized by the Government.

GROUP-B
(Vocational Groups)

1. *(omitted)*
2. Aryakshatriya, Chittari, Giniyar, Chitrakara, Nakhas
3. Devanga
4. Goud [Ediga, Gouda (Gamalla), Kalalee, Gounda and Srisayana (Segidi)]
5. Dudekula, Laddaf, Pinjari or Noorbash
6. Gandla, Telikula, Devathilakula

7. Jandra
8. Kummara or Kulala, Salivahana
9. Karikalabhakthulu, Kaikolan or Kaikala (Sengundam or Sengunther)
10. Karnabhakthulu
11. Kuruba or Kuruma
12. *(omitted)*
13. Neelakanthi
14. Patkar (Khatri)
15. Perika (Perika Balija, Puragiri kshatriya)
16. Nessi or Kurni
17. Padmasali (Sali, Salivan, Pattusali, Senapathulu, Thogata Sali)
18. *(deleted)*
19. Swakulasali
20. Thogata, Thogati or Thogataveerakshatriya
21. Viswabrahmin (Ausula, Kamsali, Kammari, Kanchari, Vadla or Vadra or Vadrangi and Silpis), Viswakarma
22. *(omitted)*
23. Lodh / Lodhi / Lodha (area confined to Hyderabad, Ranga Reddy, Khammam and Adilabad Districts only)
24. Bondili
25. Are Marathi, Maratha (Non-Brahmins), Arakalies and Surabhi Natakavallu
26. Neeli
27. Budubunjala / Bhunjwa / Bhadbhunja (area confined to Hyderabad and Ranga Reddy Districts only)
28. *(omitted)*

GROUP – C
(Harijan Converts)

1. Scheduled Castes converts to Christianity and their progeny

GROUP – D
(Other Classes)

1. *(omitted)*
2. Arekatika, Katika, Are-Suryavamshi
3. *(omitted)*
4. Bhatraju
5. Chippolu (Mera)
6. *(omitted)*
7. *(omitted)*
8. Hatkar
9. *(omitted)*
10. Jingar
11. *(omitted)*
12. Koshti
13. Kachi
14. Surya Balija (Kalavanthula), Ganika
15. Krishnabalija (Dasari, Bukka)
16. *(omitted)*
17. Mathura
18. Mali (Bare, Barai, Marar and Tamboli)
19. Mudiraj, Mutrasi, Tenugollu
20. Munnurukapu
21. *(omitted)*
22. *(deleted)*
23. *(omitted)*
24. *(deleted)*
25. Passi
26. Rangarez or Bhavasara Kshatriya
27. Sadhuchetty
28. Satani (Chattadasrivaishnava)
29. Tammali (Non-Brahmins) (Shudra Caste) whose traditional occupation is playing musical instruments, vending of flowers and giving assistance in temple service, but not Shivarchakars
30. *(omitted)*
31. Uppara or Sagara

32. Vanjara (Vanjari)
33. Yadava (Golla)
34. Are, Arevallu and Arollu
35. *(omitted)*
36. *(omitted)*
37. Ayyaraka (area confined to Khammam and Warangal Districts only)
38. Nagaralu (area confined to Hyderabad and Ranga Reddy Districts only)
39. Aghamudian, Aghamudiar, Agamudivellalar and Agamudimudaliar (including Thuluva Vellalas) (area confined to Hyderabad and Ranga Reddy Districts only)
40. *(omitted)*
41. *(omitted)*
42. Sondi / Sundi
43. Varala
44. Sistakaranam
45. Lakkamarikapu
46. Veerashaiva Lingayat / Lingabaliya
47. Kurmi

GROUP – E

(Socially and Educationally Backward Classes of Muslims)

1. Achchukattalavandlu, Singali, Singamvallu, Achchupanivallu, Achchukattuvaru, Achukatlavandlu
2. Attar Saibulu, Attarollu
3. Dhobi Muslim / Muslim Dhobi / Dhobi Musalman, Turka Chakla or Turka Sakala, Turaka Chakali, Tulukka Vannan, Tsakalas, Sakalas or Chakalas, Muslim Rajakas
4. Faqir, Fhaker Budbudki, Ghanti Fhaker, Ghanta Fhakerlu, Turaka Budbudki, Darvesh, Fakeer
5. Garadi Muslim, Garadi Saibulu, Pamulavallu, Kani-Kattuvallu, Garadollu, Garadiga
6. Gosangi Muslim, Phakeer Sayebulu
7. Guddi Eluguvallu, Elugu Bantuvallu, Musalman Keelu Gurravallu
8. Hajam, Nai, Nai Muslim, Navid

9. Labbi, Labbai, Labbon, Labba
10. Pakeerla, Borewale, Deera Phakirlu, Bonthala
11. Qureshi, Kureshi / Khureshi, Khasab, Marati Khasab, Muslim Katika, Khatik Muslim
12. Shaik / Sheikh
13. Siddi, Yaba, Habshi, Jasi
14. Turaka Kasha, Kakkukotte Zinka Saibulu, Chakkitakanevale, Terugadu Gontalavaru, Thirugatigantla, Rollaku Kakku Kottevaru, Pattar Phodulu, Chakketakare, Thuraka Kasha

SCHEDULE – II

Statement showing the details posts, required qualifications for appointment/ promotion and mode of appointment

