

THE MAHARAJA BHUPINDER SINGH PUNJAB SPORTS UNIVERSITY, PATIALA

(ESTABLISHED UNDER PUNJAB ACT 11 OF 2019)



ORDINANCES PART-IV

**MANNER OF APPOINTMENT, EMOLUMENTS, CODE OF
CONDUCT, TERMS AND CONDITIONS OF SERVICE OF
EMPLOYEES OTHER THAN TEACHERS AND OTHER
ACADEMIC STAFF**



**THE MAHARAJA BHUPINDER SINGH PUNJAB SPORTS UNIVERSITY,
(MBSPSU) PATIALA
(ESTABLISHED UNDER PUNJAB ACT NO. 11 OF 2019)**

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**MANNER OF APPOINTMENT, EMOLUMENTS, CODE OF CONDUCT, TERMS
AND CONDITIONS OF SERVICE OF EMPLOYEES OTHER THAN TEACHERS
AND OTHER ACADEMIC STAFF
(Refer Statute 22)**

1. Statute 22 of MBSPSU Act No. 11 of 2019 pertaining to **Terms and Conditions of Service and Code of Conduct of other Employees** stipulates:

- 1) *All the employees of the University, other than teachers and other Academic staff, shall, in the absence of any contract to the contrary, be governed by the **terms and conditions of service and code of conduct** as are specified in the Statutes, the Ordinances and the Regulations.*
- 2) *The **manner of appointment and emoluments of employees**, other than teachers and other academic staff, shall be such as may be prescribed by the Ordinances.*
- 3) The Ordinance Part III has approved by the Executive Council in its 6th AAC held on 07/05/2021, 7th AAC held on 01/07/2021, 5th EC held on 17/06/21, 6th EC held on 22/07/21 and 3rd FC 21/05/21, prior Govt. Approval was taken vide their letter No. 7/02/2020-4SS/339, dated: 25/05/2021.

ORDINANCES PART IV

FOR PRIOR APPROVAL OF THE GOVERNMENT REGARDING MANNER OF APPOINTMENT, EMOLUMENTS, CODE OF CONDUCT, TERMS AND CONDITIONS OF SERVICE OF EMPLOYEES OTHER THAN TEACHERS AND OTHER ACADEMIC STAFF

1. **GENERAL AND COMMON CONDITIONS OF SERVICE:** The Punjab Civil Services Rules 1994 Notification No. G.S.R.33/Const./Art.309/94, dated: 4th May, 1994 as amended up to 30th September 2016, amended from time to time. [here-after referred as **PCS Rules**] pertaining to Recruitment and General and Common Conditions of Service of Persons appointed to Group 'A', Group 'B', and Group 'C' Services have been taken as the authority to frame the Ordinance Part IV for the MBSPSU for Manner of Appointment, Emoluments, Code of Conduct, Terms and Conditions of Service and Matters relating to Employees Other than Teachers and Other Academic Staff. **The expression 'Employee' in the Ordinances shall be construed as an Employee Other than Officers, Teachers and Other Academic Staff of the University defined in MBSPSU Act.**

2. These PCS Rules/UGC Regulations will govern the following criteria for the Employees of the MBSPSU :-

- 1) Nationality, domicile and character of person appointed to the service
- 2) Disqualification.
- 3) Age.
- 4) Qualifications.
- 5) Probation.
- 6) Seniority.
- 7) Liability of members of Service to transfer
- 8) Liability to serve
- 9) Leave, pension and other matters
- 10) Discipline, penalties and appeals
- 11) Liability for vaccination and re-vaccination
- 12) Oath of allegation.
- 13) Knowledge of Punjabi Language.

3. **CATEGORIES & COMPOSITION OF EMPLOYEES IN DIFFERENT GROUPS.**

The University may employ or hire the services of employees under the following different Categories of Groups and as amendment from time to time:

- 1) Group A
- 2) Group B
- 3) Group C
- 4) Group D

4. The respective Groups will comprise of the following :-

- 1) **Group – A**
 - a) Deputy Registrar.
 - b) Assistant Finance Officer.
 - c) Private Secretary.

- 2) **Group – B**
 - a) Superintendent.
 - b) Senior Assistant.
 - c) Personal Assistant.
- 3) **Group-C**
 - a) Clerk.
 - b) Store Keeper (Post of Clerk).
 - c) Senior Technician.
 - d) Lab Attendant.
 - e) Field Attendant.
- f) **Group – D**
 - a) Driver.
 - b) Peon.
 - c) Security Guard
 - d) Maintenance and Cleanliness Services for the University.
 - e) Any Other Appointment.

