

**JAWAHARLAL NEHRU KRISHI VISHWA VIDYALAYA
SERVICES (GENERAL CONDITIONS OF SERVICE)
REGULATIONS, 1969**

and

**Method of recruitment for the service personnel classified
under Regulations 4 (iii) (c) (i) of the General
Conditions of Service.**



**Jawaharlal Nehru Krishi Vishwa Vidyalaya
JABALPUR-4 (M. P.)**

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**Jawaharlal Nehru Krishi Vishwa Vidyalaya
JABALPUR-4 (M. P.)**

**JAWAHARLAL NEHRU KRISHI VISHWA VIDYALAYA
JABALPUR**

NOTIFICATION

No. C. I/Estt./Gen./4/3979/10788

Dated the 28th Nov., 1970

The Jawaharlal Nehru Krishi Vishwa Vidyalaya Services (General Conditions of Service) Regulations, 1969 approved by the Board of Management in its meeting of 26th September, 1970, are hereby notified for the information of all employees of the Vishwa Vidyalaya.

2. In accordance with para 1 (2) of these Regulations, the Jawaharlal Nehru Krishi Vishwa Vidyalaya Services (General Conditions of Service) Regulations, 1969, shall come into force with effect from the date of issue of this notification.

sd/-

T. C. Masih
Registrar

No. C. I/Estt./Gen./4/3979/10789

Dated the 28th Nov., 1970.

Copy with 3 spare copies of Regulations forwarded to :—

1. All Deans of Faculties, JNKVV, Jabalpur,
2. All Directors, JNKVV, Jabalpur,
3. The Comptroller, JNKVV, Jabalpur,
4. The Dean, Students Welfare, JNKVV, Jabalpur,
5. All Associate Deans,
6. The Principal, College of Agriculture, Jabalpur,
7. All Heads / Chairmen,
8. The Vishwa Vidyalaya Librarian, JNKVV, Jabalpur,
9. The Executive Engineer, JNKVV, Jabalpur,
10. The Asstt. Director of Agriculture, Adhartal Farm, Jabalpur,
11. The Manager, Livestock Farm, Jabalpur,
12. All Asstt. Registrars, JNKVV, Jabalpur,
13. The P. A. to Vice-Chancellor / Registrar / Deputy Registrar,
14. All Sections of the University Office, Jabalpur,
15. Medical Officer, JNKVV, Jabalpur,

for information and early circulation among all the employees/ staff of the Vishwa Vidyalaya.

Procedure regarding method of recruitment of ministerial staff will follow shortly.

sd/-

Enc. as above.

Registrar

GENERAL CONDITIONS OF SERVICE

1. Short title and commencement.

(1) These regulations may be called the Jawaharlal Nehru Krishi Vishwa Vidyalaya Services (General Conditions of Service) Regulations, 1969.

(2) These Regulations shall come into force on the date they are notified by the Vishwa Vidyalaya.

2. Definitions.

In these regulations, unless the context otherwise requires :-

- (a) "Appointing authority" in respect of services or posts means the Board or such authority to whom the power of appointment of that post or service has been or may hereafter be delegated by the Board.
- (b) "Selection Committee" means the selection committees prescribed in the Statutes No. 5 or such other committees as may be notified by the Board, if not already prescribed in the Statutes.
- (c) "Board" means the Board of JNKVV.
- (d) "Chancellor" means the Chancellor of JNKVV.
- (e) The "Vice-Chancellor" means the Vice-Chancellor of the JNKVV.
- (f) A "Post" means a whole time employment under the VV. but does not include any employment where the employee is paid from the contingencies.
- (g) "Prescribed" means prescribed by other regulations framed under the provisions of the Act and Statutes of the JNKVV. relating to the services in connection with the

affairs of the VV or by general or specific executive instructions issued by the Board in that behalf.

- (h) A "Service" means a service or group of posts in connection with the affairs of the VV organised and designated as such by the Board.
- (i) The "VV" means the Jawaharlal Nehru Krishi Vishwa Vidyalaya.