S.No.	Name of the Post	Qualifications and other requirements
1.	Deputy Registrar	<p><u>Qualifications:</u></p> <p>(i) Should have passed Degree or its equivalent examination from a recognized University with PGDCA (of one year duration from recognized Institution with MS: Office)</p> <p>(ii) Three years of regular service as Assistant Registrar in the University.</p> <p>(iii) Must attend and pass two training programmes organized by Kakatiya University or deputed by it in the cadre of Assistant Registrar.</p> <p>(iv) On promotion as per seniority.</p> <p>(v) The UPC shall prepare a panel as per the UPC norms.</p>
2.	Assistant Registrar	<p><u>Qualifications:</u></p> <p>(i) Should have passed Degree or its equivalent examination from a recognized University with PGDCA (of one year duration from recognized Institution with MS: Office)</p> <p>(ii) Five years of regular service as Superintendent with a total of fifteen years of regular service in the University.</p> <p>(iii) A pass in Accounts Test for Executive Officers conducted by TSPSC.</p> <p>(iv) Must attend and pass three training programmes organized by Kakatiya University or deputed by it in the cadre of Superintendent.</p> <p>(v) As per University Promotion Committee (UPC) conducted on 1st September every year.</p> <p>(vi) The UPC shall prepare a panel as per the UPC norms.</p> <p><u>Selection Committee:</u></p> <p>1. Vice- Chancellor ... Chairman</p> <p>2. Registrar of any Central Institutions... Member</p> <p>3. One Executive Council Member... Member</p> <p>4. District Treasure Officer, Warangal (U) Dist. ... Member</p> <p>5. Registrar ... Member-Convener</p>

S.No.	Name of the Post	Qualifications and other requirements
3.	Superintendent	<p><u>Qualifications:</u></p> <p>(i) Should have passed Degree or its equivalent examination from a recognized University with PGDCA (of one year duration from recognized Institution with MS: Office)</p> <p>(ii) Two years of regular service as Senior Assistant with a total of five years of regular service in the University.</p> <p>(iii) A pass in Accounts Test for Subordinate Officers (Part-II) conducted by TSPSC.</p> <p>(iv) Must attend and pass two training programmes organized by Kakatiya University or deputed by it in the cadre of Senior Assistant.</p> <p>(v) As per University Promotion Committee (UPC) conducted on 1st September every year.</p> <p>(vi) The UPC shall prepare a panel as per the UPC norms.</p>
4.	Senior Assistant	<p><u>Qualifications:</u></p> <p>(i) Should have passed Degree or its equivalent examination from a recognized University with PGDCA (of one year duration from recognized Institution with MS: Office)</p> <p>(ii) Two years of regular service as Junior Assistant</p> <p>(iii) A pass in Accounts Test for Subordinate Officers (Part-I) conducted by TSPSC.</p> <p>(iv) Must attend and pass two training programmes organized by Kakatiya University or deputed by it.</p> <p>(v) As per University Promotion Committee (UPC) conducted on 1st September every year.</p> <p>(vi) The UPC shall prepare a panel as per the UPC norms.</p>
5.	Junior Assistant /CCT (to be renamed as Jr. Asst. Cum Computer Operator)	<p><u>Qualifications:</u> Should have passed Degree or its equivalent examination from a recognized University with PGDCA (of one year duration from recognized Institution with MS: Office)</p> <p><u>Mode of Recruitment:</u></p> <p>i) Direct Recruitment ii) On Promotion</p> <p><u>Ratios:</u></p> <p>(i) 25% of the posts to be filled in by promoting qualified in-service candidates from the feeder</p>

S.No.	Name of the Post	Qualifications and other requirements
		<p>cadres on the basis of seniority, qualifications and record of service.</p> <p>(ii) 25% of the posts to be filled in through a limited competition restricted to the regular employees of the University who fulfil the educational qualifications and working in the cadres below those of Junior Assistant including Class-IV employees.</p> <p>They should take a proficiency test in English and a test in University Knowledge (Act, Statutes, Office Procedure and Finance Matters) and a practical test on computer knowledge besides appearing before the Selection Committee constituted for the purpose.</p> <p>(iii) 50% of the posts to be filled in by direct recruitment through open competition.</p> <p>They should take a proficiency test in English and a test in University Knowledge (Act, Statutes, Office Procedure and Finance Matters) and a practical test on computer knowledge besides appearing before the Selection Committee constituted for the purpose.</p> <p>(iv) If qualified and suitable candidates for promotion / appointment under categories (i) and (ii) above are not available, the available vacancies will be filled through open competition as per the procedure laid down for category (iii) above.</p>
6.	Library Assistant-I	<p><u>Qualifications:</u></p> <p>i) Degree from a recognised University</p> <p>ii) M. L.I. Sc. II – Division from a recognised University</p> <p>iii) Diploma in Computer Applications from a Government Institute</p> <p><u>Service Conditions:</u></p> <p>Lib. Asst.-II with minimum 2 years of service. Overall 5 years service in the University or Government Educational Institution.</p> <p><u>Mode of Recruitment:</u></p> <p>By Promotion / Direct Recruitment (preference will be given to the internal candidates having requisite qualifications prescribed for direct recruitment)</p> <p><u>Selection Committee Composition:</u></p> <p>1. The Vice-Chancellor - Chairman</p> <p>2. Subject Expert - Member</p> <p>3. Vice-Chancellor's Nominee – Member</p> <p>4. Registrar - Member Convener</p> <p><u>Feeder Cadre:</u> Library Assistant – II</p>

