

		PART-III Service of Teaching and non Teaching employees
18	Appointment	<p>1.(1) [The appointment of employees for a recognized Madarsa shall be made by the Committee of Management under the provisions of the Act and these regulations. The appointment of Group “D” post shall be made through Out Sourcing .]²</p> <p>(2) The service conditions of all the teaching and non-teaching employees shall be as per rules and regulations.</p> <p>(3) For the Madarsa mentioned in the Grant-in-aid list the arrangement with subject to additional posts shall be as follows:-</p> <p style="padding-left: 40px;">(a) Munshi/Maulvi level Institution:- [Principal 01, Clerk 01, office Peon 01, for Munshi/Maulavi classes- assistant teachers 04, out of which one shall be for optional subject, for Fauqania classes- assistant teachers 03 out of which one shall be for optional subject, and for Tahtania-classes 05 posts of teachers shall be deemed sanctioned at the time of grant. The post of Office peon 01 shall be filled through Out Sourcing.]³</p> <p style="padding-left: 40px;">(b) In case more teaching and non-teaching employees required, the sanction by the Government shall be in accordance with the following standard:-</p> <p style="padding-left: 40px;">(i) One teacher will be admissible for each class or for each recognized section in Tahtania (From I to V standard).</p> <p style="padding-left: 40px;">(ii) For each class or its recognized section from VIth class of Fauqania upto Xth class of Munshi/Maulvi at the rate of 1 ½ teacher will be admissible. The last half after the total will be read as one :</p> <p style="padding-left: 80px;">Provided that separate teachers for each recognized subject in IXth and Xth class shall be admissible according to requirement. After the teaching in IXth and Xth class the remaining periods will be used in teaching of class VIth to VIIIth.</p> <p style="padding-left: 40px;">(4) For each recognized subject in class XI and XII of Alim one teacher will be admissible. After teaching of Alim the remaining periods shall be used in teaching IX and X classes.</p> <p style="padding-left: 40px;">(5) For each class of Kamil (under graduate classes) in addition to above one qualified teacher will be admissible in respect of each sanctioned subject. The strength of teachers will be equal to the sanctioned subjects.</p> <p style="padding-left: 40px;">(6) For each class of Fazil (P.G. Classes) in addition to above, teachers will be admissible at the rate of two for each sanctioned subjects. After teaching in Fazil classes the remaining periods of these teachers may be used in teaching Kamil classes.</p> <p style="padding-left: 40px;">(7) The total required number of teachers in the institution shall be calculated on the ground of sanctioned sections for each class and for this purpose the size of class wise section will be as follows:-</p> <p style="padding-left: 80px;">(a) For the classes of Ist upto VIII (in Tahtania and in Fauqania) the first section will be of 52 students and the second section will be of</p>

² Substitution of Regulation 1(1) of Part-3 of the Regulations, 2016 under No. 1711/52-3-2017-S(5)-2014 dated 22nd September, 2017

³ 1711/52-3-2017-S(5)-2014 dated 22nd September, 2017 for Part 3, Regulation 1(3)(a) of the Regulations, 2016