5. **MINIMUM PAY ADMISSIBLE TO EMPLOYEES APPOINTED ON REGULAR BASIS: The Salary fixed by the Govt. of Punjab, Finance Department and as amended from time to time.** The Govt. of Punjab, Finance Department has approved the Pay Scale of Officers, Teachers and Other Academic Staff to be appointed on Regular Basis as per 7th CPC/Pay Matrix (Minimum Pay Admissible) and amended from time to time. **(Copy attached at Enclosure 11).**

6. **NATURE OF APPOINTMENT OF EMPLOYEES.**

- 1) Section 33 (1) of the MBSPSU Act states:

Every employee of the University shall be appointed under a written contract, which shall be lodged with the University and a copy of which shall be furnished to the employee concerned:

*Provided that the University may **outsource** its manpower requirement. The outsourced manpower shall not be employees of the University:*

*Provided further that those employees, who are on **deputation** with the University, their terms and conditions of employment shall be such as approved by the Government.*
- 2) The above proviso entitles the University to appoint the Employees by **direct recruitment/deputation/ outsource** (Group ‘D’ employees).
- 3) Keeping in view the requirement of experienced employees in Groups ‘A’ and ‘B’, the University may **engage employees superannuated** from other institutions or the University itself or from the Punjab Govt.
- 4) Wherever Punjab Govt. Rules/ UGC Regulations 2010/Guidelines as amended from time to time /MBSPSU Act or Statute provisions in respect of any particular post (non-teaching) are not available or framed, the University shall frame recruitment rules, lay down the qualifications, experience and nature of duties etc. according to the requirement and compatibility of the post. While framing such rules, reference may be made to the rules of other universities, academic institutions or Govt. of India organizations.
- 5) The emoluments and pay scale of such Employees shall be as **Approved by the Govt. of Punjab, Deptt. of Finance** or by the **Executive Council based on**

Recommendations of the Finance Committee keeping in view the specific requirements of the MBSPSU/ similar Cadre in the Government of Punjab / other Universities in the State of Punjab.

7. **QUALIFICATIONS AND ELIGIBILITY CRITERIA OF EMPLOYEES:** The Minimum Educational Qualifications and Eligibility Criteria for various categories of posts is given at **Appendix E**.

8. **SELECTION CRITERIA FOR APPOINTMENT OF VARIOUS CATEGORIES OF GROUPS.** The Selection Criteria for the selection of candidates having essential qualification and fulfilling eligibility conditions for various categories of posts is given at **Appendix F**.

9. **DICIPLINARY MATTERS OF EMPLOYEES & CODE OF CONDUCT.** Disciplinary matters of employees shall be dealt as per provisions prescribed in the MBSPSU Act, Statutes and The Punjab Civil Services Rules, 1970 (Punishment and Appeal) as amended from time to time.

10. **DIRECT RECRUITMENT BY OPEN SELECTION.**

- 1) Recruitment to any regular post in the University shall be made by **the Executive Council** based on the recommendations of a duly constituted **Selection Committee** from amongst the eligible candidates recommended by the **Screening Committee** who shall consider all aspects while determining eligibility of the candidates strictly as per rules.
- 2) The Chairperson will be entitled to vote at the Selection Committee meeting and shall have a casting vote in case of a tie.
- 3) The Selection Committee may decide its own method of evaluating the performance of the candidates in an interview where applicable or conduct of skill test to check the domain knowledge.
- 4) If two or more candidates are selected, the recommendations shall be made in order of merit of the selected candidates.
- 5) If any candidate is recommended by the Selection Committee for appointment in relaxation of any of the prescribed conditions relating to qualifications, age etc., it shall be so stated and recorded.
- 6) Based on the recommendations of the Selection Committee, the Executive Council / competent authority may, at its discretion, sanction one-time benefit or protect pay of any candidate joining from outside organizations as admissible under the Govt. or PCS rules in case the candidate possesses higher qualification, experience, higher pay scale and professional expertise to the satisfaction of the Selection Committee.

11. **SELECTION PROCEDURE.**

- 1) **Procedure for issue of Advertisements for all Categories of Posts.**
 - a) The vacant/new Non-teaching posts shall be advertised in any two National and Vernacular Dailies and at the University website.
 - b) Candidates may submit their application online through Online Application System (or any other mode as prescribed in the advertisement) by visiting the University website and submit the hard

copy of the application complete with all the necessary enclosures and prescribed application fee, if any, within the prescribed closing date.

- c) The closing date can be extended at the discretion of the Vice-Chancellor of the University by notifying on the website only, for which the candidates should be in constant touch with the website.
- d) Applications for short term / contractual engagements and also on deputation may be invited through any other mode of circulation such as the Circular or Notification on the University Website.

2) Validity period of Advertisement.

- a) Where the Selection process is not initiated even after a lapse of 12 months from the closing date of application for any post, the post shall ordinarily be re-advertised.

Provided that if in the opinion of the Vice-Chancellor the circumstances so necessitate, it may extend the validity of the advertisement for another six months. However, in any case, the validity of an advertisement shall not be extended beyond 18 months w.e.f. the closing date of the receipt of applications.