S.No.	Name of the Post	Qualifications and other requirements
7.	Technician – I	<p>Qualifications: SSC and ITI Certificate in Fitter/Carpentry/Machinist/Mason/Smithy/Welder/Electrical/Wireman/Electronics and Turner</p> <p>Service Conditions: 3 years of regular service as Technician-II</p> <p>Mode of Recruitment: By Promotion / Direct Recruitment_(preference will be given to the internal candidates having requisite qualifications prescribed for direct recruitment)</p> <p>Selection Committee Composition:</p> <ol style="list-style-type: none"> 1. The Registrar - Chairman 2. Subject Expert - Member 3. Vice-Chancellor's Nominee – Member <p>Feeder Cadre: Minimum of 3 Years of service as Technician-II</p>
8.	Technician – II	<p>Qualifications: SSC and ITI Certificate in Fitter/Carpentry/Machinist/Mason/Smithy/Welder/Electrical/Wireman/Electronics and Turner</p> <p>Service Condition: Must have three (3) years of regular service as Technician-III</p> <p>Mode of Recruitment: By Promotion / Direct Recruitment_(preference will be given to the internal candidates having requisite qualifications prescribed for direct recruitment)</p> <p>Selection Committee Composition:</p> <ol style="list-style-type: none"> 1. The Registrar - Chairman 2. Subject Expert - Member 3. Vice-Chancellor's Nominee – Member <p>Feeder Cadre: Minimum of 3 Years of service as Technician-III</p>
9.	Library Assistant– II	<p>Qualifications:</p> <ol style="list-style-type: none"> i) Degree from a recognised University ii) BLISc. II – Division from a recognised University iii) Diploma in Computer Applications from the Government Institute <p>Mode of Recruitment: Direct Recruitment (preference will be given to the internal candidates having requisite qualifications prescribed for direct recruitment)</p> <ol style="list-style-type: none"> i) Written Test in the concerned subject for 50 marks ii) Interview (1:15 for single post and 1:10 for more than one post) <p>Selection Committee Composition:</p> <ol style="list-style-type: none"> 1. The Registrar - Chairman 2. Subject Expert - Member 3. Vice-Chancellor's Nominee – Member

S.No.	Name of the Post	Qualifications and other requirements
10.	Asst. Horticulturist	<p><u>Qualifications:</u></p> <ul style="list-style-type: none"> i) B.Sc. (Horticulture / Agriculture) from a recognised University ii) Diploma in Computer Applications from the Government Institute <p><u>Mode of Recruitment:</u> Direct Recruitment (preference will be given to the internal candidates having requisite qualifications prescribed for direct recruitment)</p> <ul style="list-style-type: none"> i) Written Test in the concerned subject for 50 marks ii) Interview (1:15 for single post and 1:10 for more than one post) <p><u>Selection Committee Composition:</u></p> <ul style="list-style-type: none"> 1. The Registrar - Chairman 2. Subject Expert - Member 3. Vice-Chancellor's Nominee - Member 4. Deputy Registrar/Asst. Registrar- Member Convener
11.	Draughtsman	<p><u>Qualifications:</u></p> <ul style="list-style-type: none"> i) B.Tech / B.E. (Civil) from a recognised University ii) Computer Knowledge is essential <p><u>Mode of Recruitment:</u> Direct recruitment (preference will be given to the internal candidates having requisite qualifications prescribed for direct recruitment)</p> <ul style="list-style-type: none"> i) Written Test in the concerned subject for 50 marks ii) Interview (1:15 for single post and 1:10 for more than one post) <p><u>Selection Committee Composition:</u></p> <ul style="list-style-type: none"> 1. The Registrar - Chairman 2. Subject Expert - Member 3. Vice-Chancellor's Nominee - Member 4. Deputy Registrar/Asst. Registrar- Member Convener
12.	Supervisor	<p><u>Qualifications:</u></p> <ul style="list-style-type: none"> i) B.Tech / B.E. (Civil/ Electrical) from a recognised University ii) Computer Knowledge is essential <p><u>Mode of Recruitment:</u> Direct Recruitment (preference will be given to the internal candidates having requisite qualifications prescribed for direct recruitment)</p> <ul style="list-style-type: none"> i) Written Test in the concerned subject for 50 marks ii) Interview (1:15 for single post and 1:10 for more than one post) <p><u>Selection Committee Composition:</u></p> <ul style="list-style-type: none"> 1. The Registrar - Chairman 2. Subject Expert - Member 3. Vice-Chancellor's Nominee - Member 4. Deputy Registrar/Asst. Registrar- Member Convener
13.	Technician – III	<p><u>Qualifications:</u> SSC and ITI Certificate in Fitter/Carpentry/Machinist/Mason/Smithy/Welder/Electrical/</p>

