

Schedule A - II

Recruitment Rules of the Nonacademic Posts in the Institute

1. Introduction

As per the G.R. Higher & Technical Education Department, No. WBP-2004(341/04)/(1)/TE-6, dated 31st March 2004, Government of Maharashtra has granted Autonomy to the Institute of Chemical Technology. As per the sub-clause 23 (b) of the Statutes of the Institute, the Board of Governors has been vested with a power to frame the recruitment rules and procedure for selection of candidates for appointment to different academic, other academic and non-academic posts.

2. Short Title

- a) As provided in clause 5 of the Recruitment Rules, the procedure for the selection of candidates, their appointments, and service conditions are as laid down under these Rules.
- b) The Rules may be called the Recruitment Rules of Nonacademic posts in the Institute of Chemical Technology. These Rules shall come into force with effect from the date of approval of the statutes of the Institute by the Government of Maharashtra.

3. Appointing Authority

All the appointments of non-academic staff of the Institute shall be made by the Registrar in accordance with the procedure laid down by the respective Ordinances, Regulations and Rules.

4. Selection Procedure

The procedure for selection of candidates and appointment to the posts may be as prescribed by the Institute

5. Age limit

Unless already specified in the Rules for specific post, the age of the candidates shall be reckoned with reference to the last date of receipt of the application forms for the posts to be filled by selection and should not be less than 18 years and not more than 33 years. The upper age limit is relaxable by 5 years to all the backward classes, by 10 years for physically handicapped blind, deaf and dumb, and by 3 years in addition to the actual period of service rendered in defense services for ex-servicemen. The age limit is not applicable to the candidates who are already permanently employed in the

ICT .

6. Recruitment: Essential and Desirable qualification & experience of Different Posts

The essential qualifications, experience of different posts are as indicated in Appendix 1 to these rules

7. Rules of Selection Procedure, Terms and Conditions of Service of Persons Appointed on a Non-academic Posts in the Institute

7.1. Selection Procedure

- a) When the number of applications received is large, a screening/ skill/ proficiency test may be conducted to short list the candidates to be called for the interviews.
- b) No act or proceeding of any Selection Committee shall be called in question on the ground merely of the absence of any member or members of the Selection Committee.
- c) Every appointment shall be subject to the conditions that the appointee is certified as being in sound health and physically and mentally fit for service by a medical authority nominated by the Board.
- d) The number of posts advertised may change at the time of actually selecting the candidates.
- e) The Institute reserves the right to fill or not to fill any of the vacancies advertised and it will depend upon the situation prevailing at the time of appointment.
- f) Candidates should ensure that they fulfill all the conditions prescribed, before making applications.
- g) For clerical and equivalent posts, knowledge of computers is essential. The candidates having knowledge of Marathi shall be preferred.
- h) The candidates may update their bio-data and change in address, if felt necessary, by writing to the Registrar.
- i) The application fee shall not be refunded once an application has been received by the Institute.
- j) Incomplete applications are liable to be rejected.
- k) Applications received after the due date shall not be considered and any enquiry in this regard shall not be entertained.
- l) The Institute takes no responsibility for any kind of postal or otherwise delay or for any loss in transit.
- m) The decision of the Selection Committee in respect of selection shall be final and no correspondence in this regard will be entertained.

- n) The Vice-Chancellor reserves the right to cancel the recruitment for any or all the posts.
- o) Any kind of canvassing shall be treated as disqualification.
- p) The candidature of a person at any stage of the selection procedure shall be suspended or the service of a selected candidate shall be terminated if the person is found not to satisfy any prescribed condition or a person is found to have submitted false information and/ or suppressed/ concealed facts which are relevant to the selection/recruitment.
- q) Only the selected candidates will be intimated accordingly.
- r) The stipulated period for applying, and the designation and address of the officer receiving the applications will be mentioned in the advertisement.
- s) **Disqualifications for appointment:** A candidate shall be disqualified for an appointment in the Institute if the candidate -
 - (i) is not a citizen of India.
 - (ii) is compulsorily retired, removed or dismissed through disciplinary action or by conviction by the court of law from the service in a Government/ Statutory/ Local authority.
 - (iii) is convicted by the court of law for an offence involving moral turpitude or is permanently debarred by a Government authority like MPSC/UPSC from appearing for any examination or selection conducted by the authority.
 - (iv) has become an insolvent and stands so declared by a competent court.
 - (v) is a member of, or be otherwise associated with any political or other organization which has been banned for activities in the country/state by the central/state Government.
 - (vi) if man has more than one wife living; and if woman, has married a man already having other wife.
 - (vii) has more than two surviving children.

