

## CADRE AND RECRUITMENT

## 12.1 \*Cadre and Recruitment Rules for Appointments to Class-IV Staff of the University

[Under Section 51 (iv) of KSU Act, 1976]

1. (a) These Statutes shall be called as the Mysore University Service (Class-IV Staff) Recruitment Statutes, 1976.  
(b) These Statutes shall come into force from the date of assent of the Chancellor to the Statutes.
2. In these Statutes unless the context otherwise requires—  
(a) "Appointing Authority" means the authority competent to make appointments to the Class-IV Staff under the provisions of the Act.  
(b) "Direct Recruitment" in relation to any post means appointment otherwise than by promotion or transfer from another service. From the list of candidates obtained from the Employment Exchange.  
(c) "Promotion" means appointment of a member of the University Service from a Post or grade of service or class of service to a higher post or grade of service or class of service.
3. In respect of each category of post specified in Column (1) of the Schedule, the minimum qualification, period of probation and the method of recruitment shall be as specified in the corresponding entries in columns (3), (4) and (5).
4. Where a post is required to be filled by promotion, it shall be by selection of a person on the basis of seniority-cum-merit, that is, seniority subject to the fitness of the candidate to discharge the duties of the post from among persons eligible for promotion.
5. In the case of any appointment to be made on promotion, no one shall unless otherwise specified under these rules, be considered eligible for such appointment until one acquires the qualifications prescribed for the post in question.
6. *Disqualification for Appointment*: (i) No person shall be eligible for appointment in the University unless he is a citizen of India.  
(ii) No person who has more than one spouse living shall be eligible for appointment in the University.
7. *Age Limit*: Every candidate for appointment in the University service by direct recruitment must have attained the age of 18 years and must not have attained—  
(i) the age of 35 years in the case of persons belonging to any of the Scheduled Castes or Scheduled Tribes or Backward Tribes;

\*Assented to by the Chancellor on 11-1-1982 and communicated by the Government vide Letter No. ED 111 UMV 80 dated 25-1-1982; Notified by the University vide No. A5/329/76-77 dated 1-2-1982.

- (ii) 33 years in case of persons belonging to any of the backward castes or backward communities;
- (iii) 30 years in the case of any other person,

on the last date fixed for the receipt of applications or such other date as may be specified by the appointing authority.

8. *Reservation of posts (in respect of Direct Recruitment vacancies under class-IV Staff)*: The appointing authority shall follow the orders issued by the State Government from time to time for reservation of posts for the Scheduled Castes, the Scheduled Tribes and other Backward Classes of citizens; in respect of all direct and promotional vacancies.

9. Any rules or orders corresponding to these Statutes in force immediately before the date of commencement of these Statutes are hereby repealed.

## SCHEDULE

## Attender

Grade : Rs. 280-500

*Minimum Qualification prescribed*

For Direct Recruitment : A Pass in Seventh Standard Examination or equivalent.

*Method of Recruitment* : 50% by promotion of Class IV officials in lower grade on the basis of seniority-cum-efficiency; and 50% by direct recruitment under Sub-section (4) of Section 51 of the Act, through the Employment Exchange.

## Jamedar

Grade : Rs. 280-500

*Method of Recruitment* : On transfer from the cadre of Daffedar on the basis of seniority-cum-efficiency; or by promotion of Class IV officials on the basis of seniority-cum-efficiency.

## Daffedar

Grade : Rs. 280-500

*Method of Recruitment* : By promotion of Class IV officials on the basis of seniority-cum-efficiency.

Peons, Watchmen, Scavengers, Helpers (Sweepers), Watermen, Maid Servants, Lasker, Gardeners, and other Non-technical posts

Grade : Rs. 250-400

*Minimum Qualification prescribed*

A pass in Fourth Standard Examination or equivalent

*Method of Recruitment* : By direct recruitment under Sub-section (4) of Section 51 of the Act, through Employment Exchange.