S.No.	Name of the Post	Qualifications and other requirements
		<p>Wireman/Electronics and Turner</p> <p>Mode of Recruitment: Direct Recruitment (preference will be given to the internal candidates having requisite qualifications prescribed for direct recruitment)</p> <p>i) Written Test in the concerned subject for 50 marks</p> <p>ii) Interview (1:15 for single post and 1:10 for more than one post)</p> <p>Selection Committee Composition:</p> <p>1. The Registrar - Chairman 2. Subject Expert - Member 3. Vice-Chancellor's Nominee - Member 4. Dy. Registrar/Asst. Registrar- Member Convener</p>
14.	Laboratory Assistant	<p>Qualifications: BZC (Botany, Zoology, Chemistry) / B.Sc. (Maths, Physics / Chemistry) I Class from a recognised University and for Engineering Colleges B.Tech. I class and Pharmacy College B.Pharmacy I Class from a recognised University.</p> <p>Mode of Recruitment: Direct Recruitment (preference will be given to the internal candidates having requisite qualifications prescribed for direct recruitment)</p> <p>i) Written Test in the concerned subject for 50 marks</p> <p>ii) Interview (1:15 for single post and 1:10 for more than one post)</p> <p>Selection Committee Composition:</p> <p>1. The Registrar - Chairman 2. Dean, Sciences - Member 3. Vice-Chancellor's Nominee - Member 4. Deputy Registrar/Asst. Registrar- Member Convener</p> <p>Feeder Cadre: Minimum 3 Years of service as Store Keeper in a University.</p>
15.	Nurse	<p>Qualifications:</p> <p>i) BSc in Nursing</p> <p>ii) Experience in the field for 5 (five) years from recognized hospital/nursing homes.</p> <p>Mode of Recruitment: Direct Recruitment (preference will be given to the internal candidates having requisite qualifications prescribed for direct recruitment)</p> <p>i) Written Test in the subject concerned for 50 marks</p> <p>ii) Interview (1:15 for single post and 1:10 for more than one post)</p> <p>Selection Committee Composition:</p> <p>1. The Registrar - Chairman 2. Medical Officer - Member 3. Vice-Chancellor's Nominee - Member 4. Deputy Registrar/Asst. Registrar- Member Convener</p>
16.	Care-Taker – II	<p>Qualifications:</p>

S.No.	Name of the Post	Qualifications and other requirements
		i) Degree from a recognised University ii) 3 Years Experience in the field iii) DCA in Computer Applications (MS Office) Mode of Recruitment: Direct Recruitment (preference will be given to the internal candidates having requisite qualifications prescribed for direct recruitment) Selection Committee Composition: 1. The Registrar - Chairman 2. Vice-Chancellor's Nominee – Member 3. Deputy Registrar/Asst. Registrar–Member Convener Feeder Cadre: Minimum of 3 Years Regular Service as Care-Taker-III in the University or Government Educational Institution.
17.	Welder	Qualifications: i) SSC, ITI in Welder Trade ii) Experience in the field for Three (3) Years Mode of Recruitment: Direct Recruitment (preference will be given to the internal candidates having requisite qualifications prescribed for direct recruitment) Merit: Skill Test Selection Committee Composition: 1. The Registrar - Chairman 2. Subject Expert - Member 3. Vice-Chancellor's Nominee – Member 4. Deputy Registrar/Asst. Registrar–Member Convener
18.	Machinist	Qualifications: i) SSC, ITI in Machinist Trade ii) Experience in the field for 3 years Mode of Recruitment: Direct Recruitment (preference will be given to the internal candidates having requisite qualifications prescribed for direct recruitment) Merit: Skill Test Selection Committee Composition: 1. The Registrar - Chairman 2. Subject Expert - Member 3. Vice-Chancellor's Nominee – Member 4. Deputy Registrar/Asst. Registrar–Member Convener
19.	Mechanic	Qualifications: SSC and ITI with Mechanic Trade Mode of Recruitment: Direct Recruitment (preference will be given to the internal candidates having requisite qualifications prescribed for direct recruitment) Merit: Skill Test Selection Committee Composition: 1. The Registrar - Chairman 2. Subject Expert - Member 3. Vice-Chancellor's Nominee – Member

S.No.	Name of the Post	Qualifications and other requirements
		4. Deputy Registrar/Asst. Registrar–Member Convener
20.	Calligrapher	<p>Qualifications: Degree with a diploma in Calligraphy from a Government Institute</p> <p>Mode of Recruitment: Direct Recruitment (preference will be given to the internal candidates having requisite qualifications prescribed for direct recruitment)</p> <p>Merit: Skill Test</p> <p>Selection Committee Composition:</p> <ol style="list-style-type: none"> 1. The Registrar - Chairman 2. Vice-Chancellor’s Nominee – Member 3. Deputy Registrar/Asst. Registrar–Member Convener
21.	Pharmacist	<p>Qualifications:</p> <ol style="list-style-type: none"> i) Diploma in Pharmacy ii.) Experience in the field for five (3) Years <p>Mode of Recruitment: Direct Recruitment (preference will be given to the internal candidates having requisite qualifications prescribed for direct recruitment)</p> <ol style="list-style-type: none"> i) Written Test in the concerned subject for 50 mar ii) Interview (1:15 for single post and 1:10 for more than one post) <p>Selection Committee Composition:</p> <ol style="list-style-type: none"> 1. The Registrar - Chairman 2. Medical Officer - Member 3. Vice-Chancellor’s Nominee – Member 4. Deputy Registrar/Asst. Registrar–Member Convener
22.	Gas Mechanic	<p>Qualifications: SSC and 3 Years experience</p> <p>Mode of Recruitment: Direct Recruitment (preference will be given to the internal candidates having requisite qualifications prescribed for direct recruitment)</p> <p>Merit: Skill Test</p> <p>Selection Committee Composition:</p> <ol style="list-style-type: none"> 1. The Registrar - Chairman 2. Subject Expert - Member 3. Vice-Chancellor’s Nominee – Member 4. Dy./Asst. Registrar Admn. (NT) - Convener
23.	Lab Technician	<p>Qualifications:</p> <ol style="list-style-type: none"> i) Diploma in Medical Lab Technician from recognised institution ii) Skill Test in the field iii) Computer Knowledge is essential <p>Mode of Recruitment: Direct Recruitment (preference will be given to the internal candidates having requisite qualifications prescribed for direct recruitment)</p> <ol style="list-style-type: none"> i) Written Test in the concerned subject for 50 mar ii) Interview (1:15 for single post and 1:10 for more