3. Scope and applications

The regulations shall apply to every person who holds a post or is a member of a service in the VV except :-

- (a) Persons whose appointment and conditions of appointments are regulated by the special provision of any regulation for the time being in force;
- (b) Persons in respect of whose appointment and conditions of services specific provisions have been made, or may be made hereafter by agreement;

Provided that in respect of any matter not covered by the special provisions relating to them, their services or their posts, these regulations shall apply to the persons mentioned in clauses (a) & (b) above.

4. Classifications

The Jawaharlal Nehru Krishi Vishwa Vidyalaya Services shall be classified as follows :-

- (i) Officers of the Vishwa Vidyalaya u/s 12 of the JNKVV Act 1963 and Statute 3 except the Chancellor and the Vice-Chancellor.
- (ii) Teaching staff of the Vishwa Vidyalaya as defined under Statute 32 of the JNKVV Statutes 1964.
- (iii) Non-teaching service personnel of the JNKVV—
 - (a) JNKVV service Cl. I.
 - (b) " " Cl. II.
 - (c) " " Cl. III.
 - (i) Ministerial
 - (ii) Non-Ministerial
- (d) JNKVV Service Cl. IV.

(2) The classification of all existing service or post and of a new service or post shall be determined by the VV provided that the classification of all existing service or post under these orders that may have been issued before the coming into force of these regulations shall be deemed to be its classification under these regulations unless modified by special or general orders issued in that behalf —

Provided further that a change in classification of a service or post from Class I to II, and Class III to class IV shall not be deemed to be reduction in rank of the person affected.

5. Eligibility for appointment

A candidate for appointment to any service or post must be either :—

- (a) a citizen of India; or
- (b) a subject of Sikkim; or
- (c) a person of Indian origin who has migrated from Pakistan with the intention of permanently settling in India; or
- (d) a subject of Nepal.

Note 1—The appointment of candidates in categories (c) and (d) above will be subject to the issue of a certificate of eligibility by the State Government in their favour. The certificate of eligibility in respect of a candidate belonging to category (c) above will be valid only for a period of one year from the date of his appointment beyond which he can be retained in service only if he has become a citizen of India. Certificates of eligibility will not, however, be necessary in the cases of candidates belonging to any one of following categories.

- (i) Persons who migrated to India from Pakistan before the 19th July, 1948 and have ordinarily been residing in India since then;
- (ii) Persons who migrated to India from Pakistan after the 18th July, 1948 and have got themselves registered as citizens;

- (iii) Non-citizens in categories (c) and (d) above who entered service under the Government before the commencement of the Constitution, namely, 26th January, 1950, and who have continued in such service since then.

Note 2—A candidate in whose case a certificate of eligibility is necessary may be appointed provisionally subject to the necessary certificate being eventually issued in his favour by the State Government.

6. Disqualifications

- (1) No male candidate who has more than one wife living and no female candidate who has married a person having already a wife living shall be eligible for appointment to any service or post;

Provided that the appointing authority may, if satisfied that there are special grounds for doing so, exempt any such candidate from the operation of this regulation.

- (2) No candidate shall be appointed to a service or post unless he has been found, after such medical examination as may be prescribed, to be in good mental and bodily health and free from any mental or bodily defect likely to interfere with the discharge of the duties of the service or post;

Provided that in exceptional cases a candidate may be appointed provisionally to a service or post before his medical examination, subject to the condition that the appointment is liable to be terminated forth with, if he is found medically unfit.

- (3) No candidate shall be eligible for appointment to a service or post, if, after such enquiry as may be considered necessary, the appointing authority is satisfied that he is not suitable in any respect for the service or post.

7. Methods of Recruitment

Candidates shall be selected for appointment to a service or post by one of the following methods, as may be prescribed namely :-

- (i) direct recruitment;
- (ii) promotion;
- (iii) transfer of person or persons already in another service or post;

Provided that the Selection Committee shall be consulted before a person is appointed to a service or post if such consultation is necessary under the JNKVV Act and Statutes.