7.2. Nonacademic Posts in the Institute:

The nonacademic positions are distributed into Technical posts and Administrative posts as per the Government of Maharashtra norms. The designations have also been revised as per the norms. The descriptive qualifications required for each type of designation are made separately and form a part of 'Rules' at ICT.

7.3. Advertisement

1. The post/s to be filled in by Selection shall be duly and widely advertised, by the Registrar, according to the draft of advertisement approved by the Vice-Chancellor.
2. Each advertisement should give the following details:
 - a) Advertisement No. and Date.
 - b) Name of the post and the number of vacancies.
 - c) Essential and Desirable qualifications & experience.
 - d) Scale of Pay.
 - e) Age limits, if any. The date for determining the age limit shall be the last date for receipt of applications, as given in the advertisement.
 - f) The reserved posts for SC/ST/DT-NT/OBC/SBC will be indicated as per the roster, with suitable instructions regarding the filling of post in case the specified category candidates are not available.
 - g) Mode of receiving and submission of the application forms.
 - h) Suitable instructions should be given to the candidates.
3. While advertising the vacant posts, necessary provisions for the reservation of posts in favour of the Backward classes and Weaker Sections of the Society, in accordance with the Government norms and as per the Roster, shall be made.
4. A detailed advertisement document containing a set of application forms and a detailed advertisement with all the relevant conditions shall be sold to the candidates at the prescribed application fee.
5. Not less than 15 days from the date of the advertisement, shall be given for the candidates to apply.

7.4. Processing of Applications

1. All the applications received within the date specified in the advertisement shall be considered.
2. **Summary of the applications:** After the last date is over, the Member Secretary of the Scrutiny Committee shall prepare the summary of each candidate with his/her date of birth, qualification, experience, caste, present emoluments, etc. and shall place the same before the Scrutiny Committee.
3. **Scrutiny Committee:** There shall be a scrutiny committee to scrutinize the applications with respect to the eligibility and credentials of the candidates as per the norms prescribed. The committee shall have the following composition:

- a) Dean, SAHRD, ICT – Chairperson
- b) Registrar
- c) One expert, nominated by the Vice-Chancellor
- d) Assistant Registrar (Administration), Member Secretary

7.5. Selection Procedure

- (1) If the number of applications received is large, the Scrutiny Committee may decide and arrange to conduct an appropriate Screening Test of the eligible candidates, and the short listed candidates only will be called for further selection procedure.
- (2) The Selection Procedure will consist of Interview with or without a skill/proficiency test.
- (3) For each cadre of posts there shall be a separate selection committee and the committees shall be constituted by the Registrar with approval from the Vice-Chancellor.

(4) Selection Committees:

- a) In the case of all the non-academic class-I position, the Selection Committee shall consist of:

i.	Vice Chancellor	Chairperson
ii.	Two Experts as nominees of the Board	Members
iii.	One nominee of the Director, Technical Education	Member
iv.	One person belonging to the reserved categories, nominated by the Government.	Member
v.	Head of the Department/ Section concerned (Whenever applicable)	Member
vi.	Registrar	Member Secretary

The quorum of a meeting of the committee shall be the Chairperson and three other members, out of which at least one expert at (ii) shall be present.

- b) For all the other posts the selection committees shall be as follows:

i	Dean – SAHRD	Chairperson
ii	Two Experts as nominees of the Board	Members
iii	One nominee of the Director, Technical Education	Member
iv	One person belonging to the reserved categories, nominated by the BOG	Member

v	Head of the Department/Section concerned (Whenever applicable)	Member
vi	Registrar	Member Secretary

The quorum of a meeting of the committee shall be the Chairperson and three other members, out of which at least one expert at (ii) shall be present.

(5) Fixing the date of the selection committee meeting: The date of the meeting of the Selection Committee shall be fixed so as to allow a notice of at least of 15 days of such meeting, being given to each candidate. The invitation to each member of the Selection Committee should reach at least fifteen days before the date of the Selection Committee Meeting.