S.No.	Name of the Post	Qualifications and other requirements
		<p>than one post)</p> <p>Selection Committee Composition:</p> <ol style="list-style-type: none"> 1. The Registrar - Chairman 2. Subject Expert - Member 3. Vice-Chancellor's Nominee – Member 4. Deputy Registrar/Asst. Registrar- Member Convener
24.	Wireman	<p>Qualifications:</p> <ol style="list-style-type: none"> i) SSC, ITI in Wireman Trade ii) Experience in the field for 3Years <p>Mode of Recruitment: Direct Recruitment (preference will be given to the internal candidates having requisite qualifications prescribed for direct recruitment)</p> <p>Merit: Skill Test</p> <p>Selection Committee Composition:</p> <ol style="list-style-type: none"> 1. The Registrar - Chairman 2. Subject Expert - Member 3. Vice-Chancellor's Nominee – Member 4. Deputy Registrar/Asst. Registrar – Convener
25.	Glass Blower	<p>Qualifications: B.Sc. (MPC/BZC) with experience in the field of glass blowing for 3 (Three) years from recognized institution.</p> <p>Mode of Recruitment: Direct Recruitment (preference will be given to the internal candidates having requisite qualifications prescribed for direct recruitment)</p> <p>Merit: Skill Test</p> <p>Selection Committee Composition:</p> <ol style="list-style-type: none"> 1. The Registrar - Chairman 2. Subject Expert - Member 3. Vice-Chancellor's Nominee – Member 4. Dy./Asst. Registrar Admn.(NT) - Convener
26.	Care-Taker –III	<p>Qualifications:</p> <ol style="list-style-type: none"> i) Degree from a recognised University ii) 3 years Experience in the field iii) DCA in Computer Applications (MS Office) <p>Mode of Recruitment: Direct Recruitment (preference will be given to the internal candidates having requisite qualifications prescribed for direct recruitment)</p> <p>Selection Committee Composition:</p> <ol style="list-style-type: none"> 1. The Registrar - Chairman 2. Vice-Chancellor's Nominee – Member 3. Deputy Registrar/Asst. Registrar–Member Convener
27.	Electrician	<p>Qualifications: SSC, ITI in Electrical Trade Experience in the field for 3 years.</p> <p>Mode of Recruitment: Direct Recruitment (preference will be given to the internal candidates having requisite qualifications prescribed for direct recruitment)</p> <ol style="list-style-type: none"> i) Written Test in the concerned subject for 50 mar

S.No.	Name of the Post	Qualifications and other requirements
		ii) Interview (1:15 for single post and 1:10 for more than one post) Selection Committee Composition: 1. The Registrar - Chairman 2. Subject Expert - Member 3. Vice-Chancellor's Nominee – Member 4. Deputy Registrar/Asst. Registrar- Member Convener
28.	Store Keeper	Qualifications: i) BSc (BZC/MPC) with II-Class from a recognised University ii) Diploma in Computer Applications from a recognised Institute (MS Office) Mode of Recruitment: Direct Recruitment (preference will be given to the internal candidates having requisite qualifications prescribed for direct recruitment) i) Written Test in the concerned subject for 50 mar ii) Interview (1:15 for single post and 1:10 for more than one post) Selection Committee Composition: 1. The Registrar - Chairman 2. Vice-Chancellor's Nominee – Member 3. Deputy Registrar/Asst. Registrar– Member Convener
29.	Tracer	Qualifications: i) SSC, Diploma in Civil Engineering / ITI Draftsmen ii) With experience of 3 Years as Tracer Mode of Recruitment: Direct Recruitment (preference will be given to the internal candidates having requisite qualifications prescribed for direct recruitment) i) Written Test in the concerned subject for 50 mar ii) Interview (1:15 for single post and 1:10 for more than one post) Selection Committee Composition: 1. The Registrar - Chairman 2. Subject Expert - Member 3. Vice-Chancellor's Nominee – Member 4. Dy./Asst. Registrar Admn. (NT) - Convener
30.	Book Keeper	Qualifications: B.Li.Sc. from a recognized University Mode of Recruitment: Direct Recruitment (preference will be given to the internal candidates having requisite qualifications prescribed for direct recruitment) i) Written Test in the subject concerned for 50 mar ii) Interview (1:15 for single post and 1:10 for more than one post) Selection Committee Composition: 1. The Registrar - Chairman 2. Subject Expert - Member 3. Vice-Chancellor's Nominee – Member