8. Probation

(1) A person appointed to a service or post by direct recruitment shall ordinarily be placed on probation for such period as may be prescribed.

(2) The appointing authority may, for sufficient reasons, extend the period of probation by a further period not exceeding one year.

Note—A probationer whose period of probation is not extended under this sub-rule but who has neither been confirmed nor discharged from service at the end of the period of probation, shall be deemed to have been continued in service, subject to the condition of his service being terminable on the expiry of a notice of one calendar month given in writing by either side.

(3) A probationer shall undergo such training and pass such departmental examinations during the period of his probation as may be prescribed.

(4) The services of a probationer may be terminated during the period of probation if in the opinion of the appointing authority he is not likely to shape into a suitable VV employee.

(5) The services of a probationer who has not passed the departmental examination or who is found unsuitable for the service or post may be terminated at the end of the period of his probation.

(6) On the successful completion of probation and the passing of the prescribed departmental examinations, the probationer shall be confirmed in the service or post to which he has been appointed.

9. Trial for suitability of officiating VV employees.

(1) A person already in permanent VV service appointed to another service or post by direct recruitment, promotion or transfer shall ordinarily be appointed in an officiating capacity for such period as may be prescribed to ascertain his suitability for the service or post;

Provided that the appointing authority may declare that any previous officiation in such a service or post may be counted towards the period of trial to such extent as may be specified in the particular case.

(2) If during or at the end of the period of trial he is found to be unsuitable for the service or post, he shall be reverted to his former substantive service or post.

Note:—The failure to pass the prescribed departmental examinations, if any within such period as may be allowed for the purpose may be construed as failure to show fitness for the service or post in which the VV employee is officiating.

(3) If at the end of the period of trial, the officiating VV employee is considered suitable for the service or post, he shall be confirmed in the service or post with effect from such date as may be specified in the order of confirmation.

10. Gradation List.

A gradation list shall be maintained for each service in which shall be arranged in order of seniority the names of the VV employees holding the posts included in that service;

Provided that when a service consists of two or more distinct branches or groups of posts to another, a separate gradation list shall be maintained for each branch or group of posts of such service.

11. Seniority list of employees transferred under Sec. 55 (2) of the JNKVV Act 1963.

The inter-se-seniority of the employees as on 1/12/1964 shall be maintained.

12. Seniority

The seniority of the members of a service or a distinct branch or group of posts of that service shall be determined in accordance with the following principles, viz—

- (a) **Direct recruits**—(i) The seniority of a directly recruited VV employee appointed on probation shall count during his probation from the date of his appointment.

Provided that if more than one person have been selected for appointment on probation at the same time, the inter-se-seniority of the persons so selected shall be according to the order of merit in which they were recommended for appointment by the Selection Committee in those cases where the appointments are made after consulting the Selection Committee and according to the order of merit determined by the appointing authority at the time of selection in other cases.

- (ii) The same order of inter-se-seniority shall be maintained on the confirmation of such direct recruits if the confirmation is ordered at the end of the normal period of probation. If, however, the period of probation of any direct recruits is extended, the appointing authority shall determine whether he should be assigned the same seniority as would have been assigned to him if he had been confirmed on the expiry of the normal period of probation or whether he should be assigned a lower seniority.

(b) Promoted VV employees

A promoted VV employee shall count his seniority from the date of his confirmation in the service or from the date the post for his confirmation was available to which he has been promoted and shall be placed in the gradation list immediately below the last confirmed member of that service but above all the probationers;

Provided that where two or more promoted VV employees are confirmed with effect from the same date, the appointing authority shall determine their inter-se-seniority in the service

in which they are confirmed, with due regard to the order in which they were included in the merit list, if any, prepared for determining their suitability for promotion and their relative seniority in the lower service from which they have been promoted.