(6) Interview:

(a) The Selection Committee shall interview the candidates and adjudge the merit of the candidates by asking questions based on general knowledge, qualifications, and the nature of the job for which the candidates have applied. The Selection Committee may take into account the personality and the communication skills of the candidate.

Note: In the case where a screening/proficiency/skill tests have been conducted, the weightage of the interview shall be as per the Institute.

(b) After the interviews are over, the Selection Committee will take into accounts the performance of the candidates in the interviews and the performance at the skill/proficiency test and also the evaluation of the biodata and prepare a Select list and a Waiting list on the basis of merit, and make suitable recommendations. The waiting list will be valid for one year from the date of preparation of the waiting list.

7.6. Appointment

- (1) The Select list and the Waiting list shall be forwarded to the Vice-Chancellor for the approval.
- (2) The Registrar shall appoint the person, after obtaining approval of the Vice-Chancellor.

- (3) Fifteen days from the date of the appointment letter should be given to a person to be appointed on a permanent post for the acceptance of the offer and the offer should be valid for a period of three months from the date of the appointment letter. The person to be appointed on a temporary post shall join within one month from the date of the appointment letter.
- (4) The appointee at the time of joining should submit all original certificates, in support of his/her qualification, experience, and age, caste certificates/creamy layer (wherever applicable), for verification; with two copies of each. He/she should also submit the following documents
- (i) Discharge/No objection certificate from the previous employer, if applicable.
 - (ii) Medical fitness certificate.
 - (iii) Two passport size recent photographs.
 - (iv) Joining letter

9. Terms and conditions of service of employees of the institute

- (a) Every person appointed in the Institute, shall be bound by the Statutes, Ordinances, Regulations, Rules and Code of Conduct of the Institute.
- (b) Subject to the provisions of the Statutes, all appointments to the posts in the Institute shall ordinarily be made on probation for a period of two years in the case of Superintendent and above, and one year for other Class III posts, after which the appointee, if confirmed, shall continue to hold his/her office, subject to provisions of the Statutes and Ordinances, till the date of retirement; provided that the Board may relax the period of probation in the case of appointees who were employees of the Institute prior to the new appointment/promotion. The appointments on Class IV posts shall be initially for a period of one year and shall be confirmed on satisfactory performance.
- (c) The appointing authority shall have the power to extend the period of probation of any employee of the Institute for such periods as may be found necessary provided that if before the expiry of the period of probation, the appointing authority does not inform the person, in writing, whether he/she is not confirmed in the service or whether his/her period of probation is extended, then the person shall be deemed to have completed his/her probation satisfactorily.
- (d) The appointing authority shall have the power to terminate the services of any

member of the staff without notice and without any cause assigned during the period of probation.

- (e) An employee of the Institute shall be 24 hours employee of the Institute and devote his whole time to the service of the Institute, and shall be bound by the Rules and Regulations of the Institute.
- (f) The appointing authority may remove any employee from the service from the Institute or may require him to retire, as per the Ordinances, on the ground of misconduct, medical unfitness, insolvency, or inefficiency.
- (g) A permanent employee of the Institute may terminate his/her employment by giving the appointing authority three month's notice, provided the appointing authority may, for sufficient reasons, either reduce this period or call upon the employee concerned to continue.
- (h) It shall be the authority of the Board to decide as to which cadre a post belongs.
- (i) The other conditions of service of such employees shall be such as may be prescribed by the Ordinances from time to time and specified by the appointing authority in the letter of appointment
- (j) AS per the G.R. No. WBP-2004/(341/04)/(1)/TE-6, dated 31st March 2004, the persons appointed from outside the Institute will not be eligible for the retirement benefits from the State Government. They will be eligible for retirement benefits as may be approved by the Institute.