		<p>53 upto 87students and thereafter one more section for each 35 students will be counted.</p> <p>(b) For the classes IX and X (in Munshi/Maulvi) upto 20 students will be in first section and from 21 to 40 students in the second section and thereafter one more section for each 20 students will be sanctioned.</p> <p>(c) For the classes of XI and XIIth in (Alim) upto 15 students there will be first section and from 16 and 30 student the second section and the reafterone more section for each of 5 student will be sanctioned.</p> <p>(d) For Kamil and Fazil upto 15 students there will be first section and from 16 upto 34 students the second section and thereafter one more section for each of 15 student will be sanctioned.</p> <p>(e) Besides the provision mentioned in clause 3(a) above in each Madarsa on 1000 students 2 junior assistants and on 2000 students 3 junior assistants shall be given. In a Madarsa the maximum number of junior assistants, shall be of 03.</p> <p>(f) [In any Madarsa if the number of the students exceeds up to 500, an additional post of peon will be sanctioned with the approval of the State Government, The appointment on such post shall be made through Out-Sourcing.]⁴</p>								
19	Creation of post and verification of number of students	<p>2.(1) The creation of additional posts of teaching and non-teaching employees shall be done with the previous approval of Government.</p> <p>(2) For creation of additional posts the number of students of a Madarsa duringthe period of 3 years shall be taken into consideration.</p> <p>(3) The verification of the number of students of Tahtaniya and Fauquania shall be done by the District Minority Welfare Officer or by the person nominated by him through documents of the institution and spot inspection.</p> <p>(4) The verification of the number of students of Munshi, Maulvi upto Fazil examination shall be done by the Registrar Uttar Pradesh Madarsa Education Board from the regular students registered for examination in the Board and for other classes on the basis of spot verification and on the basis of the report of the District Minority Welfare Officer or of any nominated officer of the department.</p>								
20	Appointment of head, teachers and teaching staff	<p>3.The minimum qualification for appointment of the employees in a Madarsa shall be as follows:-</p> <table border="1"> <thead> <tr> <th>Sl No.</th> <th>Designation</th> <th>Age</th> <th>Qualification</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Principal (Alim or higher level Madarsa)</td> <td>minimum Age 30 years</td> <td>Degree of Fazil and Kamil (Persian)with minimum 5 years teaching experience in Munshi/Maulvi or higher classes. or M.A. in Diniyat/Arabic/Persian with 50% marks and 5 years teaching experience as above.</td> </tr> </tbody> </table>	Sl No.	Designation	Age	Qualification	1	Principal (Alim or higher level Madarsa)	minimum Age 30 years	Degree of Fazil and Kamil (Persian)with minimum 5 years teaching experience in Munshi/Maulvi or higher classes. or M.A. in Diniyat/Arabic/Persian with 50% marks and 5 years teaching experience as above.
Sl No.	Designation	Age	Qualification							
1	Principal (Alim or higher level Madarsa)	minimum Age 30 years	Degree of Fazil and Kamil (Persian)with minimum 5 years teaching experience in Munshi/Maulvi or higher classes. or M.A. in Diniyat/Arabic/Persian with 50% marks and 5 years teaching experience as above.							

⁴ Substituted under No. 1711/52-3-2017-S(5)2014 dated 22nd September, 2017 for Part 3, Regulation 1(7)(g) of the Regulations, 2016

				or Fazil/M.A with Dukturah in Diniyat/Arabic /Persian/Traditional Ancient subjects with 3 years experience as above.
		2	Head (up to munshi and maulvi level recognised madarsa)	minimum Age 30 years Fazil or master degree in Arbic/Persian/Theology with at least 50% marks and 3 years teaching experience of munshi/maulvi classes.
		3	Mudarris (teacher of alim or higher classes)	minimum age 22 years Fazil or Master degree in Arabic/Persian/Theology/Traditional Ancient subjects with at least 50% marks and minimum 2 years teaching experience in Mushi/Maulvi classes. But the teaching experience is not mandatory for the person who has the degree of Dukturah/Allama in Arabic/Persian/Diniyat.
			(a)Assistant teacher, (munshi/maulvi)	minimum age 21 years Fazil or Master degree in Arabic/ Persian/ Theology with 3 years teaching experiences in Fauquania classes.
			(b)Teacher for optional subject	minimum age 21 years Fazil or Master degree in releted subject or trained kamil or trained graduate with at least 50% marks, along with that a certificate of Alim or Inter with Urdu is mandatory.
			(a)Assistant teacher (fauquania)	minimum age 20 years Kamil or Graduate with atleast 50% marks along with that a certificate of Alim or Inter with Urdu is mandatory.
			(b)Teacher for optional subject	minimum age 20 years Kamil or Graduate in relevant subject with atleast 50% marks and a certificate of not below the Munshi/Maulvi level examination with Urdu/Arbic/Persian. or Quari of a recognised Madarsa with a certificate of not below the Alim level examination with Urdu/Arabic/Persian.

