

APPENDIX I

METHOD OF RECRUITMENT AND QUALIFICATIONS PRESCRIBED FOR VARIOUS TEACHING AND NON-TEACHING POSTS IN THE UNIVERSITY.

Note :- (i) For Teaching Staff, the Syndicate shall prescribe the qualifications, age, etc., with due regard to the recommendations of the University Grants Commission.

(ii) The age, qualification noted in this Appendix will have to be taken as the age as on 1st July in the year in which the vacancy is notified.

(iii) The age, qualification is relaxable by five years in respect of candidates belonging to S.C./S.T. for all posts.

TEACHING

Serial Number (1)	Category of Employee (2)	Method of Recruitment (3)	Qualifications and Experience (4)
1.	Professor	By Direct Recruitment	As prescribed by the U.G.C. from time to time
2.	Reader	By Direct Recruitment	do.
3.	Lecturer	By Direct Recruitment	do.

NON-TEACHING

Serial Number (1)	Category of Employee (2)	Method of Recruitment (3)	Qualification and Experience (4)
1.	Registrar	By Direct Recruitment or By Deputation	<p>1. Essential</p> <p>1. An Academician not lower in rank than that of a University Professor or a Professor of an affiliated College.</p> <p>2. Should have completed 50 years but not 55 years at the time of application for the initial recruitment.</p> <p>3. Knowledge of Tamil to the extent of carrying official correspondence and drafting reports</p>
2.	Controller of Examinations	By Direct Recruitment or By Deputation	<p>Essential for Direct Recruitment</p> <p>1. A Master's Degree with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale.</p> <p>2. At least 15 years of experience as Lecturer (Sr.Scale)/Lecturer with eight years in Reader's grade with experience in educational administration.</p> <p style="text-align: center;">(OR)</p> <p>Comparable experience in research establishment and /or other institutions of higher education.</p> <p style="text-align: center;">(OR)</p> <p>15 years of administrative experience of which 8 years as Deputy Registrar or an equivalent post.</p> <p>Note:</p> <p>(i) The minimum requirement of 55% shall not be insisted upon for the post for the existing incumbent who are already in the University System.</p> <p>(ii) A relaxation of 5% may be provided from 55% of the marks at the Master's level for the SC/ST category.</p> <p>(iii) A relaxation of 5% may be provided from 55% of the marks to the Ph.D. degree holders who have passed their Master's degree prior to 19th September, 1991.</p> <p>(iv) Age shall not exceed 55 years on the date of notification.</p> <p style="text-align: right;"><i>(Assented to by the Chancellor vide letter No.1643/U2/2001, dated 1.8.2001.)</i></p>

Serial Number (1)	Category of Employee (2)	Method of Recruitment (3)	Qualification and Experience (4)
3.	Deputy Registrar	By promotion from the Category of Assistant Registrar or By deputation from Government Service / Affiliated Colleges. or By direct recruitment	<p>Essential for Direct Recruitment :-</p> <ol style="list-style-type: none"> 1. A first or second class Master's Degree (50 per cent or B Grade) 2. 8 years of Academic/Administrative Experience of which 4 years should be in a cadre of not less than that of an Assistant Registrar. 3. Knowledge of Tamil to the extent of carrying official correspondence and drafting reports. 4. Should have completed 35 years but not 45 years
4.	Assistant Registrar	By promotion from the Category of Section Officer or By deputation from Government Service / Affiliated Colleges. or By direct recruitment	<p>Essential for Direct Recruitment :-</p> <ol style="list-style-type: none"> 1. A first or second class Master's Degree (50 per cent or B Grade) 2. 5 years of Academic/Administrative Experience in a cadre of not less than that of a Section Officer or equivalent post. 3. Knowledge of Tamil to the extent of carrying official correspondence and drafting reports. 4. Should not exceed forty years. <p>Essential for Promotion:</p> <p>Section Officer including Senior Section Officer with five years of service as Section Officer including eligible for promotion to the category of Assistant Registrar subject to availability of vacancies.</p> <p>Amendment : Vide assent of the Chancellor communicated by the Secretary to the Governor, Lr.No.6173/U2/90 dt.21.5.1990</p>

