

**SARDAR PATEL UNIVERSITY**  
**VALLABH VIDYANAGAR**



**NOTIFICATION**

It is notified for the information of all concerned that in consonance with G. R. No. NGC/1198-G-15-Kh dt. 12-3-1998 and G. R. No. NGC' 1098-2168-S dt. 18-12-1998 of the Government of Gujarat, Education Department the syndicate at its meeting held on 30-3-2000 has amended Ordinance-100-V.

A copy of the amended ordinance referred to above, is enclosed herewith. The provisions of the above amended Ordinance are brought into force with immediate effect.

Encl : as above.

No : K/6/340

Vallabh Vidyanagar

Date : 19-4-2000

*[Handwritten Signature]*

I/C Registrar

To :

- (1) The Members of the Senate and Syndicate.
- (2) Heads of the Post-graduate Departments.
- (3) Principals of affiliated colleges and Heads of Educational Institutions.
- (4) The Secretary :

1. Charutar Vidya Mandal, Vallabh Vidyanagar
2. Shri Ramkrishna Seva Mandal, Anand
3. Sardar Patel Education Trust, Anand
4. Charotar Education Society, Anand
5. Charutar Arogya Mandal, Anand-Sojitra Road, Karamsad
6. Gujarat Homoeopathic Society, Opp. Railway Godi, Station Road, Anand
7. Anand Urban Education Trust, Urban Chambers, Anand
8. Anand Mercantile Samaj Seva Trust,  
C/o. Anand Mercantile Co-op. Bank Ltd., Anand.

# SARDAR PATEL UNIVERSITY

## VALLABH VIDYANAGAR

O. 100 : Rules Regarding Conditions of Service, Leave and Pay Scales etc. for Non-Teaching Staff of Affiliated Colleges.

V. Pay-Scales and qualifications of different posts :

(i) The following shall be the pay-scales of different categories of posts as mentioned against each or as may be amended by the State Government from time to time.

(i-A) The pay-scales and qualifications of Librarian and Physical Training Instructors shall be as may be prescribed by the State Government from time to time.

Sr. No.	Category of the posts	Pay-Scale
1.	Office Superintendent	5500-175-9000
2.	Head Clerk	5000-150-8000
3.	Accountant/Head Clerk (Accounts)	5000-150-8000
4.	Language Laboratory Technician	4500-125-7000
5.	Technician (Electronics)	4000-100-6000
5. A	Technical Assistant (Computer Sciences)	4000-100-6000
5. B	Laboratory Programmer/ Jr. Computer Programmer	5500-175-9000
6.	Senior Clerk	4000-100-6000
7.	Store-Keeper	4000-100-6000
8.	Accounts Clerk	4000-100-6000
9.	Senior Laboratory Asstt.	4000-100-6000
10.	Senior Library Asstt.	4000-100-6000
11.	Gas Mechanic	4000-100-6000
12.	Senior Typist	4000-100-6000
13.	Junior Clerk/Typist	3050-75-3950-80-4590 3050-75-3950-80-4590

V. (ii) Qualifications/Experience required for different posts in the prescribed pay scales shall be as under :

(1)	Administrative Officer	<p>A graduate with atleast ten years' experience of office work of which atleast five years experience of work in Supervisory Capacity. Postgraduate qualifications desirable</p> <p style="text-align: center;">OR</p> <p>A graduate with five years' experience as a Head Clerk in the College</p>
(2)	Office Superintendent	<p>A graduate having 10 years' experience of office work out of which atleast three years' experience of a supervisory capacity.</p> <p style="text-align: center;">OR</p> <p>Graduate with three years' experience as Head Clerk/Accountant in an affiliated college under the same Management.</p> <p style="text-align: center;">OR</p> <p>S.S.C.(Old) or H.Sc. Pass with 5 Years' experience as Head Clerk/ Accountant in an affiliated college under the same Management.</p>
(3)	Head Clerk	<p>A graduate with 5 years' experience of office work out of which atleast two years' experience of a supervisory capacity</p> <p style="text-align: center;">OR</p> <p>S.S.C.(Old) or H. Sc. Pass with three years' experience of office work as Senior Clerk in an affiliated college under the same Management.</p>
(4)	Senior Clerk	<p>A graduate with 3 years' experience as Jr. Clerk</p> <p style="text-align: center;">OR</p> <p>S.S.C. (Old) or H.Sc. Pass with three years' experience as Junior Clerk in an affiliated college under the same Management.</p>

(4) (A)	Accounts Clerk	<p>A Commerce graduate with Accountancy having 3 years' experience pertaining to accounts/cash.</p> <p>OR</p> <p>S.S.C. (Old) or H.Sc. Pass with three years' experience as Jr. Clerk pertaining to accounts/cash in an affiliated college under the same Management.</p>
(5)	Junior Clerk/ Junior Typist	<p>A graduate with English as a compulsory subject certified knowledge of English and minimum 40 words p.m. in English and 25 words p.m. in Gujarati is desirable.</p>
(6)	Accountant	<p>A Commerce graduate with Accountancy having five years' experience of which atleast 3 years will be pertaining to accounts/cash.</p> <p>OR</p> <p>S.S.C. (Old) or H.Sc. Pass with three years' experience of office work as Sr. Clerk of which atleast two years' experience pertaining to accounts/cash in an affiliated college under the same management.</p>
(7)	Store-Keeper/ Senior Laboratory Assistant	<p>B.Sc.-II preferably in respective subject with two years' experience.</p>
(8)	Librarian	<p>Any graduate having Master's degree in Library Science/Information Science or equivalent professional degree with fifty-five percent marks or equivalent grade plus consistently good academic record.</p> <p>OR</p> <p>Master's degree in Arts/Science/Commerce or equivalent degree with atleast fifty-five percent marks of equivalent grade in Library Science/Information Science or equivalent professional degree with atleast fifty-five percent marks or equivalent grade plus a consistently good academic record.</p>

