

**PART-I**

**RECRUITMENT RULES, 2003**

**1. SHORT TITLE, APPLICATION AND COMMENCEMENT**

a) Short title:

These rules may be called the Gandhigram Institute of Rural Health and Family Welfare Trust Recruitment Rules, 2003.

b) Application:

1. These rules shall apply to all employees of the Institute other than those in receipt of consolidated pay or working in projects of temporary nature funded by an external agency for a limited period of time.
2. In regard to persons employed on contract, the provisions of these rules shall apply in respect of such of those matters as are not covered by the contract.
3. These rules shall not be applicable to those who are drawn on deputation or on foreign service terms from Central/State Government and other Public Sector Undertakings.
4. Nothing contained in these rules shall, unless a contrary intention is expressly indicated thereon, operate to deprive any such person of any right or privilege to which he is entitled by or under any rule or order applicable to him prior to the making of these rules.
5. The Board of Trustees shall be the authority competent to interpret these rules and the decision of the Board of Trustees shall be binding and final.
6. The Board of Trustees may exempt wholly or in part from the operation of these rules the holder of any post or the holder of any class or category of posts.

c) Commencement:

These rules shall come into force on and from a date notified by the Board of Trustees.

**2. DEFINITIONS**

1. **APPOINTING AUTHORITY** means the authority empowered to make appointment to the grade in which the employee is for the time being

included or the post which the employee, for the time being holds and specified in the Appendix to these rules.

2. APPROVED CANDIDATE means a candidate whose name appears in an authoritative list of candidates approved by the appointing authority for appointment to the Institute's service.
3. APPROVED PROBATIONER means an employee in the service of the Institute who is declared to have satisfactorily completed his period of probation.
4. APPENDIX means appendix to these rules.
5. APPOINTMENT BY TRANSFER means appointment of a member from one category to another category carrying identical scales of pay.
6. BOARD means 'Board of Trustees of the Institute'.
7. CHAIRMAN means 'Chairman of the Institute'.
8. EMPLOYEE means a person in the service of the Institute both temporary and regular.
9. EXECUTIVE COMMITTEE means the EXECUTIVE COMMITTEE of the Institute.
10. INSTITUTE means 'THE GANDHIGRAM INSTITUTE OF RURAL HEALTH AND FAMILY WELFARE TRUST'.
11. The word implying masculine gender shall also include feminine gender and vice-versa.

### **3. SANCTION AND STRENGTH OF STAFF**

The Board of Trustees shall determine, from time to time, the number of posts both regular and temporary required for carrying out the functions of the Institute.

### **4. MODE OF RECRUITMENT**

1. All vacancies other than those proposed to be filled up by promotion from among the existing employees or by deputation of personnel from Central/State Government or other agencies shall be notified to the Employment Exchange and the vacancies shall be filled up from the candidates sponsored by the Employment Exchange. The Institute shall also advertise the vacancies/remaining vacancies in atleast one "English Daily" and one "Tamil Daily" having wide circulation in the area. Persons already in the employment of the Institute may apply for the posts advertised to be filled up by direct recruitment. The prescribed age limit applicable to the Institute employees seeking such recruitment within the Institute may be relaxed upto a maximum limit of 5 years.

2. In respect of vacancies arising in the teaching/research cadre where a high degree of academic excellence and administrative experience in the field of higher education is considered essential, the Institute shall call for applications from qualified and suitable persons by giving wide publicity in leading newspapers and through other recognized methods.
3. The selection of candidates by direct recruitment shall be made on the basis of the results of a written examination or an oral interview or both as may be decided by the Selection Committee. The list of candidates shall be arranged in the order of merit duly observing the rule of reservation, wherever applicable. All appointments by direct recruitment shall be made only from the list prepared by the Committee.
4. If an approved candidate selected for appointment by direct recruitment to a post fails to join duty within the date specified by the appointing authority, he shall forfeit his right for appointment to the post and his name shall be removed from the approved list; provided that in special circumstances, the appointing authority may, for valid reasons, extend the time limit by a period not exceeding three months.
5. The appointing authority shall satisfy himself regarding the correctness of the age and the educational qualification by verification of the original documents produced by the candidates and if necessary, by causing an enquiry to be made regarding their correctness with the educational authorities where he studied, before issuing the appointment order.
6. The Selection Committee shall fix the pay of a person who is considered fit for appointment by direct recruitment but not more than five stages in the time scale of pay applicable to the higher post after considering his experience and qualifications. In the case of internal candidates who are considered fit for appointment, the pay shall be not lower than the pay he was drawing in the lower post.

## **5. RESERVATION OF APPOINTMENT**

The rule of reservation shall be followed if the vacancy is more than 1% (G.O.Rt.No.162, Personnel and Administrative Reforms (R) dt 21-9-99).

## **6. PHYSICAL FITNESS CERTIFICATE**

Every candidate selected for appointment shall, before joining duty in the Institute be required to produce at his own expense a Physical Fitness Certificate from a Government Medical Officer not below the rank of a Civil Surgeon OR from the Medical Superintendent, Kasturba Hospital, Gandhigram.