- (c) **Officiating VV employees**—The inter-se-seniority of VV employees promoted to officiate in a higher service or a higher category of posts shall, during the period of their officiation, be the same as that in their substantive service or grade irrespective of the dates on which they began to officiate in the higher service or grade.

Provided that—

- (i) if they were selected for officiation, from a list in which the names of VV employees considered suitable for trial in or promotion to the higher service or grade were arranged in order of merit, their inter-se-seniority shall be determined in accordance with the order of merit in such list.
- (ii) the seniority of a permanent VV employee appointed to officiate in another service or post by transfer shall be determined ad-hoc by the appointing authority:

Provided that the seniority proposed to be assigned to such VV employee shall be determined and intimated to him in the order of appointment.

- (iii) Where a permanent VV employee is reduced to a lower service grade or category of posts, he shall rank in the gradation list of the latter service, grade or category of posts above all the others in that gradation list, unless the authority ordering such reduction by a special order indicates a different position in the gradation list for such reduced VV employee ;
- (iv) Where an officiating VV employee is reverted to his substantive service or post he shall revert to his position in that gradation list relating to his substantive

appointment which he held before he was appointed to officiate in the other service or post.

13. Promotion.

The VV shall determine in respect of each grade or service to which appointment may be made by promotion the grade or service from which such promotion may be made and the procedure to be followed for the purpose.

14. Reversion and re-appointment.

Parmanent VV employee officiating in a higher grade or service may be reverted to the lower grade or service from which they were promoted if there are no vacancies in the former grade or service, and such reversion shall not be construed to be a reduction in rank;

Provided that the order in which such reversion shall be made will be the reverse of the order in which officiating promotion was made.

Provided further that on the occurrence of a fresh vacancy the reappointment to the higher grade or service shall ordinarily be in the order of relative seniority of the reverted VV employees.

15. Safeguards.

Nothing in these regulations or any order issued under them shall have the effect of depriving any person of any right or privilege to which he is entitled :-

- (a) By or under any law regulation for the time being in force; or
- (b) By the terms of any contract or agreement subsisting between such person and the VV at the commencement of these regulations.

16. Relaxation.

Nothing in these regulations shall be construed to limit or abridge the power of the VV to deal with the case of any person serving in connection with the affairs of the VV in such manner, as may appear to the VV to be just and equitable.

Provided that where any regulation is relaxed in the case of any persons, the case shall not be dealt with in any manner less favourable to him than that provided by that regulation.

17. Interpretation.

If any question arises relating to the interpretation of these regulations, it shall be referred to the Board whose decision thereon shall be final.

18. Repeal and Saving.

All regulations corresponding to these regulations and in-force immediately before the commencement of these regulations are hereby repealed.

Provided that any order made or action taken under the regulations so repealed shall be deemed to have been made or taken under the corresponding provisions of these regulations.

Copy with 3 spare copies of method of recruitment etc. of the service personnel forwarded to :

1. All Deans of Faculties, JNKVV, Jabalpur.
2. All Directors, JNKVV, Jabalpur.
3. The Comptroller, JNKVV, Jabalpur.
4. The Dean, Students Welfare, JNKVV, Jabalpur.
5. All Associate Deans.
6. The Principal, College of Agriculture, Jabalpur.
7. All Heads, Chairmen of the Deptt., JNKVV, Jabalpur.
8. The Vishwa Vidyalaya Librarian, JNKVV, Jabalpur.
9. The Executive Engineer, JNKVV, Jabalpur.
10. The Asst. Director of Agriculture, Adampur Farm, Jabalpur.
11. The Manager, Livestock Farm, Jabalpur.
12. All Asst. Registrars, JNKVV, Jabalpur.
13. The P. A. to Vice-Chancellor, Registrar, Jabalpur.
14. All Secretaries of the University Office, Jabalpur.
15. Medical Officer, JNKVV, Jabalpur.

for information and early circulation among all the ministerial employees staff of the Vishwa Vidyalaya.

sd/-
REGISTRAR

**JAWAHARLAL NEHRU KRISHI VISHWA VIDYALAYA,
JABALPUR.**

No. 598/3979/Estt.