10. Appointment of Non-Academic Staff on a Temporary Basis

- (a) Appointment of a non-academic staff, below the level of Assistant Registrar, Superintendent, Deputy accountant, P.A. to Director, may be made on a temporary basis for a period not exceeding one calendar year under the following conditions:
 - (1) The post is vacant and is going to remain vacant at least for next three months.
 - (2) The post cannot be filled on a regular basis immediately.
 - (3) The Registrar is satisfied that in the interest of the Institute, it is necessary to fill the vacancy immediately.
- (b) The applications of the interested candidates will be invited by the Registrar by displaying the notice on the Institute's website as well as on the Notice Board, with short notice.
- (c) Local selection committee with the following constitution shall be constituted by the

Registrar with approval from the Vice-Chancellor.

i	The Registrar	Chairperson
ii	Head of the Department/Section concerned	Member
iii	Assistant Registrar (F & A or Academics)	Member
iv	Assistant Registrar (Administration)	Member Secretary

- (c) The appointment shall be effective from the date of joining the post.
- (d) The service of a temporary employee shall be liable to be terminated at any time by a notice in writing either by the employee to the appointing authority or by the appointing authority to the employee.
- (e) The candidate appointed on such a temporary post shall not claim for any position in the Institute, nor shall he claim for any continuity.
- (f) The appointment shall automatically terminate when an appointment on the same post is made on a regular basis, by following the provisions of the Statutes and Ordinance.

INSTRUCTIONS TO THE CANDIDATES

- (a) The candidates should enclose all the relevant documents, such as certified copies of Mark-lists, proof of age, experience certificate, salary certificate, testimonials, etc, along with their applications. Applications without any of these documents will not be considered eligible for the selection process.
- (b) The candidates who are employed should enclose a certificate from the employer, stating the pay and allowances drawn at present.
- (c) The candidates who are employed should send their applications through proper channel, with No Objection Certificate (NOC) from the employer, if that is the mandatory condition in the present employment. In any case the candidates employed must submit the NOC at the time of joining the Institute, if selected.
- (d) Candidates should ensure that they fulfill all the conditions prescribed, before making applications.
- (e) The qualifications prescribed are minimum and mere possession of the same does not entitle a candidate to be called for interview. Depending upon the number of vacancies, only a certain number of candidates who rank high in the

merit list of the candidates, who are eligible, will be called for the selection procedure.

- (f) For clerical and equivalent posts, knowledge of computers is essential. The candidates having knowledge of Marathi shall be preferred.
- (g) The reservation for the backward communities shall be applicable to the candidates with domicile of State of Maharashtra and belonging to the appropriate categories only. Provided while actually filling the posts, it will be ensured that the total number of posts for the reserved categories in any cadre in any Department shall not exceed 50% of the total sanctioned posts. Provided further that the candidates from the reserved category, desirous of applying against the reserved post should produce the caste certificate and caste validity certificate; and the non-creamy layer certificate, if applicable, from the competent authority.
- (h) The candidates may update their bio-data and change in address, if felt necessary, by writing to the Registrar.
- (i) Any candidate already appointed on a temporary post shall have to apply afresh.
- (j) The candidature of a person at any stage of the selection procedure shall be suspended or the service of a selected candidate shall be terminated if the person is found not to satisfy any prescribed condition or a person is found to have submitted false information and/or suppressed/concealed facts which are relevant to the selection/recruitment.
- (k) Separate application forms should be filled for separate posts.
- (l) The application fee shall not be refunded once an application has been received by the Institute.
- (m) No TA/DA shall be admissible to the candidates attending the selection procedure.
- (n) The applications which are not on the prescribed form, incompletely filled, without the proper enclosures, not signed, or submitted without the prescribed fee shall be rejected.
- (o) The Institute reserves a right to fill or not to fill any of the vacancy advertised, depending upon the situation prevailing at the time of the appointment.
- (p) The decision of the Selection Committee in respect of selection shall be final and no correspondence in this regard will be entertained.
- (q) The Vice-Chancellor reserves the right to cancel the recruitment for any or all the posts.
- (r) Any kind of canvassing shall be treated as disqualification.

- (s) Applications received after the due date may not be considered and any enquiry in this regard will not be entertained.
- (t) The Institute takes no responsibility for any kind of postal or otherwise delay or for any loss in transit.
- (u) The candidates who have been selected for appointment in the Institute only will be intimated accordingly.
- (v) The filled application forms should be addressed to the Registrar, Institute of Chemical Technology, N.M. Parekh Road, Matunga, Mumbai – 400 019.
- (w) The applicant should confirm the submission of his/her applications by obtaining a receipt and preserve it till the selection procedure is over.