Serial Number (1)	Category of Employee (2)	Method of Recruitment (3)	Qualification and Experience (4)
5. Section Officer [#]		By promotion from the category of Assistants or By deputation	Essential for Promotion: Assistant Section Officer having 4 years of Experience will be eligible for promotion
6. Assistant Section Officer [#]		By promotion from the category of Assistant or by deputation.	Essential for Promotion: Assistant / Typist / Steno having four years of experience in the respective categories and with minimum qualification of a pass in XII Std. / XI or. S.S.L.C.
7. Assistant [#]		By direct recruitment By promotion from lower category of Attender [#]	Essential for Direct recruitment: [*] (1) First or Second class Bachelor's Degree of a University (50 per cent or B Grade). (2) Typewriting higher grade in Tamil and English. (3) Knowledge of Tamil to the extent of carrying official correspondence and drafting reports. Desirable: Shorthand lower grade in English and Tamil.
N.B. Persons incharge of cash/stores/other valuables, should pay a security and pledge in favour of University as directed by the Syndicate.			Essential for Promotion: Record clerks/Attenders having five years of experience as Record clerk/ Attender with minimum qualification of a pass in XII Std./XI or. S.S.L.C.

[#] (Assented to by the Chancellor vide letter No. 5092/U2/2001, dated 12.11.2001)

***Essential for Direct Recruitment:**

I. Amendment :

The essential qualification prescribed for Direct recruitment be modified as:

Vide Lr. No. 10052/U2/93 dated 19.10.93 of the Secretary to the Governor.

Serial Number (1)	Category of Employee (2)	Method of Recruitment (3)	Qualification and Experience (4)
			<p>1.A Bachelor's Degree of a recognised University.</p> <p>2. Typewriting higher grade in Tamil and English.</p> <p>3. Knowledge of Tamil to the extent of carrying official correspondence and drafting reports.</p> <p>Desirable : Shorthand lower grade in English and Tamil.</p> <p>4. Should not have completed thirty-three years for direct recruitment.</p>
			<p>Essential for Promotion:</p> <p>Attenders having five Years of experience as Attenders with minimum qualification of a pass in XII Std / XI or. S.S.L.C.</p>
			<p>Essential for Direct recruitment:</p> <p>1. Minimum general Educational qualification i.e., Graduate</p> <p>2. Typewriting higher grade in Tamil and English. For Steno-Typist-Shorthand in English and Tamil by Higher / Lower grade.</p> <p>3. Knowledge of Tamil.</p> <p>4. Should not exceed thirty three years for direct recruitment.</p>
			<p>N.B. Persons incharge of cash/stores/ other Valuables, should pay a security and pledge in favour of the University as directed by the Syndicate.</p>
8.	Typist/ Steno Typist	By direct recruitment or By promotion from lower category of Record clerk / Attender.	

Serial Number (1)	Category of Employee (2)	Method of Recruitment (3)	Qualification and Experience (4)
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Essential for Promotion for Steno-Typist:

Five years of experience as Attender with typewriting higher grade both in English and Tamil and Shorthand higher grade in English and lower grade in Tamil and with a pass in X Std.

Essential for Promotion for Typist:

Five years of experience as Attender with typewriting higher grade both in English and Tamil and with a pass in X Std.

9. Attender

By direct recruitment
or
Recruitment by
promotion from the
category of Office
Assistants

Essential:

1. Minimum general Educational qualification i.e., Higher-Secondary
2. Knowledge of Tamil
3. Knowledge of Typewriting (Tamil and English).

Age :

Should not exceed thirty three years, if recruited directly.

Essential for Promotion:

Persons having three years of experience as Office Assistants, with a pass in VIII Std. of those recruited prior to 17.8.1987 and with a pass in X Std. of those recruited after 17.8.87.