3) Application Form.

- a) Applications for all the posts shall be entertained only on the prescribed application form as given in **Appendix G**.
- b) The applications shall only be accepted if accompanied by application fee, as prescribed, and paid to the University through the notified mode of payment.

4) Receipt of applications after the last date:

- a) Applications must reach the University office on or before the last date notified by the University in the advertisement.
- b) Incomplete applications received after the due date shall be rejected

5) Composition and Role of the Screening Committee.

- a) The Vice-Chancellor will constitute a Screening Committee of the following (including for deputation) :-
 - (i) At least one outside expert in the relevant field
 - (ii) Two Internal members of the Office cadre.
 - (iii) A nominee of the Vice-Chancellor as Member Secretary.
- b) The Member-Secretary shall place all the relevant documents before the Screening Committee including copy of the advertisement, rules governing the method of recruitment and Punjab Govt./UGC's regulations/ guidelines etc.
- c) The Screening Committee shall screen the applications, shortlist the candidates as per the eligibility criteria prescribed in the advertisement and recommend the candidates to be called for interview.
- d) The number of candidates to be called for the interview will be determined by the Selection Committee but the minimum ratio shall not be less than 1:3. In case of posts having provision for holding a common written test, all the candidates will be called for the written test.
- e) If three candidates are not available to meet the minimum ratio, the

post may be recommended to be re-advertised.

- f) Members of the Screening Committee shall be individually and collectively responsible / liable for violation of the prescribed rules /PCS Rules/ UGC guidelines/ regulations as amended from time to time.
- g) The Screening Committee will not interpret or modify/alter the recruitment rules / guidelines of the regulatory bodies / terms of advertisement in order to justify the eligibility of any candidate.

6) **Selection Committees for the Appointment of Non-Teaching Employees.**

Selection Committees for appointment of Group-‘A’, Group-‘B’ and Group-‘C’ employees shall be as under:

a) **GROUPS- ‘A’ and ‘B’.**

- (i) Vice Chancellor: Chairperson
- (ii) Registrar: Member
- (iii) Two Experts from outside: Members
- (iv) Nominee of the Executive Council: Member
- (v) An officer of the Welfare Department/Govt. of Punjab : Member

b) **GROUP-‘C’.**

- (i) Registrar: Chairperson
- (ii) Nominee of the Vice-Chancellor: Member
- (iii) Respective Branch Head: Member
- (iv) An Expert from outside: Member
- (v) Nominee of the Executive Council: Member
- (vi) An officer of the Welfare Department/Govt. of Punjab: Member.

Notes:- In addition to the above, the representative of the SC/ ST/ OBC/ Minority/ Women categories shall be included in the Selection Committees, in case any SC/ ST/ OBC/ Minority/ Women candidates are to be considered for interview and no existing member belongs to the aforesaid categories.

12. **DEPUTATION OF EMPLOYEES FROM OTHER INSTITUTIONS.**

- 1) The Vice-Chancellor may invite the applications with complete bio-data from an employee working with other Universities/ Government or other institutions on **deputation** for a fixed tenure at the University.
- 2) The terms and conditions of deputation of an employee to be taken on deputation will be considered by the Executive Council and approved by the Government in terms of Section 33 (1) Proviso:-
 - a) **Designation and monthly emoluments.** The designation, emoluments and other terms and conditions shall be as laid down by the University on approval of the Government as aforesaid.
 - b) **Term of Deputation.** Government of Punjab, Department of Finance, Punjab Civil Services Rules Volume I, Part I –Main Rules (Revised Edition) as amended up to 31st January 2016 and thereafter amended from time to time will be applicable.
 - c) Travelling allowance for joining and return on completion of deputation will be governed by the **Government of Punjab, Department of Finance, Punjab Civil Services Rules Volume I, Part I –Main Rules (Revised**

Edition) as amended up to 31st January 2016 and thereafter amended from time to time.

3) OTHER PROVISIONS FOR DEPUTATION AND ABSORPTION.

- a) On deputation basis, the incumbent may be allowed to continue maximum for a period of five years or till he / she attains the age of the superannuation prescribed for that particular cadre whichever is earlier.
- b) The appointment on deputation may be made initially for a period of one year which may be extended on yearly basis up to a maximum period of five years subject to satisfactory performance, good behavior and high integrity.
- c) The University, however, shall have the right to repatriate the incumbent any time even before the prescribed period in case his / her performance, integrity or conduct is found to be unsatisfactory at any stage on the basis of the opinion of the competent authority or if the vacancy ceased to exist.
- d) Ordinarily no person working on deputation shall be absorbed in any cadre of the University after expiry of his / her deputation period.
- e) In case, it is decided in the interest of the University by the competent authority to absorb any such person, then the University may take up the matter with his parent organization for concurrence after obtaining the option of the deputationist.
- f) After obtaining the consent of the parent department, the case shall be placed before the Executive Council for final approval.
- g) In case he / she is absorbed in the University, he / she will be assigned the bottom seniority of that particular cadre from the date of his /her joining on deputation.