Dated the 18th January, 1971.

In continuation of this Vishwa Vidyalaya notification No. C-I / Estt / Gen / 4 / 3979 / 10788 dated 28-11-1970, regarding Service Regulations, the method of recruitment etc. of service personnel and scheme for conducting written examination for the direct recruitment to the post of Assistants and Upper Division Clerks, as approved by the Board of Management in its meeting held on 26-9-1970, is hereby notified for the information of all ministerial employees working on various establishments. Scheme etc. for conducting examination to the posts Superintendents will be notified in due course.

sd/-

T. C. Masih

REGISTRAR

No. 599/3979/Estt.

Dated the 18th January, 1971.

Copy with 3 spare copies of method of recruitment etc. of the service personnel forwarded to :

1. All Deans of Faculties, JNKVV, Jabalpur,
2. All Directors, JNKVV, Jabalpur,
3. The Comptroller, JNKVV, Jabalpur,
4. The Dean, Students Welfare, JNKVV, Jabalpur,
5. All Associate Deans,
6. The Principal, College of Agriculture, Jabalpur,
7. All Heads/Chairmen of the Deptts, JNKVV, Jabalpur,
8. The Vishwa Vidyalaya Librarian, JNKVV, Jabalpur,
9. The Executive Engineer, JNKVV, Jabalpur,
10. The Asstt. Director of Agriculture, Adhartal Farm, Jabalpur,
11. The Manager Livestock Farm, Jabalpur,
12. All Asstt. Registrars, JNKVV, Jabalpur,
13. The P. A. to Vice-Chancellor / Registrar / Dupty Registrar,
14. All Sections of the University Office, Jabalpur,
15. Medical Officer, JNKVV, Jabalpur,

for information and early circulation among all the ministerial employees/staff of the Vishwa Vidyalaya.

sd/-

REGISTRAR

According to regulations 7 and 13 of the JNKVV Services (General Conditions of Service) Regulations 1969, the method of recruitment for the Service personnel classified under Regulation 4 (iii) (c) (i) shall be as follows

A. (1) Superintendents

All the posts of Superintendents in any establishment of the Vishwa Vidyalaya shall be filled in amongst the Assistants/ Head Clerks/Senior Stenographers/Senior Auditors by holding the Departmental Promotion Examination and for appearing at such examination, only those shall be permitted who have at least put in five years service in the Vishwa Vidyalaya on the posts mentioned above. In case any promotion has to be made before an Examination could be arranged, such persons will have to qualify in the Examination, by taking it when arranged after their promotion. The appointments of the successful candidates to the posts of the Superintendents shall be made on the recommendations of the Selection Committee provided in the Statutes.

(2) Assistants

(1) 75% posts of Assistants on any establishment shall be filled from amongst the Upper Division Clerks or by transfer of a person or persons already in another service on the same establishment by promotion on the basis of seniority-cum-merit by the appointing authority on the recommendation of the Selection Committee constituted for the purpose.

(ii) 25% posts of Assistants shall be filled in by direct recruitment on any establishment through competitive examination in the manner as may be prescribed from time to time.

(3) Upper Division Clerks

(i) 50% posts of UDCs on any establishment shall be filled from amongst the LDCs or by transfer of person or persons already in another service on the same establishment by

promotion on the basis of seniority-cum-merit by the appointing authority on the recommendations of the Selection Committee constituted for the purpose.

(ii) 50% posts of UDCs on any establishment shall be filled by direct recruitment in any establishment through competitive exam. in the manner as may be prescribed from time to time.

(4) Lower Division Clerks.

The posts of LDCs shall be filled by direct recruitment either by notifying the vacancies in news papers or to the nearest Employment Exchange by the appointing authority, on the recommendation of the Selection Committee constituted for the purpose or by transfer of a person or persons already in another service or post.