Serial Number (1)	Category of Employee (2)	Method of Recruitment (3)	Qualification and Experience (4)
10.	Office Assistant	By direct recruitment	<p>Recruitment by promotion from the category of Office Assistant / Sweeper / Gardener/ Watchman/ Scavenger with a total experience of five years and with a pass in VIII Std. for those recruited prior to 17.8.87 and with a pass in X Std. for those recruited after 17.8.87</p> <p>Essential :</p> <ol style="list-style-type: none"> 1. A pass in X Std. 2. To ride a bicycle. 3. Age: Should not have completed thirty three years. 4. Knowledge of Tamil.
11.	Driver	By direct recruitment or By promotion from Cleaners	<p>Essential for direct recruitment:</p> <ol style="list-style-type: none"> 1. A pass in VIII Std. 2. Possession of a Licence for driving Heavy vehicles; Possession of First Aid Certificate 3. Experience in driving light / heavy vehicle for four years. 4. Age: Should not exceed 33 years. 5. Age and general Educational qualification may be relaxed in the case of relevant ITI Certificate holders, with experience of driving heavy vehicles. <p>Essential for Promotion:</p> <p>Cleaners who are directly connected with motor vehicles, having licence for driving heavy vehicles, possession of First Aid Certificate, experience in driving heavy/light vehicles for four years with a pass in VIII Std. Recruitment by transfer from any other Services of these having the above qualifications.</p>

Serial Number (1)	Category of Employee (2)	Method of Recruitment (3)	Qualification and Experience (4)
12.	Telephone Operator	By direct recruitment or Recruitment by transfer from any other category	<p>Essential:</p> <ol style="list-style-type: none"> 1. A first or second class graduate (B grade or 50 per cent) 2. A certificate in Telephone Operation. 3. A certificate in Telex Operation. 4. Proficiency in speaking and writing Tamil and English. 5. Should not exceed 33 years, if recruited directly
13.	Technician	By direct recruitment	<p>Essential:</p> <ol style="list-style-type: none"> 1. A first class graduate or second class post-graduate in the subject concerned. <p>Desirable : Previous experience in the Laboratory of any Educational Institution.</p> <p>Age : Not more than thirty three years.</p>
14.	Librarian	By direct recruitment	<p>Essential:</p> <p>Master's degree in Library Science/Information Science/ Documentation with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale and consistently good academic record.</p> <p>At least thirteen years as Deputy Librarian in a University Library or eighteen years experience as a College Librarian. Evidence of innovative library service and organization of published work.</p> <p>Desirable:</p> <p>M.Phil./Ph.D. degree in Library Science / Information Science / Documentation / Archives and Manuscript keeping.</p> <p>AGE : Should not exceed 55 years.</p> <p>Note:</p> <ol style="list-style-type: none"> (i) The minimum requirement of 55% shall not be insisted upon for the post for the existing incumbent who are already in the University System. (ii) A relaxation of 5% may be provided from 55% of the marks at the Master's level for the SC/ST category. (iii) A relaxation of 5% may be provided from 55% of the marks to the Ph.D. degree holders who have passed their Master's degree prior to 19th September, 1991. (iv) Age shall not exceed 55 years on the date of notification. <p><i>(Assented to by the Chancellor vide letter No.1643/U2/2001, dated 1.8.2001.)</i></p>

(*Assented to by the Chancellor vide letter No.5092/U2/2001, dated 12.11.2001.)

Serial Number (1)	Category of Employee (2)	Method of Recruitment (3)	Qualification and Experience (4)
15.	Assistant Librarian	By direct recruitment	<p>Essential: Master's Degree in any subject with Master's Degree in Library Science will be preferable.</p> <p>Desirable : Previous experience in Library for not less than five years after obtaining Master's Degree in Library Science.</p> <p>Age : Should not exceed thirty five years.</p>
16.	Library Assistant	By direct recruitment	<p>Essential: Bachelor's Degree in any subject with certificate in Library Science.</p> <p>Desirable : Previous experience in any Recognized Library.</p> <p>Typewriting : Lower in English and Tamil.</p> <p>Age : Should not exceed thirty three years.</p>
17.	Radio Mechanic	By direct recruitment	<ol style="list-style-type: none"> 1. S.S.L.C. passed. 2. Diploma/Certificate in radio mechanism or ITI in the relevant subject. 3. Experience in the operation of public address system equipment and radio mechanism. <p>Age :Should not exceed thirty-three years.</p>
18.	Electrician (ordinary)	By direct recruitment	<p>ITI Trade Certificate in Electrician/. Wireman or a qualification recognized as equivalent thereto.</p> <p>Age: Should not exceed Thirty Three years.</p> <p><i>(Assented to by the Chancellor vide letter No.3515/U2/2001, dated 19.7.2001.)</i></p>

Serial Number (1)	Category of Employee (2)	Method of Recruitment (3)	Qualification and Experience (4)
19.	Plumber	By direct recruitment	1. ITI in the relevant subject. 2. Experience as plumber for not less than one year or 3. X Std. with experience as plumber for not less than three years. Age: Should not exceed thirty-three years.