13. SELECTION CRITERIA FOR APPOINTMENT OF SUPERANNUATED EMPLOYEES IN GROUP 'A' AND 'B'.

- 1) Superannuated Employees from other institutions may be appointed through **interview** by the Selection Committee for Group 'A' and "B' employees, keeping in view the specific requirement of the University to avail services of experienced and competent persons.
- 2) Superannuated employee shall be appointed for a period of one year, which may be extended further for a period not exceeding one year at a time, till the employee attains the age of 65, subject to fitness and requirement of the University.
- 3) In exceptional circumstances superannuated employee who has attained the age of 65 years may be further retained for further one year terms not beyond 70 years of age
- 4) Superannuated employees shall be paid fixed and consolidated salary in the respective pay scale by deducting amount of monthly pension being drawn by the employee from his previous employer.

14. PAY PROTECTION Pay protection of previously regularized employees as the case may be is recommended as per the instructions of as per the Punjab Govt. Instructions and amended from time to time.

15. **INCREMENT AND OTHER ALLOWANCES.** The first annual increment and other allowances are recommended to be governed by the Government of Punjab, Department of Finance, Punjab Civil Services Rules Volume I, Part I –Main Rules and thereafter amended from time to time.

16. **NEW DEFINED CONTRIBUTORY PENSION SCHEME FOR THE ACADEMIC STAFF:** This scheme shall be applicable to all those Punjab Govt. employees, who joined Govt. service on or after 01.01.2004 and are covered by the New Pension Scheme (NPS) as laid down in Govt. of Punjab, Department of Finance and amended from time to time.

17. **LEAVE RULES APPLICABLE TO EMPLOYEES APPOINTED ON REGULAR/CONTRACT BASIS:** Leave of employees appointed on Regular Basis/Contract Basis is recommended to be governed by the Govt. of Punjab, Department of Finance, the Punjab Civil Services Rules Volume I, Part-1 and amended from time to time.

18. **RESERVATION POLICY.** MBSPSU will follow the Punjab Govt. Policy issue amended from time to time.

1) **In addition, Section 7 of the MBSPSU Act stipulates the following :-**

“the University may make special provision for reservation for residents and their children for appointment in Group C and D posts of non-academic staff who belong to a village(s) or Municipal Area within the State whose village Panchayat or Municipal Body donates at least fifty acres of land free of cost for setting up of the campus of the University”.

2) Village Sidhuwal has provided 92.7 acres of land for the construction of University campus. The policy will be applicable to the ancestral residents of village Sidhuwal and recommended to provide 9% seats to EWS of the village who fulfill the minimum qualifications for the posts in Group C and D. [RGNUL provides 7% seats for 47 acres of land]

3) **Separate rosters shall be maintained for each category of posts and got approved from the EC.**

18. **AGREEMENT OF EMPLOYMENT:** At the time of recruitment/contract, an agreement between the University and the Employee concerned as per format attached as **Annexure 6/D** will be executed under the provisions of Section 33 (1) of the MBSPSU Act. One copy each of the same will be deposited with the Registrar and provided to the employee.

19. **AGE LIMIT FOR RECRUITMENT TO NON-TEACHING POSTS.**

- 1) The age of person at the time of appointment to the service of the University shall not be less than 18 years and not more than 37 years of age as on 01 January of the ensuing year for administrative and ministerial staff.
- 2) The superannuated non-teaching persons may be employed selectively for a specified period keeping in view the need of the University, up to the age of 65 years. Outstanding and experienced person, who is keeping good health, may be retained on further one year terms not beyond 70 years of age.

- 3) **Relaxation in Age for Recruitment of Administrative and Ministerial Staff.**
There may be relaxation in age for appointment to the University service as under:
- a) The SC / ST / Backward Class / Persons with Disability / Physically Handicapped up to five years;
 - b) Ex-Servicemen to the extent of service rendered in the Armed Forces of the Union of India subject to the usual terms and conditions;
 - c) In case of women in the following categories upto 10 years;
 - a. Widow;
 - b. Women who are legally separated from their husbands or have been divorced;
 - c. Women whose husbands have been ordered by Civil or Criminal Courts to pay maintenance to them;
 - d. Women who have because of their desertion, been living separately from their husbands for more than two years;
 - e. Women whose husbands have re-married;
 - f. Wives of the Defence Personnel killed in action or disabled while in service;
 - d) The persons who have rendered service in any Government / Semi-Government / Autonomous Bodies / Other Public Undertakings, may be allowed relaxation in age up to the period of actual service rendered there.
 - e) The persons who have served in MBSPSU on adhoc /contractual / temporary basis may be allowed relaxation in upper age limit.