(9)	Language Laboratory Technician	MINIMUM : B.Sc. with Physics. Electronics with two years relevant experience or Diploma in Electronics/Electronics Communications or Telecommunication or Radio operating Instrumentation from a recognised institution.
(10)	Technician (Electronics)	B Sc. Physics Electronics with two years' relevant experience. OR Diploma in Electronics
(11)	Technical Assistant (Computer Service)	Graduate with P. G. Diploma in Computer Application of a recognised University OR B. Sc. (Computer Science) or Diploma in Computer Engineering.
(12)	Computer Programmer	A Post-graduate degree with first class in Science with Mathematics/ Statistics/ Physics and three years' experience in programming or B. E. (Computer) with Second Class.
(13)	Computer Operator	A B. Sc. with First Class with Mathematics/ Statistics/Physics or Electronics as a special subject and two years' experience in Computer Operation or a Diploma in Computer with two years' experience.
(14)	Laboratory Programmer/Junior Computer Programmer	Graduate with Post-graduate Diploma in Computer Applications of recognised University or B. Sc. (Computer Science) or Diploma in Computer Engineering with three years' experience and DCA with atleast high Second Class.
(15)	Terminal Programmer	S. S. C. with certificate Course in data entry and three years' experience



(16)	Laboratory Assistant	B. Sc. - II in respective subject OR B. Sc. - II with two years' experience as a clerk.
(17)	Gas Mechanic	S. S. C. with I. T. I. Mechanic Course from recognised institution with minimum three years' experience. OR Diploma in Mechanical Engineering.
(18)	Plumber	S. S. C. with I. T. I. Plumber's Course from a recognised institution with relevant work experience is desirable.
(19)	Electrician/Wireman	S. S. C. with I. T. I. Mechanic Course from recognised institution with minimum three years' experience.
(20)	Head Peon (Naik)	5 years' experience as Peon in a College.
(21)	Gardner	Experience in Gardening
(22)	Plant Collector	Std. VIIIth pass and experience as Gardner.
(23)	Watchman	Able to read & write with good physique, reliable and experience of similar work.
(24)	Peon/Driver/Hamal/Sweeper	Standard VIIIth pass and / or relevant experience for the job as may be considered necessary.

Note : [1] The Management may with the previous approval of the Syndicate relax qualifications as laid down for any of the categories of posts.

[2] Permanent employees who are already working on the existing posts shall be eligible to hold the same post even if they fall short of the above requirements.

[3] The posts are created and approved by the State Govt. for Engineering college only.

### VI.(i) Rules regarding promotion for Non-teaching employees of affiliated colleges :

In the case of posts up to and inclusive of the Office Superintendent, the vacancy shall be filled in by promotion strictly by seniority as per the following rules from amongst the Non-teaching employees of the colleges concerned or in case there are more colleges than one under the same management then the colleges be grouped together as under, for the above purpose, who possess the qualifications prescribed for the post. The employee who declines the offer in writing or does not accept the offer within the specified time limit loses his right to promotion on that post for that turn only.

- (1) Colleges of Arts, Science, Commerce, Education, Law and Home Science covered under the preview of Commissioner of Higher Education (Under the Department of Education)
- (2) Colleges covered under the preview of Director of Technical Education
- (3) Colleges covered under the Director of Medical Education and Research (Under the Department of Health).

#### Rules of Seniority :

1. The Seniority of the employees in any particular cadre shall be considered on the length of service put in by them in that cadre.
2. In case two or more employees in a particular cadre have joined on the same date, the person joining earlier shall be considered senior.
3. If two or more persons joining in the same cadre on the same date and at the same time the seniority shall notwithstanding what is stated in clause No. 1, be considered on the basis of the total length of continuous service put in by such employees in the colleges/institution and if the length of continuous service of such employees in the college/institution is equal, the seniority shall be considered on the educational qualifications (including the class obtained by them) which they possess on the date of joining.
4. If two persons joined on the same date and time with indential educational qualifications and are also given promotion and join on the post to which they are promoted on the same date and at the same time, the older person shall be considered senior.
5. The seniority of employees working in the same cadre at various sections and departments of the college/institution will be considered cumulatively.

6

(ii) An employee holding a post in a substantive, temporary or officiating capacity promoted in a substantive, temporary or officiating capacity to another post carrying duties and responsibilities of greater importance than those attaching to the post held by him, in the normal course of promotion or transfer, his initial pay in the time-scale of the higher post shall be fixed at the stage next above the pay notionally arrived at by increasing his pay in respect of the lower post by one increment at the stage at which such pay has accrued, provided that where an employee immediately before his promotion or appointment to the higher post is drawing pay at the maximum of the time of the lower post the benefit of notional increase shall be extended, and for this purpose the pay of the employee be increased notionally by adding an amount of the last increment in the lower post and then his pay should be fixed at the stage next higher to the notional pay so worked out. These orders shall not apply in case where an employee is appointed to another post by nomination through competition test or otherwise by departmental selection Boards or Committees etc.

-----