APPENDIX II
AUTHORITY COMPETENT TO IMPOSE PENALTIES

Category of Staff (1)	Minor Punishment		Major Punishment	
	Authority empowered (2)	(i) Appellate Authority (ii) Time allowed (3)	Authority empowered (4)	(i) Appellate Authority (ii) Time allowed (5)
Professors, Readers, Lecturers, Registrar, Controller of Examinations, Finance Officer, Deputy Registrars, Librarian, Director of Physical Education and such other Officers belonging to Grade A.	Vice-Chancellor	(i) Syndicate (ii) 30 days from the date of receipt of orders.	Syndicate	(i) Chancellor (ii) 3 months from the date of receipt of orders.
All other Officers and Staff in the Grades of B, C and D.	Registrar	(i) Vice-Chancellor (ii) 60 days from the date of receipt of orders.	Vice-Chancellor	(i) Syndicate (ii) 60 days from the date of receipt of orders.

AMENDMENTS TO THE
BHARATHIAR UNIVERSITY STATUTES
VOLUME II

(as on 01-07-1990)

1 CHAPTER XXV THE STANDING COMMITTEE ON ACADEMIC
AFFAIRS Act S.23(2) (c)

The expression "and such members shall be eligible for election for not more than another period of three years" ----- omitted.

The first proviso ---- omitted.

-- vide S.17 of the Tamil Nadu Universities Laws (Amendment) Act 1989 (Tamil Nadu Act 29 of 1989) and shall come into force on the 11th Septemeber, 1989.

2 APPENDIX I
NON-TEACHING

- 2 Controller of Examinations and
- 4 Assistant Registrar modified as given overleaf

- vide assent of the Chancellor, communicated by the Secretary to the Governor, in his Ir.No.6173/U2/90, dated 21.5.1990.

Sl. No. (1)	Category of Employee (2)	Method of Recruitment (3)	Qualification and Experience (4)
2.	Controller of Examinations	By Direct Recruitment or Deputation	<p>Essential for Direct Recruitment -</p> <ol style="list-style-type: none"> 1. An academician not lower in rank than that of a Selection Grade Lecturer in a College affiliated to University or that of a Reader in a University. 2. Knowledge of Tamil to the extent of carrying official correspondence and drafting reports. 3. AGE: Should have completed 45 years but not 55 years.
4.	Assistant Registrar	<p>By promotion from the category of Section Officer</p> <p>or</p> <p>By deputation from Government Services/ Affiliated Colleges</p> <p>or</p> <p>By Direct Recruitment</p>	<p>Essential for Direct Recruitment :</p> <ol style="list-style-type: none"> 1. A first or second class Master's degree (50% or 'B' grade) 2. 5 years of Academic / Administrative Experience in a cadre not less than that of a Section Officer or equivalent post 3. Knowledge of Tamil to the extent of carrying official correspondence and drafting reports 4. Should not exceed forty years. <p>Essential for Promotion :</p> <p>Section Officer including Senior Section Officer with five years of service as Section Officer (including service as Senior Section Officer are eligible for promotion to the category of Assistant Registrar subject to availability of vacancies.</p>

Statute 5(5) (a) under Chapter XVIII Appendix-I

Existing Category of Employee	Amended Category of Employee*
System Analyst / System Analyst-cum-Programmer #	Systems Analyst
Technician (PG)	Technical Officer
Technician (UG)	Asst. Technical Officer
Technical Assistant (Lib.) (with PG qualification) #	Technical Officer
Technical Assistant (Civil) #	Junior Engineer
Horticulturist #	Horticulture Officer
Sergeant #	Sergeant Grade I

(# This posts was not existing when the Statutes of Bharathiar University was assented by the Excellency the Chancellor during 1987 for the first time)

(*Assented to by the Chancellor vide letter No.5092/U2/2001, dated 12.11.2001)