20. **APPOINTMENT AND DUTIES.**

- 1) The persons appointed against any post shall be governed by the MBSPSU Act / Statutes / Ordinances / Regulations / Rules governing the service conditions / method of recruitments as amended from time to time and resolutions of the Executive Council of the University and rules of the Punjab Government / Guidelines of the UGC adopted by the University from time to time.
- 2) The appointment of a fresh candidate will be subject to police verification. Until the police verification report is received, the appointment shall be treated as provisional. In case, the report of the police with regard to his conduct, character, antecedents etc. is not found to be satisfactory, the provisional appointment shall be withdrawn / cancelled / terminated forthwith without notice.
- 3) The selected candidate will also have to undergo a medical examination/ test to ascertain his / her medical fitness for the post prior to joining. In case, he / she is not found to be fit by the authorized medical authorities, the offer of appointment shall be treated as withdrawn. The persons already holding employment under Government or Autonomous bodies may submit Medical Fitness Certificate from any Government Hospital at the place of his / her work duly countersigned by the Civil Surgeon or Chief Medical Officer of the concerned district.
- 4) The terms and conditions of Appointment / Engagement shall be communicated in the "Offer of Appointment/ Engagement to the Selected

Candidates.” If the candidate does not accept the terms and conditions mentioned in the offer of appointment / engagement letter within the stipulated time period, the offer will be treated as withdrawn and no further communication shall be entertained in this regard. Format for the same will be determined by the Selection Committee.

- 5) The University reserves the right to enhance the scope of the nature of duties and can assign any duty to any employee at any point of time even during Saturdays-Sundays and holidays including night duties in the exigency of service and in the interest of the University irrespective of the fact that such duties do not come under the already notified duties for any post.
- 6) The selected person shall be required to arrange his / her own accommodation as per his/ her convenience.

Annexure 6/A

Minimum Educational Qualifications and Eligibility Criteria of Employees of All Groups

Sr. No	Name of Designation	Educational Qualifications/Criteria (MHRD /Punjab Govt. Rules/Other bodies)
1)	Deputy Registrar Assistant Finance Officer	MHRD Letter No. 1-7/2015-U.ii (2), Dated 2 nd Nov.2017 and as amended from time to time.
2)	Private Secretary, Superintendent Grade-II Senior Assistant Personal Assistant Clerk Store Keeper(Post of Clerk)	Govt. of Punjab, Department of Personnel, The Punjab Civil Services (General and Common Conditions of Service) Rules,1994 and as amended up to 31 st January, 2016 and as amended from time to time.
3)	Senior Technician Field Attendant Lab Attendant	As per Govt. Medical Department
4)	Driver.	Outsourcing Govt. of Punjab, Department of Finance, (Department of Personnel -2 Branch) vide Letter No. ਆ.ਫਿ.ਪ.ਠ-15/187/2019-3 ਫਿ.ਪ.2/635, dated: Chandigarh 08/07/2020 and as amended from time to time.
5)	Peon.	
6)	Security Guard	
7)	Maintenance and Cleanliness of University Service	

Annexure 6/B

SELECTION CRITERIA FOR APPOINTMENT OF VARIOUS CATEGORIES OF GROUPS

no.	Selection Criteria	Marks	Description
Group-A (Deputy Registrar, Assistant Finance Officer, For Direct Recruitment)			
1	Skill Test	70	To test the domain knowledge, a presentation/lecture/any other method as deemed appropriate by the Selection committee.
2	Work Experience	20	Two marks for each completed year of service over and above for prescribed condition of eligibility
3	Interview	10	To be carried out by the Selection Committee to test the Domain Knowledge and Application.
	Total	100	
(Private Secretary on Deputation/Retiree)			
	Private Secretary		Interview for Deputation as decided by the Selection Committee.
Group-B Senior Assistant			
1)	Direct Recruitment. Competitive Test	100	a) General Knowledge, Current Affairs, and General Studies, b) Punjabi and English Language c) Computer d) Quantitative Aptitude and Mental ability.
2)	Computer Proficiency Test	30 words per minute.	The person so appointed as Senior Assistant in terms of the provisions of sub-rule (1), shall have, before his appointment, [passed a test in English and Punjabi, respectively,] typewriting on computer to be conducted by University, at a speed of 30 words per minute.

			(As per Govt. of Punjab Department of Personnel, The Punjab Civil Services (General and common conditions of service) Rules, 1994]
Group-C Senior Technician (Lab), Field Attendant, Lab Attendant, Clerk, Store Keeper)			
1.	For Clerk Computer Proficiency Test	30 words per minute	The person so appointed as Clerk in terms of sub-rule (1) shall have to qualify a test in English and Punjabi typewriting to be conducted by the Selection Committee at the speed of thirty words per minute within a period of one year from the date of his appointment. (As per Govt. of Punjab Department of Personnel, The Punjab Civil Services (General and common conditions of service) Rules, 1994]
2.	Direct Recruitment. Skill Test for Senior Technician, Field Attendant, Lab Attendant.	100	a) General Knowledge, Current Affairs, and General Studies, b) Punjabi and English Language c) Computer d) Quantitative Aptitude and Mental ability.



