

**POLICY ON RECRUITMENT, PROMOTIONS AND
SERVICE RULES AND PROCEDURES**

Policy Number : KITS/Reg/2026/0 3

Effective Date : 1st August, 2016

Review Date : After two years

1. Policy Statement:

The policy on recruitment, promotions and service rules and procedures refers to the Kakatiya Institute of Technology & Science, Warangal (KITSW) to all teaching and non-teaching staff of the Institute to ensure fair recruitment, promotions and service rules and procedures. The policy is applicable to all the departments/section staff members on no discrimination, which provides equal opportunity for overall development for all staff members of the Institute in all respects.

2. Setups:

(a) Recruitments:

Subject to the provisions of the relevant acts of the Government of Telanganan and the AICTE /UGC Act of the Government of India, the policy on recruitment, promotions and service rules and procedures shall be responsible for the general superintendence, direction and control of the affairs of the Institute and shall exercise all the powers of the Institute not otherwise provided for by the relevant acts of the State and Central Governments and the statutes, ordinances and regulations of the university.

All posts at the Institute shall normally be filled by inviting applications through a press notification. However, the Governing Body of the Institute shall have the power to decide that the posts of Principal, Professors, Professor of Training & Placement and Administrative Officer be filled by invitation. Further, the Governing Body shall have the power to decide that specific posts of Technical Supporting Staff and Ministerial Staff be filled by promotion from amongst the members of the staff taking into consideration the qualifications, seniority and efficiency.

For the posts of Principal, Professors, Associate Professor and Assistant Professors the recruitment qualifications shall be the same as prescribed by the AICTE/UGC from time to time. In respect of all other posts the Governing Body of

the Institute shall have the authority to prescribe the recruitment qualifications. If the post is to be filled by open advertisement, it shall be advertised by the Secretary and Correspondent.

The applications received for the posts belonging to the categories of Academic and Administrative Staff; Academic staff and Administrative Officers, in response to an advertisement shall be screened by the Administrative Committee to select the candidates to be presented to the concerned staff selection committee. The applications received for the posts, belonging to the categories of Technical Supporting Staff, Ministerial Staff and Class-IV staff in response to an advertisement shall be screened by the Secretary & Correspondent with the assistance of the Principal and Treasurer

Selection Committees for recruitment against the post under the Institute either by advertisement or by promotion from amongst the members of the staff of the Institute (excluding posts on contract basis) shall be constituted in the manner laid down below. However, composition of these committees shall be modified whenever such modifications are called for due to directives received from AICTE /UGC/ State Government / Kakatiya University.

- For the post of Principal - *as per the rules prescribed by the affiliating university / AICTE / UGC*
- For faculty positions (Professor, Associate Professors and Assistant Professor) - *as per the rules prescribed by the affiliating university / AICTE / UGC*
- For the cadres of Administrative Officers - *as per the rules prescribed by the affiliating university / AICTE / UGC / State Government*
- For the posts of Technical Supporting Staff, Ministerial staff and Class - IV staff - *as per the rules prescribed by the affiliating university / AICTE / UGC / State Government*
- 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 subject to the condition that the Expert Members have attended the meeting.

Provided that the Secretary & Correspondent shall give notice of the meeting to the Members of the Committee at least 10 days before the date of the meeting.

Where a post to be filled temporarily for a period not exceeding 12 months in the cadres of Assistant Professor or equivalent and lower cadres the Secretary &

Correspondent may, at his discretion, constitute such adhoc committee as circumstances may require.

(b) Promotions:

The promotion policy of the Institute will be as per the AICTE/UGC rules and regulations and guidelines issued from time to time.

(C) Service Rules:

(i)Permanent Employee

Every appointment shall be subject to the condition that the appointee is certified as being in sound health and physically fit for service by a Medical authority nominated by the Governing Body. In case of any appeal against the decision of such a Medical authority, the Governing Body may refer the case to a Medical Board constituted by it for the purpose. The decision of such a Board shall be final.

Provided that the Governing Body may, for sufficient reasons, relax the medical requirements in any particular case or class of cases, subject to such conditions, if any, as may be laid down by the Governing Body.

Subject to the provision of these rules, all appointments to posts under the Institute shall ordinarily be made on probation for a period of 2 years after which period the appointee, if confirmed, shall continue to hold his office subject to the provisions of the relevant rules, till the end of the month in which he attains the age of superannuation.

Persons in the employment of the institute and appointed to higher posts by either selection or promotion shall also be on probation for 2 years.

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, after the period of probation, the employee is not confirmed, and, his probation is also not formally extended, he shall be deemed to have continued on a temporary basis and that his services may then be terminable on a month's notice or on payment of a month's salary in lieu thereof.

When an employee completes the period of probation or the extended period of probation, the appointing authority shall assess his performance during the said period, decide whether the probation is completed satisfactorily, and if it is so

decided, it may confirm him in the post in which he has completed the probation satisfactorily.