B. (1) The following shall be the method of recruitment for the posts of Assistants UDCs, falling under direct quota.

(a) The VV shall hold competitive examination in accordance with the scheme to be notified by the VV which shall be open for the Vishwa Vidyalaya employees as well as for applicants from the open market who may wish to compete.

(b) The appointments shall be made by the appointing authority from amongst the successful candidates on the recommendation of the Selection Committee constituted for the purpose.

C. Notwithstanding anything contained in these regulations, if the appointing authority finds none suitable on his establishment for filling in service or posts by promotion or by transfer of a person or persons already in another service or posts, the service or posts shall be temporarily added to the direct quota.

D. Any service or posts filled by transfer of a person or persons already in another service or posts shall be

deemed to have been filled under the 50% posts of UDCs, and 25% of Assistants falling in the direct quota.

- E. The appointing authority / the selection committee shall before transfer of person or persons already in another service or posts consider first the nature of duties of both the services or posts and do such transfers only when the nature of duties are almost similar.
- F. The panel of candidates prepared and recommended by the Selection Committee in the case of directly recruited candidates in any service or post shall be valid for one year from the date of commencement of the competitive examination and similarly the panel prepared and recommended by the Selection Committee in any service or post for promotion shall be valid for one year but in this case from the date of recommendations of the Selection Committee.
- G. The Registrar of the Vishwa Vidyalaya shall maintain such panels and will send names of those in order of merit to the appointing authority on a requisition from it to fill in vacant posts.
- H. None will be appointed on any service or post by any authority except for six months on an ad-hoc basis within the powers delegated to that authority and during which period the post must be filled from amongst those on the panel.

Scheme for conducting written examination for direct recruitment to the post of Assistants & Upper Division Clerks

In accordance with the method of recruitment, approved by the Board on 26-9-1970, relating to the direct recruitment, as mentioned under para A (2) (ii) & (3) (ii) of the Method of recruitment which is hereby notified, the following shall be the scheme of examination :-

- (i) The examination shall be open to all the Vishwa Vidyalaya employees as well as for the applicants from the open market who may wish to compete;
- (ii) There shall be the following 3 papers each carrying 100 marks of 3 hours duration. The minimum pass marks shall be 45% in individual papers;
 - (a) Hindi eassay and precis writing to be answered in Hindi.
 - (b) English essay and precis writing to be answered in English; and
 - (c) General office procedure to be answered in Hindi or English.

These question papers will be set on the lines indicated in the enclosed note by such persons as may be appointed for the purpose by the Registrar.

- (iii) The following shall be the rate of honorarium for conducting the work in connection with the examination.
 - 1. Setting of papers Rs. 10/- per paper.
 - 2. Evaluation of answer books - 50 P. per answer book.
- (iv) The employees of the Vishwa Vidyalaya who wish to compete these examinations shall have to pay an examination fee of Rs. 5/- but those who are not the employees of the Vishwa Vidyalaya shall have to pay Rs. 10/- as examination fee. Fee once paid shall not be refunded.
- (v) Candidates belong to the scheduled caste and scheduled tribes will be exempted from payment of examination fee

on production of a certificate from the competent authority.

- (vi) The examination shall be conducted at Jabalpur or at such other centres, if any, as may be notified
- (vii) The effect of the passing of the competitive examination shall be valid for only one year from the date of commencement of the examination. In case during this period of one year a candidate who has passed the examination and is on the panel of recommended candidates, but fails to get appointed on a clear vacant post, he shall have to appear in the examination again next year if he so wishes himself to be considered for any post in the direct quota, and selection by the Committee.
- (viii) The Registrar shall arrange and superintend all these examinations.

NOTE

According to the method of recruitment, 25% posts of Assistants and 50% post of UDCs in the offices of the Vishwa Vidyalaya will be filled on the basis of competitive examination open to employees already working in the offices of Vishwa Vidyalaya, and to direct applicants also. The qualifications etc. for direct recruits will be as prescribed by the Vishwa Vidyalaya. The papers for the competitive examination will be set on a professional basis, i.e. they should be based on what would be required from the clerk of the particular cadre to which recruitment is being made.