GENERAL INSTRUCTIONS FOR CANDIDATES

1. The applicants will apply online.
2. The Online application fee shall be paid as under:-
 - 1) **For General Category:- Rs. 1000/-**
 - 2) **For SC/ST/OBC:- Rs. 500/-**
 - 3) **Ex-Servicemen & Dependent- 450/-**
3. The date for determining the eligibility of all candidates in every respect shall be the closing date as prescribed in the advertisement for receipt of the applications.
4. Any additional qualification and experience acquired after the closing date will not be taken into account at the time of selection.
5. The application for appointment on deputation may be forwarded by the employer along with the CR dossiers duly certified by the Competent Authority for the desired periods through proper channel.
6. Suppression of factual information, supply of fake documents, providing false or misleading information or any other undesirable action by the candidate shall lead to cancellation of his candidature.
7. Acceptance of documents / certificates / claims etc. submitted by an applicant will be subject to their verification by the competent authorities / sources. If, any claim / certificate / document is found to be false / fake/ incorrect / *malafide* at any stage of verification before or after appointment, the document in question shall be summarily rejected and action may be initiated against the candidate for this misconduct including rejection of his candidature which shall lead to cancellation of his appointment, if already appointed.
8. If at any stage of the recruitment process or employment, it is detected that there is a willful suppression of factual information relating to the eligibility or otherwise as a candidate, followed by supply of fake documents / or misleading statement / information in the application or tampering of documents or providing such information relating to the caste, educational qualifications, experience or domicile etc. the candidature shall be cancelled and services shall be terminated forthwith, if already appointed.
9. The candidate applying for the non-teaching posts should send the self-attested copies of all certificates relating to his/ her educational qualifications, experience, age, caste and other testimonials along with his/ her application
10. Candidates shall be called for interview after due scrutiny and short listing of the applications. Being eligible shall not confer any right to be called for interview. Candidate should bring all original certificates relating to his / her age, qualification, experience and caste etc. at the time of interview. In case the candidate fails to submit the original documents for verification of the certified / Xerox copies of the enclosures to his / her application, he or she shall not be allowed to appear at the interview and his candidature shall be treated as

cancelled without any further communication in this regard.

11. The University reserves the right to withdraw the advertisement either partly or wholly at any time without assigning any reason to this effect. In such cases, the application fee or any other fee collected from the candidates shall be refunded preferably within 30 working days.
12. The University reserves the right to reject any application without assigning any reason thereof.
13. The University shall not be responsible for any postal delay. The candidate shall be required to submit the list of enclosures and also write his / her complete information with regard to his / her correspondence and permanent address with pin code, telephone numbers, cell-phone numbers, e-mail ID, if any, in the application which will facilitate communication at any point of time.
14. For any clarification, the candidates may contact the Registrar or any other designated officer of the University in writing.
15. Those applicants who are already in service are required to send their application form complete in all respects through proper channel. The application form must accompany a "no objection certificate" from the employer.
16. The University reserves the right to increase / decrease the number of posts advertised.
17. No TA / DA are admissible for attending the interview.
18. The University reserves the right to withhold the post at any stage before appointment.
 - 1) The appointment shall be subject to verification of antecedents.
 - 2) Selection, Appointments and Service Conditions shall be as per the MBSPSU Act / Statutes / Regulation as applicable from time to time.
 - 3) Canvassing in any form by or on behalf of the candidate would result in cancellation of the candidature.
 - 4) The decision of the University authorities during the different stages of the selection process will be final and binding.



**THE MAHARAJA BHUPINDER SINGH PUNJAB SPORTS UNIVERSITY, (MBSPSU)
PATIALA
(ESTABLISHED UNDER PUNJAB ACT NO. 11 OF 2019)**

APPLICATION FORM

Application Form of the Non-Teaching for the Post of Group A, B and C

GROUP -A:

Deputy Registrar []
Assistant Finance Officer []
Private Secretary []

Group -B:

Superintendent []
Senior Assistant []
Personal Assistant []

Group-C

Clerk []
Store Keeper (Post of Clerk) []
Senior Technician []
Lab Attendant []
Field Attendant []

Affix latest
Photograph

Signature Here

Sr. No. _____ Advertisement No. _____ Date. _____ Diary No. _____.