## 12.2 \*The Mysore University Service (Ministerial posts) Recruitment

1. (a) These Statutes shall be called as the Mysore University Service (Ministerial posts) Recruitment Statutes, 1981.
- (b) These Statutes shall come into force from 26-10-1983, the date on which the Chancellor assented to the Statutes.
2. In these Statutes, unless the context otherwise requires—
  - (a) "The Act" means the Karnataka State Universities' Act, 1976 and Amendment Act of 1980.
  - (b) "University" means the University of Mysore.
  - (c) "Appointing Authority" means the authority competent to make appointments to the Ministerial Posts under the provisions of the Act.
  - (d) "Direct Recruitment" in relation to any post means appointment otherwise than by promotion, transfer or deputation from another service.
  - (e) "Promotion" means appointment of a member of the University Service from a post or grade of service or class of service to a higher post or grade of service or class of service.
  - (f) "Selection" means selection in accordance with these Statutes to the direct recruitment vacancies under Ministerial Staff, under the provision of Section 51 of the Act.
3. In respect of each category of posts specified in Column (1) of the Schedule, the minimum qualification, period of probation and the method of recruitment, shall be as specified, in the corresponding entries in Columns (3), (4) and (5).
4. Where a post is required to be filled by promotion, it shall be on the basis of seniority-cum-merit, that is, seniority subject to the fitness of the candidate to discharge the duties of the post from among persons eligible for promotion.
5. In case of any appointment to be made on promotion, no one shall unless otherwise specified under these Statutes be considered eligible for such appointment until one acquires the qualifications prescribed for the post in question.
6. Disqualification for appointment: (i) No person shall be eligible for appointment in the University unless he is a citizen of India.  
(ii) No person who has more than one spouse living shall be eligible for appointment in the University.
7. Age Limit: Every candidate for appointment by Direct Recruitment must have attained the age of Eighteen years and not attained the age of—
  - (a) Thirty-five years in the case of persons belonging to any of the Scheduled Castes or Scheduled Tribes or Backward Tribes;

\*Assented to by the Chancellor on 26-10-1983 and communicated by the Government vide Letter No. ED 64 UMS 81 dated 19-11-1983; Notified by the University vide No. A5-155/79-80 dated 4-2-1984.

- (b) Thirty-three years in case of persons belonging to any of the Backward Castes or Backward Communities;
  - (c) Thirty years in the case of any other person,
- on the last date fixed for the receipt of applications or such other date as may be specified by the appointing authorities.
8. Any Rules or orders corresponding to these Statutes in force immediately before the date of commencement of these Statutes are hereby repealed.

### SCHEDULE

#### 1. Superintendents

*Scale of Pay* Rs. 750-50-1,000-60-1,300-75-1,525

*Method of Recruitment*: By promotion from the cadre of Senior Assistants in the University on the basis of seniority-cum-merit.

#### 2. Senior Assistants

*Grade*: Rs. 600-30-750-50-1,000-60-1,240

*Minimum Qualification prescribed—*

For First Division Clerks—(i) Must have passed the Advanced Grade Departmental Examination; (ii) Must have put in a continuous service of Five years as First Division Clerk.

For Stenographers—(i) Must have passed the Advanced Grade Departmental Examination; (ii) For erstwhile Stenographers—Grade II and Stenographers: Must have put in a continuous service of five years.

"Provided that if First Division Clerks/Stenographers who have put in a minimum of five years are not available in the respective cadre, persons who have put in a minimum service of three years in the respective cadres shall be considered.\*"

*Method of Recruitment*: (1) By promotion only from among the First Division Clerks and Stenographers on the basis of seniority-cum-merit; (2) The ratio for promotion between the First Division Clerks and Stenographers shall be 6:1 respectively.

#### 3. First Division Clerks

*Scale of Pay*: Rs. 460-20-500-25-600-30-750-50-1,000

*Minimum qualification prescribed—*

- (a) For Direct Recruitment—Must have passed a Degree examination of any recognised University.

\* The amendment was assented to by the Chancellor and communicated by the Government vide Letter No. ED. 1 UMS 85 dated 9/13-5-1985; Notified by the University vide No. A5/195 79 80 dated 14-6-1985.

- (b) For Promotion—(i) Must have passed SSLC examination or any other examination recognised as equivalent thereto by the Government;  
(ii) Must have passed University Departmental Test (Advanced Grade)

*Period of Probation* : Two years

*Method of Recruitment* : (i) 50% by Direct Recruitment under Section 51 of the KSU Act, 1976; (ii) 50% by Promotion from among the cadre of Second Division Clerks on the basis of Seniority-cum-merit and subject to fulfilment of minimum qualifications prescribed 'For Promotion' under 2 (b) above.