S.No.	Name of the Post	Qualifications and other requirements
		4. Dy./Asst. Registrar Admn. (NT) - Convener
31.	Artist	<p>Qualifications: Diploma in Art Photography from a recognized institution</p> <p>Mode of Recruitment: Direct Recruitment (preference will be given to the internal candidates having requisite qualifications prescribed for direct recruitment)</p> <p>Merit: Skill Test</p> <p>Selection Committee Composition:</p> <ol style="list-style-type: none"> 1. The Registrar - Chairman 2. Subject Expert - Member 3. Vice-Chancellor's Nominee - Member 4. Dy./Asst. Registrar Admn. (NT) - Convener
32.	Section Cutter	<p>Qualifications: Intermediate (Science Group) with Three year experience in Section Cutting in recognized institution.</p> <p>Mode of Recruitment: Direct Recruitment (preference will be given to the internal candidates having requisite qualifications prescribed for direct recruitment)</p> <p>Merit: Skill Test</p> <p>Selection Committee Composition:</p> <ol style="list-style-type: none"> 1. The Registrar - Chairman 2. Subject Expert - Member 3. Vice-Chancellor's Nominee - Member 4. Dy./Asst. Registrar Admin. (NT) - Convener
33.	Driver	<p>Qualifications:</p> <ol style="list-style-type: none"> i) SSC with a Light Motor Vehicle License (Professional) from RTA ii) Experience in the field for 3 (Three) years. <p>Mode of Recruitment: Direct Recruitment (preference will be given to the internal candidates having requisite qualifications prescribed for direct recruitment)</p> <p>Merit: Skill Test</p> <p>Selection Committee Composition:</p> <ol style="list-style-type: none"> 1. The Registrar - Chairman 2. Subject Expert (RTA) - Member 3. Vice-Chancellor's Nominee - Member 4. Dy./Asst. Registrar Admn. (NT) -Convener
34.	Motor Cycle Orderly	<p>Qualifications:</p> <ol style="list-style-type: none"> i) SSC with a Light Motor Vehicle License (Professional) from RTA ii) Experience in the field for 3 (Three) years. <p>Mode of Recruitment: Direct Recruitment (preference will be given to the internal candidates having requisite qualifications prescribed for direct recruitment)</p> <p>Merit: Skill Test</p> <p>Selection Committee Composition:</p> <ol style="list-style-type: none"> 1. The Registrar - Chairman 2. Subject Expert (RTA) - Member

S.No.	Name of the Post	Qualifications and other requirements
		3. Vice-Chancellor's Nominee – Member Dy./Asst. Registrar Admn. (NT) -Convener
35.	Carpenter	<p>Qualifications:</p> <ol style="list-style-type: none"> 1. SSC 2. ITI with Carpentry trade 3. Experience in the field for 3 (Three) years. <p>Mode of Recruitment: Direct Recruitment (preference will be given to the internal candidates having requisite qualifications prescribed for direct recruitment)</p> <p>Merit: Skill Test</p> <p>Selection Committee Composition:</p> <ol style="list-style-type: none"> 1. The Registrar - Chairman 2. Subject Expert - Member 3. Vice-Chancellor's Nominee – Member 4. Dy./Asst. Registrar Admn. (NT) -Convener
36.	Animal House Keeper	<p>Qualifications: SSC Three years of regular service</p>
37.	Cyclostyle Operator	<p>Qualifications: SSC with knowledge in Cyclostyle Operation Three years of regular service</p>
38.	Record Keeper	<p>Qualifications:</p> <ol style="list-style-type: none"> i) Intermediate ii) DCA from recognized institution with knowledge in MS-Office <p>Mode of Recruitment: Direct Recruitment (preference will be given to the internal candidates having requisite qualifications prescribed for direct recruitment)</p> <ol style="list-style-type: none"> i) Written Test in the subject concerned for 50 marks ii) Interview (1:15 for single post and 1:10 for more than one post) <p>Selection Committee Composition:</p> <ol style="list-style-type: none"> 1. The Registrar - Chairman 2. Vice-Chancellor's Nominee – Member 3. Deputy Registrar/Asst. Registrar– Member Convener
39.	Xerox Operator	<p>Qualifications: Intermediate with 3 years experience in photo copying plus DCA</p> <p>Mode of Recruitment: Direct Recruitment (preference will be given to the internal candidates having requisite qualifications prescribed for direct recruitment)</p> <p>Merit: Skill Test</p> <p>Selection Committee Composition:</p> <ol style="list-style-type: none"> 1. The Registrar - Chairman 2. Vice-Chancellor's Nominee – Member 3. Deputy Registrar/Asst. Registrar– Member Convener
40.	Plumber	<p>Qualifications:</p> <ol style="list-style-type: none"> i) SSC, ITI in Plumbing ii) Experience in the field for Three (3) Years

S.No.	Name of the Post	Qualifications and other requirements
		<p><u>Mode of Recruitment:</u> Direct Recruitment (preference will be given to the internal candidates having requisite qualifications prescribed for direct recruitment)</p> <p><u>Merit:</u> Skill Test</p> <p><u>Selection Committee Composition:</u></p> <ol style="list-style-type: none"> 1. The Registrar - Chairman 2. Subject Expert - Member 3. Vice-Chancellor's Nominee – Member 4. Dy. /Asst. Registrar Admn. (NT)- Member Convener
41.	Plant Collector	<p><u>Qualifications:</u> SSC with 3 years experience in plant collection</p> <p><u>Mode of Recruitment:</u> Direct Recruitment (preference will be given to the internal candidates having requisite qualifications prescribed for direct recruitment)</p> <p><u>Merit:</u> Skill Test</p> <p><u>Selection Committee Composition:</u></p> <ol style="list-style-type: none"> 1. The Registrar - Chairman 2. Head Department of Botany – Member 3. Vice-Chancellor Nominee - Member 4. Deputy Registrar/Asst. Registrar– Member Convener
42.	Dresser	<p><u>Qualifications:</u> SSC. After SSC 3 years of experience in dressing/first aid in government approved/recognized nursing homes/hospitals.</p> <p><u>Mode of Recruitment:</u> Direct Recruitment (preference will be given to the internal candidates having requisite qualifications prescribed for direct recruitment)</p> <p><u>Merit:</u> Skill Test</p> <p><u>Selection Committee Composition:</u></p> <ol style="list-style-type: none"> 1. The Registrar - Chairman 2. Subject Expert - Member 3. Vice-Chancellor's Nominee – Member 4. Dy. /Asst. Registrar Admn(NT) - Convener
43.	Grounds Man	<p><u>Qualifications:</u> SSC with 3 years of experience in preparing play grounds in recognized institutions.</p> <p><u>Mode of Recruitment:</u> Direct Recruitment (preference will be given to the internal candidates having requisite qualifications prescribed for direct recruitment)</p> <p><u>Merit:</u> Skill Test</p> <p><u>Selection Committee Composition:</u></p> <ol style="list-style-type: none"> 1. The Registrar - Chairman 2. Subject Expert - Member 3. Vice-Chancellor's Nominee – Member 4. Dy. /Asst. Registrar Admn(NT) - Convener
44.	Pump Driver	<p><u>Qualifications:</u> ITI (Machinist) 2 Years Trade with minimum 3 years of</p>