2. The main source of recruitment to the cadre of Assistant/UDC is from the next lower cadre. However, considering the basis for holding the competitive examination detailed in para 1, promising Lower Division Clerks would undoubtedly offer to sit alongwith direct applicants and UDCs for the examination held for appointment to the post of Assistant. In devising

the scheme for holding a written examination, it has to be ensured that candidates coming direct from the open market for appearing in the examination have the professional knowledge necessary for discharging satisfactorily the duties of the post applied for. In other words they should have the similar amount of professional knowledge about office procedure as that possessed by their counterparts already in service. For instance, they should be acquainted with the methodology of preparing notes, drafts of memoranda, letters, demi official letters etc., other office procedure and service rules to the same extent as the employees who would offer to appear for the competitive examination.

3. Another point to be considered is whether the question papers may be set both in Hindi and English. It would be reasonable to test the proficiency of the candidates in both languages viz. Hindi and English. One question paper containing an equal number of questions in each of the two languages to be answered by the examinee in the language in which the question has been put and another question paper on office procedure and notes etc. to be answered either in Hindi or in English according to the candidate's choice would meet the requirements of the case.

4. Having due regard to the considerations enumerated in the preceding paragraphs, it would be advisable to prescribe three question papers in respect of each of the two examinations to be answered by the candidates. The first two question papers will contain questions designed to testing their general knowledge and intelligence and the third one their professional capacity. The minimum pass marks shall be 45% in individual papers. It would be open to the competent authorities to vary the nature, working and the number of questions in each paper as and when considered necessary.

**JAWAHARLAL NEHRU KRISHI VISHWA VIDYALAYA
JABALPUR**

No. 8236/5358/Estt.

Dated the 11th August, 1971

In continuation of this Vishwa Vidyalaya memo No. 598/3979/Estt. dated 18-1-1971, regarding notifying the method of recruitment of service personnel, the scheme for conducting examination for filling in the posts of Superintendents on regular basis according to the prescribed procedure, is hereby notified as per enclosed sheets for the information of all ministerial employees working on various establishments of the J. N. Krishi Vishwa Vidyalaya.

sd/-

T. C. Masih

REGISTRAR

No. 8237/5358/Estt.

Dated the 11th August, 1971

Copy, with 3 spare copies of the scheme for conducting examination for the posts of Superintendents, forwarded to :-

1. All Deans of Faculties,
2. All Directors,
3. The Comptroller,
4. The Dean Students Welfare,
5. All Associate Deans,
6. The Principal, College of Agriculture, Rewa,
7. The Heads/Chairmen of Departments,
8. The Vishwa Vidyalaya Librarian,
9. The Asstt. Director of Agri. Adhartal Farm, Jabalpur,
10. The Executive Engineer,
11. The Manager, Livestock Farm, Jabalpur,
12. The Asstt. Registrar I, II, III & IV.
13. The PA to Vice-Chancellor/Registrar/Dy. Registrar,
14. All Sections of University office at Jabalpur,

For information and early circulation amongst all the ministerial employees/staff including Senior Stenographers, of the Vishwa Vidyalaya.

sd/-

REGISTRAR

Jawaharlal Nehru Krishi Vishwa Vidyalaya

Scheme for conducting written Examination for filling in the posts of Superintendents by Examination in the J. N. K. V. V.

In accordance with the method of recruitment, approved by the Board on 26-9-1970 relating to the filling in all the posts of Superintendents by examination, as mentioned under para A(1) of the method of recruitment of service personnel which has been notified earlier vide Vishwa Vidyalaya Memo No. 598/3979/Estt., dated 18-1-1971, the following shall be the scheme of examination for the posts of Superintendents.