		Assistant teacher(tahtania)	minimum age 18 years	Alim or Inter with Urdu. or Hafiz
		Junior Assistant	minimum age 18 years	(a)Alim or Inter or Equivalent certificate. (b) Maulvi level certificate in Arbic/Persian. (c) C.C.C.(Course on Computer Concept) Certificate granted by NIELET (National Institute of Electronics and Information Technology) for Computer Operation and minimum speed of 25/30 words per minute in Hindi/English is mandatory.
		Group-D employee	minimum age 18 years	1- Fauqania level certificate with Urdu/Arbic/Persian. 2- Driving of cycle or bike shall be necessary.
		<p>(2) The Alimeeyat or Fazeelat granted by Darul Uloom Nadwatul Ulma Lucknow/Darul Uloom Devband/Mazahirul Uloom Saharanpur/Madarsa Alia (Oriental College), Rampur/Jamiatul Salfia Varanasi/Madrastul Islah Azamgarh/Jamea Asharafia Mubarakpur, Azamgarh, Jamiatul Falah Bilariyaganj, Azamgarh, Sultanul Madaris,Lucknow shall be considered equivalent to Alim/Fazil of Madarsa Education BoardUttar Pradesh.</p> <p>(3).Under it in reference to prescribed qualification the word "trained" means post-graduation such as, Kamil-e-Tadrees or Fazil-e-Tadrees recognized by the Board of Madaarsa Education and Bachelor of Education or Master of Education of any University or institution as prescribed in earlier Para or any equivalent Degree or Diploma.</p> <p>(4) For the recruitment of Junior Assistant and Group-D employees, the maximum age shall be 40 years.</p> <p>Explanation:</p> <p>1. 50 percent of post to Fauquania and higher level classes shall be made by promotion and 50 percent shall be filled through direct recruitment.</p> <p>2. The vacant post of Principal Headmaster of a Madarsa shall be filled through direct recruitment for which suitable teacher employed in Madarsa can also apply who on being in continuous service would be entitled to get full salary and retrial benefits.</p>		
21	Advertisement	4. For appointment to any post publication in any 2 daily newspapers of which one of local level and one newspaper of different editions or whose publication is done in one or more division shall be mandatory. In publication there will be details of vacant post, fixed experience, educational qualification, teaching experience, salary structure, time of application, etc. For application minimum of three weeks time shall be given.		
22	Selection Committee	5.[There shall be a selection committee of the following:-		

		<p>(i) President of the Committee of Management of the Madarsa- President-</p> <p>(ii) Two educationalists are to be nominated by the Committee of Management in which one member may be a member of the committee of Management-<i>Member</i></p> <p>(iii) Principal/Headmaster of Madarsa- <i>Member</i></p> <p>(iv) Manager Madarsa- <i>Member Secretary</i></p> <p>Note:-In any Madarsa appointment of fourth class shall be made through Out Sourcing.]⁵</p>
23	Interview and selection	<p>6.(1)The selection committee shall prepare a list of the candidates applied for and call for interview such candidates who fulfill the required qualification. There shall be 100 marks for academic carrier, in which 10 marks for the first division, 07 marks for second division and 05 marks for third division shall be given and the percentage of academic carrier will be counted in totality. In interview 16 marks shall be determined for each member and 10 marks shall be under the joint consent of President and Manager and the marks for interview shall be calculated on the basis of marks given by all the members.</p> <p>(2) Information for interview shall be given to candidates by the Selection Committee through registered post, 15 days prior to the date fixed.</p> <p>(3) Presence of President and 4 members shall be mandatory in the interview and if for some reason the interview is adjourned then all the candidates called on for interview shall be given written information. They will also be informed through registered post 15 days prior to the next interview date.</p> <p>(4) The Selection Committee shall prepare a List of selected candidates in order of preference. The selection committee on the basis of educational qualification and marks obtained in interview shall place the name of the candidates in the list who are found suitable for the post. This list shall be valid for 3 months from the date of selection provided that if the selected candidate does not join the final list shall be valid for one year.</p>
24	Appointment letter	<p>7.The Selection Committee shall send the name of candidates for appointment to the Managing Committee. After that on approval of Managing Committee the appointment letter shall be send to the candidate of first preference by the appointing authority (Manager/Head) through registered post in which the name of post, salary structure, probation period and form of appointment shall be clearly mentioned. The appointment letter shall be sent within two weeks from the date of interview .A Copy of the appointment letter shall be sent to the District Minority Welfare Officer and the Inspector Uttar Pradesh Madarsa Education Board.</p> <p>8. The following relatives of Managing Committee and of Head shall not be appointed in the Madarsa:-</p> <p>(i) Son/Daughter-in-law</p> <p>(ii) Daughter/Son-in-law</p> <p>(iii) Brother/Sister</p>

⁵ Substituted under No. 1711/52-3-2017-S(5)2014 dated 22nd September, 2017 for Part 3, Regulation 5 of the Regulations, 2016

