



**CHILDREN'S EDUCATION SOCIETY (Regd.)**

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## **THE OXFORD COLLEGE OF ENGINEERING**

(Recognised by Govt. of Karnataka, Affiliated to Visveswaraiah Technological University, Belgaum & Approved by A.I.C.T.E., New Delhi & Accredited by National Board of Accreditation)

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# **ADMINISTRATIVE AND SERVICE MANUAL 2019**

## CHAPTER -4

### 5. Conditions of service of the Employees

**(1) The Conditions of service of the Employees, the mode of recruitment the minimum qualifications, experience, eligibility etc. for recruitment shall be as specified here in after:**

**(a)** The minimum age limit for recruitment is 18 years. The upper age limit for recruitment as prescribed by Government in respect of General Category is 35 years. In respect of SC, ST & OBCs Category - I is 40 years & in respect of OBCs category IIA, IIB, IIIA, & IIIB is 38 years. It shall stand modified as and when amended by the Government. However the maximum age limit is relaxable by the Management if the candidates are found otherwise suitable with outstanding merit and credentials.

**(b)** The staffing pattern and scale of pay applicable to the post of Principal, HODs and teaching staff shall be as prescribed by the All India Council for Technical Education and Government, as the case may be. The details of the staffing pattern and scale of pay shall be as specified in Appendix – I.

**(c)** The staffing pattern and scales of pay applicable to non-teaching, administrative and supporting staff and the scale of pay shall be as specified in Appendix - II.

**(d)** The minimum qualifications, teaching experience and other eligibility criteria for recruitment to the teaching posts, non – teaching posts, administrative posts and other categories of posts shall be as prescribed by the All India Council for Technical Education and State Government from time to time. The detailed qualifications etc., are as mentioned in Appendix III & IV.

**(e)** The procedure for selection of candidates for recruitment to any post for a period of one year & above shall be by insertion of an advertisement in the Newspaper notifying the vacancies that arise from time to time. The selection of candidate shall be by a Selection Committee consisting of the following:-

1	Principal	Chairman
2	Head of the Department concerned	Member
3	Director of P.G. Studies	Member
4	Dean of Academics	Member

**(2)** Selection of candidates shall be based on the written Test or Interview, as the case may be, as suggested by the Selection Committee. Candidates shall be selected solely on the basis of merit. The process of selection shall be governed by the rules of recruitment prescribed by the All India Council for Technical Education. Reservation of vacancies in favor of SCs, STs and OBCs, shall be at the discretion of the Management which is not mandatory.

**(3)** The Candidates whose names are included in the select list prepared by the Selection Committee may be appointed at the discretion of the Management or the Appointing Authority as specified in the Schedule. Their appointment shall be on

probation in terms of the KCS (Probation) Rules 1977. The declaration of the period of probation and confirmation shall be under the provisions of the KCS (Probation) Rules 1977.

**(4)** The seniority of the employees of the academic staff shall be published Department wise every year and circulated among each employees and their signature obtained. The procedure prescribed in the Karnataka Government Servants (Seniority) Rules 1957 & the standing orders issued there under shall be adopted and enforced.

**(5)** Termination of the services of the temporary employees shall be in accordance with the provisions of the Karnataka Civil Service (Probation) Rules 1977 & the Karnataka Civil Service (General Recruitment) Rules 1977. In case of the Probationer he/she shall be liable for discharge if found unfit/ unsuitable to hold the post in which appointed under Karnataka Civil Service (Probation) Rules 1977.

## **6. Resignation of the employee:**

**(1)** The Principal and faculty members holding the post of Professor, Associate Professor and Assistant Professor shall not tender the resignation to the post held by them respectively at any time either in the midstream of an academic year or before completion of a course of Post graduate study of two years or three years duration, as the case may be, so as to avert causing hindrance in preparation of dissertation of a research problem or project work undertaken by the Post Graduate students under the direction and guidance of the concerned PG teacher who is also a Guide and/or Research Coordinator.

**(2)** Any employee desirous of tendering resignation to the post held by him/her shall submit the resignation letter giving at least THREE months advance notice. Such a resignation shall be submitted through the Head of the Department to the Principal and routed to the Management. Acceptance of the resignation shall be at the discretion of the Management. Such a resignation letter shall be hand written signed and submitted voluntarily & without there being any act of compulsion or coercion / duress. In the event of any employee securing appointment in the State Government or Union Government the Management may at its discretion accept the resignation tendered by such an employee waiving the 3 months notice period.

Provided that the resignations tendered by Post, E-Mail, Fax or Scanned copy shall not be entertained.

**(3)** An employee who has submitted 3 months advance notice of resignation shall not be entitled for any kind of leave during the period of notice except casual leave for 3 days. Such an employee shall be invariably be present on the last working day in the College to get himself/herself relieved of his/her duties in furtherance of the acceptance of the resignation.

**(4)** However the Management may at its discretion accept the resignation tendered even without 3 months advance notice. It is subject to the condition that such an

employee shall pay 3 months gross salary without any deduction in the form of crossed Demand Draft in lieu of 3 months advance notice for resignation.

**(5)** Any resignation tendered by an employee shall be considered by the Management and decision taken in the matter of acceptance of the resignation or its rejection in the interest of the students. If a decision to accept the resignation emerges then an order relieving from a particular date shall be issued. Until such time he/she shall continue to be in service and await the decision of the Management.

**(6)** The Management may at its discretion accept the resignation tendered by an employee at any time during the period of notice and waive the remaining portion of the notice period in pursuit of meeting any expediencies and exigencies.

**(7)** Upon the acceptance of the resignation and issue of the relieving order the employee shall settle all the dues owed by him to the Institution and the Management. He shall hand over the physical possession of all the Documents, Equipment, Appliances, Apparatus and other properties held in custody to the person suggested by the Principal. He shall return the books borrowed from the Library. He shall immediately vacate the designated quarters held by him and shall pay the outstanding electricity and water charges. Only thereafter he shall be relieved by issue of a formal order by the Management upon receipt of the relevant "No-Due Certificate (NDC).

**(8)** Once the resignation is accepted and the employee is relieved of his duty in pursuance thereof it shall be final without liberty to withdraw the resignation. However the Management may at its wisdom appoint such persons afresh without continuity of service or with continuity of service by condoning the interruption of service by sanctioning the leave due and admissible to such employees.

## **CHAPTER-5**

### **7. Admissibility of Emoluments**

**(1)** The Emoluments consisting of pay, dearness allowance, house rent allowance and city compensatory allowance shall be as determined by the Management from time to time. However subject to financial resources of the respective College the Management may extend the AICTE/State Pay Scales as applicable from time to time with or without allowances admissible thereon under the State Government Rules.

Provided that the employees are not conferred with any right to seek sanction of any particular scales of pay and/or allowances admissible thereon.

Provided further that an higher pay scale may be sanctioned by the Management in deserving exceptional cases.

**(2)** The Management at its discretion may appoint other officers and offer higher salaries depending on the need to exceptionally experienced/talented persons.

**(3)** Notwithstanding anything contained in the sub-rules (1) and (2) the Management may sanction consolidated gross salary to any of the employees depending upon the nature and tenure of appointments.