#### 4. Second Division Clerks

*Scale of Pay*: Rs. 300-10-340-15-400-20-500-25-600-Extn. 20-700

*Minimum qualification prescribed—*

- (a) For Direct Recruitment—A pass in SSLC examination or any other examination recognised as equivalent thereto by the Government.  
(b) For promotion—(i) Must have passed SSLC examination or any other examination recognised as equivalent thereto by the Government;  
(ii) Must have put in a total service of not less than a period of three years in one or more cadres of Class IV/Attenders.

*Period of Probation*: Two years

*Method of Recruitment*: (i) 75% by Direct Recruitment under Section 51 of the KSU Act, 1976 and (ii) 25% by promotion from among the employees working under Class IV posts, Daffedar, Jamedar and Attenders, on seniority-cum-merit basis, subject to fulfilment of minimum qualifications prescribed for promotion under 1 (b) above.

#### 5. Stenographers

*For Direct Recruitment\**

- (a) A Pass in S.S.L.C. examination or possesses an equivalent examination;  
(b) Senior Typewriting and Senior Shorthand examination in Kannada conducted by the Department of Public Instruction or is a holder of Diploma in Secretarial Practice with Kannada Shorthand and Kannada Typewriting as Optional (elective) subjects granted by the Board of Technical Education in Karnataka or possesses an equivalent qualification.

\*Amendments to the Statutes were assented to by the Chancellor on 5-5-1986; Communicated by the Government vide Letter No. ED 17 UMS 84 dated 15-5-1986; Notified by the University vide No A5-155/79-80 dated 16-6-1986; These statutes shall be deemed to have come into force with effect from 26-10-1983. Repeal and Savings: Any Rules or Statutes relating to recruitment to the cadre of Stenographers, Typists-cum-clerks (English and Kannada) in force immediately before the commencement of these Statutes are repealed; Provided that the said repeal shall not affect the previous operation of the said Rules/Statutes of anything duly done or suffered thereunder or affect any right, liability or obligation acquired or incurred under the said Rules/Statutes.

(c) Senior Typewriting and Senior Shorthand examination in English conducted by the Department of Public Instruction or is a holder of Diploma in Secretarial Practice with English Shorthand and English Typewriting as optional (elective) subjects granted by the Board of Technical Education in Karnataka or possesses an equivalent qualification.

*Note*: If adequate number of candidates with the qualification mentioned at (b) and (c) above are not available on any occasion of recruitment, for the vacancies which remain unfilled, candidates who possess qualifications at (b) above shall be eligible for recruitment on the same occasion of recruitment.

*For Promotion*

- (a) A pass in Senior Typewriting and Senior Shorthand examination in Kannada conducted by the Department of Public Instruction or is a holder of a Diploma in Secretarial Practice with Kannada Shorthand as optional (elective) subjects granted by the Board of Technical Education in Karnataka or possesses an equivalent qualification.  
(b) A pass in Senior Typewriting and Senior Shorthand examinations in English conducted by the Department of Public Instruction or is a holder of a Diploma in Secretarial Practice with English Shorthand as optional (elective) subject granted by the Board of Technical Education in Karnataka or possesses an equivalent qualification.

*Note*: If adequate number of Typists-cum-Clerks with the qualifications mentioned at (a) and (b) above are not available on any occasion of promotion for vacancies which remain unfilled, Typists-cum-Clerks who possess the qualification at (a) above shall be eligible for promotion on the same occasion of promotion:

Provided that these rules shall not be applicable to Typists-cum-Clerks who are already in service on the date of commencement of these Statutes, for a period of three years from the date of such commencement and during the said period of three years they shall be eligible for promotion to the posts of Stenographers if they—

- (a) have passed the Senior Shorthand Examination in English or Kannada conducted by the Department of Public Instruction; or  
(b) are holders of a Diploma in Secretarial Practice with English or Kannada as optional (elective) subject granted by the Board of Technical Education in Karnataka or  
(c) possess an equivalent qualification.

#### 6. Typists-cum-Clerks

- (a) A pass in SSLC examination or possesses an equivalent qualification; and  
(b) A pass in Senior Typewriting Examination in Kannada and English conducted by the Department of Public Instruction or possesses an equivalent qualification.