S.No.	Name of the Post	Qualifications and other requirements								
		<p>experience as motor operator on particular type of Machine Pump over 25 HP capacity with recognized/registered organization.</p> <p><u>Mode of Recruitment:</u> Direct Recruitment (preference will be given to the internal candidates having requisite qualifications prescribed for direct recruitment)</p> <p><u>Merit:</u> Skill Test</p> <p>Selection Committee Composition:</p> <table border="0"> <tr> <td>1. The Registrar</td> <td>- Chairman</td> </tr> <tr> <td>2. Subject Expert</td> <td>- Member</td> </tr> <tr> <td>3. Vice-Chancellor's Nominee</td> <td>- Member</td> </tr> <tr> <td>4. Dy./Asst. Registrar Admn(NT)</td> <td>- Convener</td> </tr> </table>	1. The Registrar	- Chairman	2. Subject Expert	- Member	3. Vice-Chancellor's Nominee	- Member	4. Dy./Asst. Registrar Admn(NT)	- Convener
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2. Subject Expert	- Member									
3. Vice-Chancellor's Nominee	- Member									
4. Dy./Asst. Registrar Admn(NT)	- Convener									
45.	\Laboratory Attendant	<p><u>Qualifications:</u> SSC</p> <p><u>Mode of Recruitment:</u> Direct Recruitment (preference will be given to the internal candidates having requisite qualifications prescribed for direct recruitment)</p> <p>Selection Committee Composition:</p> <table border="0"> <tr> <td>1. The Registrar</td> <td>- Chairman</td> </tr> <tr> <td>2. Subject Expert</td> <td>- Member</td> </tr> <tr> <td>3. Vice-Chancellor's Nominee</td> <td>- Member</td> </tr> <tr> <td>4. Dy./Asst. Registrar (Admn-NT)</td> <td>- Convener</td> </tr> </table>	1. The Registrar	- Chairman	2. Subject Expert	- Member	3. Vice-Chancellor's Nominee	- Member	4. Dy./Asst. Registrar (Admn-NT)	- Convener
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4. Dy./Asst. Registrar (Admn-NT)	- Convener									
46.	\Animal Catcher	<p>a) SSC with a minimum of one (1) year experience in the field</p> <p>b) Must have put in three years of regular service.</p> <p><u>Mode of Recruitment:</u> Direct Recruitment (preference will be given to the internal candidates having requisite qualifications prescribed for direct recruitment)</p> <p>Selection Committee Composition:</p> <table border="0"> <tr> <td>1. The Registrar</td> <td>- Chairman</td> </tr> <tr> <td>2. Subject Expert</td> <td>- Member</td> </tr> <tr> <td>3. Vice-Chancellor's Nominee</td> <td>- Member</td> </tr> <tr> <td>4. Dy./Asst. Registrar (Admn-NT)</td> <td>- Convener</td> </tr> </table>	1. The Registrar	- Chairman	2. Subject Expert	- Member	3. Vice-Chancellor's Nominee	- Member	4. Dy./Asst. Registrar (Admn-NT)	- Convener
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47.	Cook and Assistant Cook	<p>SSC with three years of experience in the field</p> <p><u>Mode of Recruitment:</u> Direct Recruitment (preference will be given to the internal candidates having requisite qualifications prescribed for direct recruitment)</p> <p>Selection Committee Composition:</p> <table border="0"> <tr> <td>1. The Registrar</td> <td>- Chairman</td> </tr> <tr> <td>2. Subject Expert</td> <td>- Member</td> </tr> <tr> <td>3. Vice-Chancellor's Nominee</td> <td>- Member</td> </tr> </table>	1. The Registrar	- Chairman	2. Subject Expert	- Member	3. Vice-Chancellor's Nominee	- Member		
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S.No.	Name of the Post	Qualifications and other requirements								
		4. Dy./Asst. Registrar (Admn-NT) - Convener								
48.	Gas Man	<p>SSC with three years of experience in preparation of Gas for Laboratories.</p> <p><u>Mode of Recruitment:</u> Direct Recruitment (preference will be given to the internal candidates having requisite qualifications prescribed for direct recruitment)</p> <p>Selection Committee Composition:</p> <table> <tr> <td>1. The Registrar</td> <td>- Chairman</td> </tr> <tr> <td>2. Subject Expert</td> <td>- Member</td> </tr> <tr> <td>3. Vice-Chancellor's Nominee</td> <td>- Member</td> </tr> <tr> <td>4. Dy./Asst. Registrar (Admn-NT)</td> <td>- Convener</td> </tr> </table>	1. The Registrar	- Chairman	2. Subject Expert	- Member	3. Vice-Chancellor's Nominee	- Member	4. Dy./Asst. Registrar (Admn-NT)	- Convener
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4. Dy./Asst. Registrar (Admn-NT)	- Convener									
49.	Helper to Electrician	<p><u>Qualifications:</u></p> <ol style="list-style-type: none"> SSC ITI with Electrical Trade <p>Three years of regular service</p> <p><u>Mode of Recruitment:</u> Direct Recruitment (preference will be given to the internal candidates having requisite qualifications prescribed for direct recruitment)</p> <p><u>Skill Test</u></p> <p>Selection Committee Composition:</p> <table> <tr> <td>1. The Registrar</td> <td>- Chairman</td> </tr> <tr> <td>2. Subject Expert</td> <td>- Member</td> </tr> <tr> <td>3. Vice-Chancellor's Nominee</td> <td>- Member</td> </tr> <tr> <td>4. Dy./Asst. Registrar (Admn-NT)</td> <td>- Convener</td> </tr> </table>	1. The Registrar	- Chairman	2. Subject Expert	- Member	3. Vice-Chancellor's Nominee	- Member	4. Dy./Asst. Registrar (Admn-NT)	- Convener
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50.	Office Subordinate/ Women Attendant/ Waiter/Dining Hall Helper/Ward Boy/ Games Boy/Gang Man or Road Gang Man/ Water Man & Water Woman/ Security Guard/ Mate/Messenger Boy/Maid Servant/ Cleaner/Mazdoor/ Kamati-Kamatan/ Mali-Malan/ Scavenger	<p>Qualifications : SSC</p> <p><u>Mode of Recruitment:</u> Direct Recruitment</p> <p><u>Skill Test</u></p> <p>Selection Committee Composition:</p> <table> <tr> <td>1. The Registrar</td> <td>- Chairman</td> </tr> <tr> <td>2. Expert</td> <td>- Member</td> </tr> <tr> <td>3. Vice-Chancellor's Nominee</td> <td>- Member</td> </tr> <tr> <td>4. Dy./Asst. Registrar (Admn-NT)</td> <td>- Convener</td> </tr> </table>	1. The Registrar	- Chairman	2. Expert	- Member	3. Vice-Chancellor's Nominee	- Member	4. Dy./Asst. Registrar (Admn-NT)	- Convener
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51.	Male Nursing Orderly	<p><u>QUALIFICATIONS:</u> SSC with certificate in Nursing</p> <p><u>Mode of Recruitment:</u> Direct Recruitment</p> <p><u>Skill Test</u></p>								