## **7. PROMOTION**

1. All posts above the grade of Assistant and posts carrying similar scales of pay shall be classified as selection posts.

2. Promotion to posts classified as selection posts under clause (i) shall be made on grounds of merit and ability, seniority being considered only where merit and ability are approximately equal. The Selection Committee constituted by the Director may decide the comparative merit and ability of candidates by conducting an oral or written examination or both whenever, it considers it necessary to do so.
3. Promotions to all other posts shall be made on the basis of seniority.
4. No member of the service shall be eligible for promotion unless he has satisfactorily completed his probation in any category of post.
5. When the method of appointment is by direct recruitment or promotion, the claims of persons who are suitable and qualified for promotion shall be considered first and only if such persons are not available, direct recruitment shall be resorted to.

## 8. APPOINTING AUTHORITY

The appointing authority for the post of Director shall be the Chairman subject to the approval of the Board. In the case of posts for any of the posts in the Institute, the appointing authority shall be the Director of the Institute.

## 9. SELECTION COMMITTEE

The selection of candidates by direct recruitment shall be made by the following Selection Committees on the basis of a written examination or an oral interview or by holding a practical test on all or any as may be decided by the Selection Committee.

### Committee No.1

Composition	Name of post
Chairman - Chairman of Board of Trustees or his nominee  Members - Managing Trustee of Gandhigram Trust  - A nominee of Government of Tamil Nadu / Government of India	Director

## Committee No.2

Composition	Name of post
Chairman - Director / Managing Trustee of Gandhigram Trust / Member nominated by the Managing Trustee  Members - Director or his/her nominee. - Head of the Department nominated by the Director. - One subject Expert Member from outside the Gandhigram Institutions - One nominee from Central / State Government / Funding Agencies - Executive Committee Member	Posts carrying scales of pay of Rs.5300-8300 and above which are cadre posts and are funded by the Central / State Government / Other Agencies

## Committee No.3 *(Amended as per the approval of the BOT in the 37<sup>th</sup> Meeting held on 17.09.2003 - Amendment-II)*

Composition	Name of post
Chairman - Director or his/her nominee  Members - One Head of the Department nominated by the Director  - One member from any one of the Sister Institutions (or) a member from Gandhigram Trust and a suitable external member nominated by the Director	All posts carrying scales of pay below Rs.5300-8300

*Note: In respect of Adhoc Projects / Programmes, the Selection Committee may be constituted by the Director with the Project / Programme Co-ordinator as one of the Committee Member with the Director as Chairman of the Committee.*

## 10. METHOD OF APPOINTMENT AND QUALIFICATION

*(Amended as per the approval of the BOT in the 42<sup>nd</sup> Meeting held on 14.05.2005:- Amendment - VII)*

1. No person shall be eligible for appointment to the posts mentioned in Column (1) of the table in **Appendix** unless he possesses the qualifications and experience specified in the corresponding entry in Column (3) thereof.

2. Qualification requirement may be relaxed for deserving candidates as per the discretion of the Appointing Authority in exceptional cases by the BOT.

## **11. PROBATION**

1. Every person appointed by direct recruitment shall, from the date in which he joins duty on regular basis be on probation for a period of one year on duty within a continuous period of two years in the category under Basic Service and two years within a continuous period of three years in the category of Superior Service. Every person appointed to a selection post by promotion or by transfer, shall, unless specifically exempted by the Board of Trustees, be on probation for a period of one year on duty within a continuous period of two years.
2. The authority competent to declare the satisfactory completion of probation shall be the appointing authority or any other authority to whom the powers are delegated by the appointing authority.
3. The person appointed to a service shall be eligible to count for probation in that service, his service, if any, either temporary or on probation, rendered subsequently in any other category, the duties of which involve responsibilities of equal or greater magnitude than those attached to the former category for the period during which he would have continued to hold a post in the former category but for his appointment to the latter category.

## **12. EXTENSION OF PROBATION**

1. The appointing authority may extend the period of probation of any probationer:-
  - a) either to enable the probationer to acquire the special qualification or to pass the prescribed tests or
  - b) to enable the appointing authority to appraise and to decide whether the probationer is suitable for regular appointment or not; The reason for extension shall be conveyed to the probationer.
2. The order extending the probation shall be issued within the prescribed period of probation.
3. In cases, where the probation period of an employee is extended, a condition shall, unless there are special reasons to the contrary, be attached to the order of probation that the probationer's increment shall be stopped until he is declared to have satisfactorily completed his probation. Such stoppage of increments shall not be treated as a penalty but only as a condition of extension of probation and shall not have the effect of postponing future increments after he has passed the prescribed tests or after he is declared to have satisfactorily completed his probation.