PERSONAL DETAILS

- 1) Name of The Post Applied _____
- 2) Name of The Candidate (In Block _____
Letters) _____
- 3) Father's Name _____
- 4) Mother's Name _____
- 5) Date Of Birth _____
- 6) Gender Male [] Female [] Transgender []
- 7) Marital Status (A) Married [] Unmarried []
(B) If Married, Name of The Spouse.....
- 8) Domicile _____
- 9) Nationality _____
- 10) E-Mail Id, And Mob Contact Ph. _____ Mobile _____
E-Mail Id _____

ADDRESS DETAILS

(A) Present Postal Address

Address _____
City _____
Pin Code _____
District _____
State _____

(B) Permanent Home Address

Address _____
City _____
Pin Code _____
District _____
State _____

Qualifications Details (Please Attach Self Attested Copies Of Certificates)

Sr. No .	Examination Passed	Year And Month Of Passing	University / Board	Marks Obtained / Total Marks	Division / Percentage	CGPA (If Grading Is Applicable)	Subjects
(1)	Bachelor's Degree						
(2)	Master's Degree						
(5)	Any Other Qualification						

**Chronological List of the Teaching Experience/ Administrative/ Other relevant Experience
(Including the Current Position / Employment)**

Designation And Scale of Pay	Name And Address of The Employers	PERIOD OF EXPERIENCE			Nature of Work / Duties	Reasons For Leaving
		From (Date of Joining)	To (Date of Leaving)	No. of Years / Months (As on The Date of Advertisement)		
(A)	(B)	(C)	(D)	(E)	(F)	(G)

(D) Any Other Information / Qualification Relevant To the Post Applied For

(Please Attach Separate Sheet(S) If Required)

(E) Give List of the Self Attested Copies of the Testimonials Attached

(Originals to Be Produced at the Time of Interview).

Total Number Of The Self Attested Testimonials Attached _____ (In Words)

_____.

N.B. Application Without The Self Attested Testimonials Shall Not Be Entertained.

Punjabi at Matric Level

Passed Punjabi Language of Matriculation or Its Equivalent Standard Yes () No ()

Are you Sikh Migrant Yes () No ()

Category Details [Please Tick (☐) the Appropriate Box]

CATEGORY **GENERAL** []

SC []

ST []

SPECIALLY ABLED PERSON []

DRAFT APPOINTMENT LETTER FOR A REGULAR EMPLOYEE

This is in reference to your selection to the post of _____ at Maharaja Bhupinder Singh Punjab Sports University, Patiala.

1. This is to inform you that you have been selected for regular appointment as _____ at Maharaja Bhupinder Singh Punjab Sports University, Patiala. Your appointment will be on the following terms and conditions:

- 1) You will be paid the Pay Scale as per 7 CPC/ Pay Matrix (minimum pay admissible) fixed by the Govt. of Punjab as Rs.for the post of
- 2) Your appointment will be on a probation period of _____ year(s) which may be extended for a further period of _____year(s).
- 3) The New Defined Contribution Pension Scheme issued by the Government of Punjab, Department of Finance (Finance Personnel-11 Branch) through Notification No. 8/1 / 04-03FP11 / 2018, dated 2.3.2004, will be applicable to you.
- 4) You may avail the benefit of leave as per MBSPSU Statutes/Ordinances/Regulations after approval of the competent authority.
- 5) The University authorities may transfer you or direct rendering of services at any of its Regional Centre or Constituent Colleges within or outside Patiala.
- 6) Your services will be governed by all the service conditions laid down in MBSPSU Act, Statutes, Ordinances, or Regulations from time to time, as applicable on your employment.
- 7) You shall abide by the provisions of the MBSPSU Act, Statutes, Ordinance, and Regulations in the performance of your duties.
- 8) Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, and the Punjab Government Employees (Conduct) Rules, 1966, and the amendments made therein from time to time will be applicable to you.
- 9) You will take an oath of allegiance to the Constitution of India at the time of joining.
- 10) You shall not indulge in any anti-social activities or any misconduct unbecoming of University employees.
- 11) The University shall get your antecedents verified from the concerned authorities, and your appointment is liable to be terminated on receipt of adverse report.
- 12) You shall submit your Medical Fitness Certificate from a registered medical practitioner before joining the University service.
- 13) You shall submit an affidavit regarding your marital status at the time of joining, declaring that you do not have more than one living spouse.
- 14) You shall submit your original Matric / Higher Secondary Certificate(s) and all original eligibility certificates for verification and proof of Date of Birth.
- 15) During the service period with MBSPSU, you shall not apply for any post outside the University without prior approval from the competent University Authority.
- 16) In case of abolition/termination of this post, your services will be deemed to be terminated automatically, without any notice.
- 17) Your *inter se* seniority shall be determined as per MBSPSU Statutes, Ordinances, and Regulations.
- 18) The University can terminate your services with a notice of one month during the probation period and with a three months' notice after confirmation of service OR payment of salary in lieu of the respective notice period. Similarly, you may resign

from service with one month notice during the probation period and three months' notice after confirmation of your service OR deposit of an amount of salary for the respective period.