The appointing authority shall have the power to terminate the services of any member of the staff during the period of probation without assigning any cause.

In the case of termination of the services of a probationer not holding a substantive post in a lower cadre one month's notice may be given in writing or one month's salary may be paid in lieu thereof.

Unless otherwise stated specifically in the terms of appointment, an employee on probation and not holding any substantive post in the institute can resign and leave the service of the Institute by giving one month's notice in writing to the appointing authority. However, the appointing authority may in specific cases accept one month's notice pay and waive the requirement of one month's notice or part thereof.

The appointing authority shall have the power to terminate the services of any member of the staff by giving 3 months notice in writing or on payment of 3 months salary in lieu thereof, if, on medical grounds, certified by the medical authority nominated by the Governing Body, it is decided that his retention in service is considered undesirable.

The Governing Body shall have the power to terminate the services of any permanent member of the staff on grounds of retrenchment or economy by giving 6 months notice in writing or on payment of 6 months salary in lieu thereof.

A permanent employee of the Institute may resign and terminate his engagement with the Institute by giving the appointing authority 3 months notice or on payment of 3 months salary in lieu thereof. Provided that vacation or leave availed by the employee during the notice period will not count towards the notice period.

However, the appointing authority may for sufficient reasons either reduce this period or accept payment of lesser amount in lieu of the notice period.

An employee of the Institute shall route his applications for appointment in any external organisation through the Principal of the Institute.

A member of the staff who is on probation and not holding any substantive post shall be permitted to apply for appointment in any other organisation only if he resigns before making such an application.

If a member of the staff who had executed an agreement applies for appointment in any other organisation his application may be forwarded provided his probation is declared with the condition that if he is selected for appointment in the external organisation subject to the condition that he will be relieved only after the period of service specified in the agreement executed by him.

A permanent employee of the Institute who has not obligation to serve the Institute for a certain minimum period may be permitted to apply for appointment in an external organisation not more than 2 times in a calendar year.

In the case of posts against which recruitment is to be made by open selection, if two or more candidates are selected for appointment in particular cadre in the same Department by a selection committee, the inter-se seniority of the candidates so selected shall be decided by the merit order in which the candidates are placed by the selection committee.

In case of posts to which appointments are made by promotion, if two or more candidates are promoted to the same cadre on the same day, the inter-se merit shall be determined by the seniority in the feeding cadre.

If on the same day an internal candidate is promoted and an external candidate is selected for the same cadre, the internal candidate shall be considered to be the senior.

(ii) Temporary Employee

- The service of a temporary or adhoc employee shall be liable to termination at any time by notice of one month in writing given either by the employee to the appointing authority or by the appointing authority to the employee, or by paying one month's salary by the party which is giving a notice in lieu of the notice period.
- However, the appointing authority may, for sufficient reasons, either reduce this period or accept a lesser amount in lieu of the notice period.
- A temporary or an adhoc employee, may be permitted to apply for appointments in external organizations without any restriction provided no constraint in applying for outside appointment is made in the appointment order.

- However, temporary and adhoc employees of the Institute shall route their applications for appointment in external organizations through the Principal of the Institute.
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- The temporary and adhoc employees of the Institute shall be governed by the conduct rules as per the decision of the Governing Body from time to time.
- The temporary and adhoc employees of the Institute shall be entitled to leave and vacation in accordance with the provision prescribed by the Governing Body in this behalf.

(iii) Contract Employee:

- Notwithstanding anything contained in these rules, the Governing Body may, in special circumstances, appoint a suitable, qualified and experienced person on contract for a period not exceeding 5 years, with a provision of renewal for further period.
- The Governing Body may prescribe either a consolidated salary in case of such contract appointments and lay down the terms and conditions applicable to such appointees. The Chairman, Governing Body, at his discretion may constitute a committee for negotiating the salary and terms and conditions of service with the candidates and consider its recommendations for contract appointments.
- The contract appointees of the Institute shall generally be governed by the conduct rules as lay down by the Institute, except as otherwise provided for in the appointment contract.

3. Scope:

This policy applies to all the employees of the Kakatiya Institute of Technology & Science, Warangal

4. Implementation and Monitoring:

- The Principal of the Institute is responsible to implement the policy of the Institute.
- The administration of the Institute can monitor the implementation from time to time as and when required.

5. Violation and Penalties:

- Violation of the above provisions will be viewed seriously and the Principal will be dealt accordingly as per the provisions of the Institute rules in vogue.

6. Review and amendments:

- The policy will be reviewed every three years by the administration for the policy enforcement and awareness program. The policy will also be reviewed earlier if necessary, as per the Government or Institutional needs.

**// Extract from Administrative Manual
approved by the Governing Body //**

REGISTRAR

PRINCIPAL