		(iv)Husband/Wife (v)Mother/Father
25	Prohibition of appointment of certain purpose	<p>9.(1) The payment of salary to all teaching and non-teaching employees of grant-in-aid Madarsa shall be made by the written consent of Inspector Arabic Madarsa.</p> <p>(2) All the documents relating to the appointment and promotion for financial consent shall be sent within two weeks, of taking the charge of concerned employee, to the Inspector Arabic Madarsa through District Minority Welfare Officer.</p> <p>(3) The Inspector shall, within 15 days of receipt of all documents relating to appointment/promotion of the employee, give his financial consent or his reasoned objection, as may be, to the Committee of Management and District Minority Welfare Officer.</p> <p>(4) If the Inspector of the Uttar Pradesh Arabic Madarsa Education Board does not give approval or objection within 60 days from the date of received consent letter, the appointment shall, automatically, be deemed approved from the date of joining.</p>
26	Appointment on compassionate ground in madarsa	<p>10.(1) On death of an employee of aided Madarsa during service period, his one dependent shall be appointed in the service. The category of dying in harness shall be as under:-</p> <p>(a) husband and wife</p> <p>(b) son and unmarried daughter</p> <p>(c) adopted son/daughter</p> <p>(d) widowed daughter (dependent on mother-father)</p> <p>Appointment would be made as under :-</p> <p>(2) On death of an employee during service one dependent shall apply to the Madarsa within a period of 5 years.</p> <p>(3) If both husband and wife are in service then there shall be no case of dying in harness.</p> <p>(4) If both working husband and wife die then one dependant shall be appointed.</p> <p>(5) The appointment on compassionate ground shall be made only in the same Madarsa in which the employee was working. Appointment in any other aided madarsa on compassionate ground shall not be made.</p> <p>(6) If the dependant has educational qualification and experience for a post in Madarsa and that post is vacant then he shall be appointed to the said post. If the dependant does not have qualification for teacher or clerical post then he shall be appointed in fourth class.</p> <p>(7) If the post is not vacant in the madarsa one clerical and one group "D" post shall be deemed created in supernumerary form.</p> <p>(8) On application of dependant the committee of management, within 15 days by appointing the dependant, shall send a proposal for obtaining consent of Inspector through the District Minority Welfare Officer. Inspector Arabic Madarsa, on receipt of proposal, shall give his consent within 15 days for payment of salary. If there is any error/mistake in appointment then</p>

		<p>inspector Arabic Madarsa after rectification of error/mistake shall give consent ofr payment of salary.</p> <p>(9) After the consent of the Inspector the dependant shall be paid salary from the date of his joining.</p>
27	Probation and confirmation	<p>11. All the newly appointed persons shall be placed on probation for a year which can be extended for further one more year by the Committee of Management by the giving the reasons. If the work and conduct of the concerned employee during the period of probation is found unsatisfactory, the Committee of Management may, by giving notice of show cause and after taking his explanation, terminate. If during probation period no notice, extending the period of probation, is given then upon completion of the period of probation the concerned employee shall be deemed to have made permanent to the post.</p>
28	Condition of service	<p>12. (1) All the employees of an aided madarsa shall be paid salary and allowances as approved, from time to time, by the Government.</p> <p>(2) On assuming charge for the first time by the employee in the institution the initial salary to his post shall be fixed but if he has worked in the said institution or any other aided Madarsa and has earned increment then the benefit of increment, so earned, shall be given, provided the service was regular.</p> <p>(3) On promotion of higher post the initial salary of teacher shall be determined on the basic pay (if his salary is less than the minimum salary of the higher pay & scale) but if it is higher or equivalent then after giving one increment in lower scale the salary will be fixed in higher scale.</p> <p>(4) Every employee shall be paid annual increment as per rules.</p> <p>(5) Where the salary of employees of an institution is not paid in time due to any default on the part of the management, the Madarsa Education Officer may, without prejudice to any other provision of this Act, pay or cause to be paid within 10 days from the date mentioned in sub section (1) of section (5) from the money computed and released through treasury token for the purpose of payment of salary of the staff of the institution at the rate of salary last drawn by such teacher or employee, as the case of may be, and in case of fresh appointment at the rate of minimum pay-scale in which he has been appointed, and any adjustment in respect of such payment shall, thereafter, be made as soon as possible.</p>
29	Seniority	<p>13.(1)A seniority list of teachers of substantive service of an institution shall be prepared on the basis of seniority. In such list the seniority shall be determined from the date of their permanent appointment in the institution and if there are two or more teachers of similar post the seniority shall be determined on the basis of their age. The elder will be senior.</p> <p>(2) The two senior most teachers shall be elected as <i>ex-officio</i> members of the Committee of Management for two years. Their term shall commence from the date of the formation of such committee. On completion of their term or prior, one or both teachers submit their resignation then to fell the vacancy of the post or posts the teacher/teachers next in the list of seniority</p>