- 19) You shall sign a contract of employment with the University as per the format prescribed by the University.
2. In case the aforesaid terms and conditions are acceptable to you, a written consent is required to be submitted to the University on or before _____ and join duties on or before _____, failing which this the offer of appointment shall be deemed to be withdrawn and the University may offer the post to the wait-listed candidates, if any.
3. If for any reason, you are unable to attend within the stipulated time period, you may request in writing to extend the joining time before the stipulated time expires. The University may extend the joining time.
4. If at any stage any declaration given or information furnished by you proves to be false or found to have willfully suppressed, you shall be liable for removal from service and for such other action as the MBSPSU may deem necessary.

REGISTRAR

**CONTRACT BETWEEN THE EMPLOYEE AND THE UNIVERSITY FOR
APPOINTMENT OF A REGULAR EMPLOYEE**

THIS CONTRACT is made on this _____ day of _____ 20 ..., BETWEEN

_____ son of Shri _____ at present residing at _____
(hereinafter referred to as the "FIRST PARTY")

And

The Maharaja Bhupinder Singh Punjab Sports University (hereinafter referred to the "SECOND PARTY" or "MBSPSU").

WHEREAS it has been agreed between the parties that the first party shall be appointed as _____ in the MBSPSU.

NOW, THESE PRESENTS WITNESSETH AND THE PARTIES HERETO RESPECTIVELY AGREE AS FOLLOWS:

1. The appointment of the FIRST PARTY will be subject to completion of a probationary period of three years from the date of joining at the post of _____, which may be extended under the Terms of Service. The appointment shall be considered temporary till such time the probationary period is satisfactorily completed and the SECOND PARTY thereafter confirms the appointment. If at any time during the service the performance, conduct and behavior is considered to be unsatisfactory, the appointment of the FIRST PARTY will be terminated by the MBSPSU without any notice.
2. The services of the FIRST PARTY will be governed by the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, and the instructions issued from time to time.
3. The service conditions of the FIRST PARTY will be subject to the Punjab Government Employees (Conduct) Rules, 1966, and the amendments made therein from time to time.
4. The New Defined Contribution Pension Scheme issued by the Government of Punjab, Department of Finance (Finance Personnel-11 Branch) through Notification No. 8/1 / 04-03FP11 / 2018, dated 2.3.2004, will apply to the FIRST PARTY.
5. That the FIRST PARTY shall not be entitled to any Travelling Allowance (TA) and Dearness Allowance (DA), etc., to be present at the place of employment.
6. The leave will be granted to the FIRST PARTY as per the MBSPSU Ordinance/Statute.
7. The applicable Rules will determine the Seniority of the FIRST PARTY.
8. During the period of service with MBSPSU, the FIRST PARTY shall not apply for any post outside the University without prior approval of MBSPSU.
9. The appointment of the FIRST PARTY is being made against the vacant post of _____ in MBSPSU. In case of abolition/termination of this post, the services of the FIRST PARTY will be deemed to be terminated automatically, without any notice.
10. That the services of the FIRST PARTY shall be terminated if it is found that he/she has more than one spouse.
11. The FIRST PARTY, at the time of joining, will take an oath of allegiance to the Constitution of India.
12. That the appointment is being made subject to the following conditions and instructions:
 - 1) The FIRST PARTY shall submit a Fitness Certificate issued by a Medical College declaring him/her to be physically fit for University service. If the said

fitness certificate is not submitted within 15 days from the date of acceptance of the present offer, the appointment shall be deemed to be canceled.

- 2) The FIRST PARTY shall submit, within 15 days of acceptance of the present offer, an affidavit regarding his / her marital status, containing a declaration that the FIRST PARTY has only one living spouse.
- 3) The FIRST PARTY shall submit its original Matric / Higher Secondary Certificate(s) and all original certificates of eligibility for verification and also as proof of Date of Birth
- 4) The FIRST PARTY shall submit his / her attendance report to the Registrar, MBSPSU within ____ days from the date of issue of this letter. If the attendance is not submitted within the stipulated time, it shall be deemed that the FIRST PARTY is not willing to take up the post and the offer of appointment given under this letter shall automatically lapse.

13. The SECOND PARTY shall get the antecedents of the FIRST PARTY verified from the concerned authorities, and appointment of the FIRST PARTY is liable to be terminated on receipt of adverse report.

14. If any declaration given or information furnished by the party of the First Party proves to be false or if he/she is found to have willfully suppressed any material information, he/she shall be liable for removal from service and such other action the MBSPSU may deem necessary.

IN WITNESS WHERE OF, the parties hereto have hereunto set and subscribe their respective hands and seal, the day and year herein above written.

Executed by Shri _____
at _____
Name _____
Designation _____
Address _____

Executed for and on behalf of the
Governor of Punjab through at _____
Name _____
Designation _____
Address _____

WITNESSES

1. _____
2. _____

WITNESSES

1. _____
2. _____