### **13. COMPLETION OR TERMINATION OF PROBATION**

1. At the end of the prescribed period or extended period of probation, as the case may be, the appointing authority shall consider the probationer's suitability for regular appointment to the post in which he/she is a probationer.
2. If the appointing authority decides that a probationer is suitable for such appointment, it shall issue an order as soon as the period of the probation is over, declaring the probationer to have satisfactorily completed his probation.
3. If within the prescribed period of probation or extended period of probation, the appointing authority decides that a probationer is not suitable for regular appointment or has not acquired the special qualifications prescribed, it may, at its discretion, by order, terminate his probation and discharge him from service after giving him a reasonable opportunity to show cause against the proposal to terminate his probation.
4. If no order of completion, extension or termination is issued within six months from the date of expiry of the prescribed or extended period of probation, the probationer shall be deemed to have completed his probation. Formal orders shall be issued thereafter.

### **14. SENIORITY**

1. The seniority of a person in a service shall be determined by ranking the names in order of merit by the Selection Committee at the time of selection irrespective of the actual date of his joining duty to the post. In case where such ranking is not made and where more than one person joins the post on the same day, their inters seniority shall be determined with reference to their date of birth.
2. The date of commencement of probation shall be the date on which, irrespective of the seniority, he is placed on probation.

### **15. APPOINTMENT BY DEPUTATION**

1. The Executive Committee of the Institute may obtain the services of employees of the Central or State Government or other statutory organization or local bodies on deputation for appointment in the Institute. The terms of deputation of such persons shall be as may be agreed upon by the Executive Committee in each case and except in so far as they are not regulated by the terms of deputation, they will be governed by the provisions of the Institute rules.
2. The Executive Committee may depute an employee of the Institute to any other organization on terms not disadvantageous or inferior to those enjoyed by him in the Institute after ascertaining his willingness in writing for such deputation.

The period of deputation shall be initially for two years which may be extended for a further period of two years on a year to year basis with the approval of the Chairman.

## 16. AGE OF RETIREMENT

Every employee shall retire on attaining the age of 58 (fifty eight) years.

*(Amended as per the approval of the BOT in the 45<sup>th</sup> Meeting held on 12.04.2006: - Amentment - VIII)*

### Note:

- 1) An employee under suspension shall not be required or permitted to retire on his reaching the date of superannuation but shall continue in service until final orders are passed on the disciplinary action by the competent authority. All service rights shall freeze on the date of retirement.
- 2) If the date of retirement on superannuation falls on a day other than the first day of the month, the employee shall be allowed to retire on the last day of the month irrespective of the date on which he attains the age of superannuation.
- 3) If the date of retirement on superannuation falls on the first day of a month, he/she shall be allowed to retire on the last day of the previous month.

## 17. VOLUNTARY RETIREMENT

1. An employee who has completed twenty years of qualifying service may retire from service by giving written notice of not less than three months to the Director or three months salary in lieu of the notice period. Before giving such a notice he may satisfy himself by means of reference to the Director that he has completed twenty years of qualifying service. An employee retiring under this scheme will be given weight age upto five years in addition to the qualifying services rendered by him subject to the condition that the total qualifying services rendered by the employee does not in any case exceed thirty three years and it does not take him beyond the date of superannuation.

The period of three months notice shall commence from the date of receipt of notice by the Director.

2. The notice of voluntary retirement issued by the employee shall be accepted by the appointing authority except -
  - a) Where disciplinary proceedings are contemplated on pending against the employee concerned for the imposition of a major penalty; or

- b) Prosecution is contemplated or pending in a Court of Law against the employee concerned.
  - c) Where the employee has pending technical or financial commitment with the Institute;
3. An employee shall be deemed to have been retired from service at the end of the period of the notice issued by him unless the Director issues an order to the contrary before the expiry of the period of notice.
  4. An employee may withdraw the notice of voluntary retirement subsequently with the approval of the Director provided his request for such withdrawal is made before the expiry of the period of notice.
  5. An employee who is permitted to retire voluntarily under this rule shall be entitled to terminal benefits admissible to employees retiring on superannuation.

## **18. RESIGNATION**

1. An employee may resign her post by giving three months notice in writing to the Director. The notice may be accepted by the Director except:-
  - a) Where disciplinary proceedings are contemplated or pending against the employee for the imposition of a major penalty;
  - b) Prosecution is contemplated or pending in a Court of Law against the employee;
  - c) Where the employee has pending technical or financial commitment with the Institute.
2. An employee shall if he resigns, his appointment, forfeit not only the service rendered by him in the particular post held by him at the time of resignation, but all his previous service under the Institute.
3. The resignation of an employee shall not be accepted if it has been withdrawn by him before orders accepting the resignation are actually issued.

## **19. APPLICATION OF FUNDAMENTAL RULES ETC.**

The provisions of Fundamental Rules, Manual of Special Pay and Allowances, Tamil Nadu Leave Rules as amended from time to time in so far as they may be applicable and except to the extent expressly provided in these rules shall mutates mutandis apply to the staff members of the Institute in the matter of their pay, allowances, travelling allowance, leave, leave salary and other conditions of service. The powers assigned to the Government or other authorities in the said rules shall be exercisable by the Institute or any other

authority of the Institute to whom the Board of Trustees may delegate its powers.