(i) The examination shall be open only to the Assistants/Head Clerks/Divil. Acctt./Sr. Auditors/Senior Stenographers working in the J. N. Krishi Vishwa Vidyalaya in the scale of pay Rs. 190-320, and have put in atleast '5' years service, on the posts mentioned above in the Vishwa Vidyalaya. Five years service on the above posts shall be calculated on the date of issue of notification for such an examination for Superintendents' posts.

(ii) There shall be the following 3 papers without books etc., each carrying 100 marks of 3 hours duration. The minimum pass marks shall be 45% in individual papers.

- (1) English essay and precis writing to be answered in English. Hindi essay and precis writing to be answered in Hindi.
- (2) J. N. Krishi Vishwa Vidyalaya Rules, Regulations, Office procedure etc., to be answered in Hindi or English.
- (3) Section planning, case study and method of supervision, to be answered in Hindi or English.

These question papers will be set on the lines indicated in the enclosed note by such persons as may be appointed for the purpose by the Registrar.

(iii) The following shall be the rate of honorarium for conducting the work in connection with the examination.

(1) Setting of papers- Rs. 20/-per paper.

(2) Evaluation of answer books-Re. 1/- per answer book.

(iv) The employees of the Vishwa Vidyalaya of the category mentioned above who wish to compete the examination shall have to pay examination fee of Rs. 5/- by way of Indian Postal Order duly crossed and endorsed in favour of J. N. Krishi Vishwa Vidyalaya. Fee once paid shall not be refunded.

(v) Employees of the said categories belonging to the Scheduled Caste and Scheduled Tribes will be exempted from payment of examination fee on production of a certificate from the competent authority.

(vi) The examination shall be conducted at Jabalpur or at such other centres, if any, as may be notified.

(vii) After passing the examination, the result alongwith Personal Confidential Reports and Gradation list of the employees concerned will be placed before the Statutory Selection committee for consideration. The Selection Committee will screen the result, Personal Confidential Reports and Gradation list, and make recommendations with a panel in order of merit for promotion. The recommendations of the Selection Committee will be valid for a period of one year only from the date of recommendations of the Selection Committee. After exam., no correspondence of any kind regarding result of exam. and promotion etc. shall be made with the employee(s) who appeared in the exam.

2. The Registrar will arrange for these examinations and will also make arrangements for supervision of the examination.

Date 11-8-1971

sd/-
T. C. Masih
REGISTRAR

JAWAHARLAL NEHRU KRISHI VISHWA VIDYALAYA

NOTE

According to the method of recruitment, all the posts of Superintendents will be filled in on the basis of competitive written examination open to Assistants / Head Clerks / Sr. Auditors / Divil. Acctt. Sr. Stenographers of the J. N. Krishi Vishwa Vidyalaya in the scale Rs. 190-320/- who have put in atleast five years service in these posts on the date of notification for such examination. The papers for the competitive examination will be set, on a professional basis, i.e. they should be based on what would be required from the personnel for the post of Superintendents.

2. The point to be considered is whether the question papers may be set both in Hindi and English. It would be reasonable to test the proficiency of the employees in both languages viz. Hindi and English. And for this, following 3 papers without books etc. would meet the requirements of the case.

- (1) English eassy and precis writing to be answered in English, Hindi essay & precis writing to be answered in Hindi.
- (2) J. N. Krishi Vishwa Vidyalaya Rules, Regulations, Office procedure etc., to be answered in Hindi or English.
- (3) Section planning, case study and method of supervision, to be answered in Hindi or English.

3. Having due regard to the consideration enumerated in the preceding paragraphs, it would be advisable to prescribe three question papers, in respect of the examination to be answered by the employees. The first question paper will contain questions designed to testing their general knowledge and intelligence and the II and III question papers their professional capacity. The minimum pass marks shall be 45% in individual papers. It would be open to the competent authority to vary the nature, working and the number of questions in each paper as and when considered necessary.

Dated 11-8-1971

sd/-
T. C. Masih
REGISTRAR