		<p>shall be elected for a full term. The <i>ex-officio</i> membership for a term of a teacher shall not expire merely for the reasons of promotion or demotion.</p> <p>(3) The Manager shall prepare the seniority list and shall maintain record of it in which it is to be shown that which date the teacher is entitled for his seniority. Prior to giving final shape to the seniority a copy of the seniority list shall be given to all the teachers. The Committee of Management shall dispose off the objections received from the teachers, within one month.</p> <p>(4) Any teacher, aggrieved by the decision of the committee, can make an appeal before the District Minority Welfare Officer within 15 days and if he is not satisfied from the decision of the District Minority Welfare Officer he can appeal to Inspector Arabic Madarsa, who shall dispose off the appeal within 60 days and his decision shall be final.</p> <p>(5) After finalising the list a copy of it shall be given to every employee of the Institution, the District Minority Welfare Officer and the Inspector Uttar Pradesh Madarsa Education Board.</p>
30	Age of superannuation	<p>14.(1) There shall be one service book and one character roll for every employee. The service book and character roll shall be in same form as prescribed for the teaching and non-teaching employees of Secondary Education Board.</p> <p>(2) The annual entries for the work and conduct of teaching and non-teaching employees shall be made every year by the joint signature of Head and Manager of Madarsa whereas entries for the Head shall be made by the Manager only.</p> <p>(3) If any adverse entry is made in the character roll of any employee in a whole year the concerned employee shall be informed within 30 days from the date of such entry. Action will be taken according to rule.</p> <p>(4) Representation, against the adverse entry in the character roll, shall be made to the Committee of Management who shall inform the employee within two months from the date of the decision. On receipt of information the employee may file an appeal to the Inspector Arabic Madarsa who shall give his decision within 2 months from the date of the appeal.</p> <p>(5) Every employee of a Madarsa shall purchase service book which shall be made available to the Manager of the Madarsa within one month from the date of appointment which shall be kept in the custody of Head. In case of Head it will be in the custody of Manager.</p> <p>(6) The employee of the institution can be permitted to inspect their service books on a working day. They shall sign every annual increment, promotion transfer or break in service.</p> <p>(7) The Form of character roll of the employees shall be as follows:- Confidential-Annual Report on the work and character of all the employees of Madarsa.</p> <p>(a) Name of institution (b) Full name of employee (c) Name of father (d) Examination qualified along with university, board, institute with name etc. years and division</p>

		<p>(e) Documents of any work or qualification issued by state or its department or by public institute</p> <p>(f) Special qualification</p> <p>(g) Date and place of birth</p> <p>(h) Permanent address</p> <p>(i) Date of commencement of service in the present institution.</p> <p>(j) Date of being made permanent in the present institution.</p> <p>(k) Details of previous service along with place and date.</p> <p>(1) Salary and pay scale on 1st July of the year</p> <p>Date: _____ Signature of Head/Manager</p> <p>(8) (i) The retirement age of the head/teacher shall be such as may be fixed by the State Government from time to time. Provided that if the superannuation age of head or teacher is being attained during the mid of the term then completion of his services would be deemed extended till the end of the term i.e. on march 31 as in secondary education.</p> <p>(ii) If the date of retirement of any non-teaching employee fall on any mid date of a month then such non-teaching employee shall be retired on the last working day of the month but if the date of birth of an employee is on the first day of a month then he shall be deemed to retire on the last working day of previous month.</p> <p>(iii) For the employee of aided institution the information regarding date of retirement shall be given to the District Minority Welfare Officer and the Inspector Arabic Madarsa, one year prior to the age of superannuation. Similarly information regarding vacancy due to death or resignation shall be given within 7 days of death/resignation to the Registrar/Inspector Uttar Pradesh Madarsa Education Board.</p>
31	Resignation	<p>15.(1).Any employee may, by giving notice, resign. If the employee does not give three months notice, then he shall have to deposit three months salary.</p> <p>(2)The appointing authority shall give sufficient opportunity of being heard the concerned employee and after recording his statement along with his recommendation send his resignation letter to the Inspector Uttar Pradesh Madarsa Board within 15 days.</p>
32	Disciplinary proceedings	<p>16. Investigation and trial of disciplinary proceedings, suspension, punishment and any crime under moral incapability and misconduct against Principal, teaching and non-teaching staff will be according to the approved, by Board of Madarasas, scheme of service and administration.</p>
33	Leave rules	<p>17. Leave rules of basic and intermediate education will be applicable in madarasas and will be changed time to time accordingly. Besides these, any other special-leave, with the prior approval of Government, may be sanctioned relating to Arabic and Persian Madarasas.</p>
34	Power to remove difficulties	<p>18. The Government shall have the right in extra ordinary circumstances to relax one or more of these rules and to amend or give directions, from to time for removal of difficulties with view to improve teaching.</p>

By order,
SHREE PRAKASH SINGH,
Sachiv,
Minority Welfare and Waqf.