S.No.	Name of the Post	Qualifications and other requirements
		<p>Selection Committee Composition:</p> <ol style="list-style-type: none"> 1. The Registrar - Chairman 2. Expert - Member 3. Vice-Chancellor's Nominee - Member 4. Dy./Asst. Registrar (Admn-NT) - Convener
52.	Mason	<p>Qualifications: SSC and three years experience in masonry</p> <p>Direct Recruitment SKILL TEST</p> <p>Selection Committee Composition:</p> <ol style="list-style-type: none"> 1. The Registrar - Chairman 2. Expert - Member 3. Vice-Chancellor's Nominee - Member 4. Dy./Asst. Registrar (Admn-NT) - Convener

SCHEDULE – III
Service Contract
(Referred to in Rule 9)
ARTICLE OF AGREEMENT

Executed on thisDay ofthe year Two Thousand Theyear of the republic of India between(Name of the employee) residing at(Address).....of the first part (herein after called the party of the first part) and the Kakatiya University of the second part.

WHERE AS Kakatiya University (hereafter referred to as “ the University”) has engaged the party of the first part as(designation) and the party of the first part has agreed to serve the University on the terms and conditions hereafter contained.

Now these presents witness and the parties hereto respectively agree as follows:

1. The party of the first part shall submit to the orders of the University and of the authorities under whom he/ she may from time to time, be placed by the University and shall remain in the service of the University until further orders commencing from the date of joining duty.....(date) subject to the terms and conditions contained herein.
2. The party of the first part shall devote his while time and attention efficiently and diligently to his / her duties and at all times obey the service rules including the University Employees Conduct, Disciplinary and Appeal Rules and shall wherever required proceed to any part of India and perform there such duties as may be assigned to him / her.
3. The party of the first part shall, from the date of coming into force of these presents, be granted Rs.(basic pay) in the grade of Rs. (pay scale) . He / She shall also be eligible for the usual allowances admissible under the rules of the University in force.
4. The party of the first part shall, during the period of this agreement earn leave according to rules applicable to him/her.
5. If the party of the first part is required to travel in the interest of the University Service, he/she shall be entitled to travelling allowance.

6. This agreement may be terminated at any time by either party, by giving three months notice in writing to the other provided always that either party may, in lieu of the notice given to the other party a sum pay to the salary of the period which may fall short of three months.

7. In regard to any matter in respect of which no provision has been made in this agreement, the provisions of the rules made or deemed to have been made under Article 309 B and 313 of the Constitution of India, the provisions of the any Act or Rule made by the University in regard to the employees borne category of(designation) in the University services shall apply to the extent to which they are applicable to the service of the party of the first part under this agreement and the decision of the University as to their applicability shall be final.

IN WITNESS WHERE OF(Name) the party of the first part and the Registrar acting for and on behalf of the University have hereunto set their hands in the(year) of the Republic of India.

SIGNED BY TE PARTY OF THE FIRST
PART IN THE PRESENCE OF

**REGISTRAR
KAKATIYA UNIVERSITY WARANGAL.**

WITNESS:

1.....

2.....