

Janata Shikshan Prasarak Mandal's

Babasaheb Naik College of Engineering,

Pusad-445215, Dist. Yavatmal

(Estt. 1983)

Service Rule

(A) PRELIMINARY.

- (1) These rules shall be called the "College of Engineering Pusad service and conditions of Employment Rules".
- (2) These rules shall apply to all the teaching and non-teaching employees of the College.
- (3) These rules shall come into force with effect from 1.7.86 .
- (4) (a) A copy of these rules shall always be kept in the office of the College and shall be made available to any employee on request. However the employee will not be allowed to take it outside the Office.
(b) A copy of these rules shall be made available to any employee on demand charging at cost price.

(B) DEFINITIONS.

- (5) In these rules unless there is anything repugnant to the subject or context.
 - (a) the "Rules" mean the, Janata Shikshan Prasarak Mandal's College of Engineering, Pusad Service & conditions of employment Rules.
 - (b) the "Managing Committee" Means the Managing Committee of the "Janata Shikshan Prasarak Mandal, Pusad".
 - (c) the "Governing Body" means the Governing Body of the College of Engineering, Pusad.
 - (d) the "President" means the president of the Managing Committee of the Janata Shikshan Prasarak Mandal, Pusad.
 - (e) the "Principal" means the Principal, College of Engineering, Pusad.
 - (f) "Competent Authority" means the Managing Committee of the Janata Shikshan Prasarak Mandal or the appointing authority whom the power is delegated by the Managing Committee.
 - (g) "Contract" means an agreement entered into in writing between the Principal or the Competent authority and an employee.
 - (h) "Employee" means a person appointed by the Competent authority and employed in the College.
 - (i) "Department" means any department of the College and so declared by the President or the Governing Body as the case may be.
 - (j) "Head of the Department" means any person for the time being appointed and so declared by the President or the Governing Body.

(c) CLASSIFICATION OF EMPLOYEES.

(6) The employees shall be classified as --

- (i) Permanent employees.
- (ii) Probationary employees.
- (iii) Officiating employees.
- (iv) Temporary Employees.
- (v) Casual employees.

And (vi) Apprentice employees.

(i) "Permanent Employee" means an employee who is appointed by the competent authority and who is in the exclusive employment of the College and has been confirmed by an order in writing, or who has been engaged on permanent basis.

(ii) "Probationary Employee" means an employee who is appointed in a clear vacancy by competent authority on probation of period which is in general not more than two years. This probationary period may be extended by the competent authority by a further period of Six months. During probationary period if the work is not satisfactory his services may be terminated with a notice of one month. The employee shall be demand to be confirmed and permanent employee, if no decision is taken by the Governing Body or the President within three months from date of expiry of probation period. It shall decide the question of permanency within the above period.

If a permanent employee is employed as a Probationer in a new post, he may at any time during the probationary period, be reverted to his substantive post.

(iii) "Officiating Employee" means an employee Officiating on a post where the employee performs duties of the post on which another employee has a lien or which is temporarily vacant.

(iv) "Temporary Employee" means an employee who has been engaged on temporary basis or engaged by contract in writing for specific period or specific work. The competent authority may appoint him on permanent basis after the expiry of specific period or contract.

(v) "Casual Employee" means an employee whose employment is purely of a temporary nature engaged on the basis of a Muster Roll and includes work-charged employees.

(vi) "Apprentice Employee" means an employee who is a learner and who may or may not be paid stipend during the period of his training.

