

# MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE, GWALIOR

(A Govt. Aided UGC Autonomous & NAAC Accredited Institute Affiliated to RGPV, Bhopal, M.P.)

Gola ka Mandir, Gwalior (M.P.)- 474 005, INDIA

Ph.: +91-751-2409300, e-mail: director@mitsgwalior.in, website: www.mitsgwalior.in

## General Service Rules/Conditions

### **1. SHORT TITLES AND COMMENCEMENT:-**

- These rules shall be called "The Madhav Institute of Technology & Science, Service(Recruitment and Conditions of Service) rules"
- These rules will be in force from the date of acceptance by the Board of Governors of the Institute for those employees who are in service and for those who will join the Institute in future.

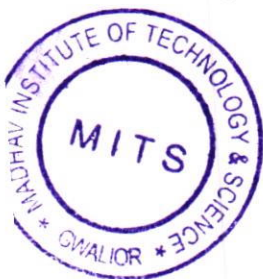
### **2. DEFINITIONS:-**

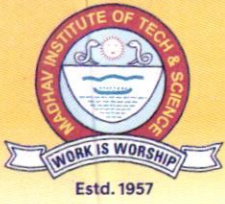
In these rules, unless there is anything repugnant to the subject or context.

- 'Chairman' means the Chairman of Board of Governors of the Institute as well as the Society.
- 'Society' means the "The Scindia Engineering College Society Gwalior".
- 'Board' means the Board of Governors of MITS.
- 'Executive Committee of the Board' means the committee appointed by the Board of Governors from time to time.
- 'HR Committee of the Board' means the committee appointed by the Board of Governors from time to time for issues pertaining to human resource and academics of the Institute.
- 'IT & Infrastructure Committee of the Board' means the committee appointed by the Board of Governors from time to time for issues pertaining to IT, Civil & other Physical Infrastructure of the Institute.
- 'Finance Committee of the Board' means the committee appointed by the Board of Governors from time to time for issues pertaining to finance of the Institute.
- 'Alumni Interaction Committee' means the committee appointed by the Board of Governors from time to time for issues pertaining to alumni network of the Institute.
- 'Selection Committee' means the Faculty/Staff Selection Committee appointed by the Board of Governors for the selection of faculty/staff of the Institute.
- The Director of the Institute will be 'Member Secretary of Board of Governors of MITS, who will be ex-officio of the Board of Governors of the Institute.

### **3. CADRE:-**

- The strength of the Services (Human Resource requirement) and the Scales shall be determined by the Board from time to time. The Board of Governors may increase or decrease the strength by creation/reduction of additional, permanent, or temporary posts, as may be found necessary from time to time as per academic and administrative requirements.





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#### 4. CLASSIFICATION OF POSTS:

- The posts under the employment of the Society/Institute shall be classified as follows:-
  - (A) Class I Posts: (i.) Professor, (ii) Associate Professor, (iii) Assistant Professor, (iv) System Analyst
  - (B) Class II Posts: (i) Training & Placement Officer, (ii) librarian, (iii) Physical Training Instructor, (iv) Accounts Officer, (v) Finance cum Accounts Officer, (vi) Student Counsellor, (vii) Programmer, (viii) Assistant Engineer, (ix) General Assistant Surgeon/Medical Officer, (x) Foreman
  - (C) Class III Posts: Technical & Non Technical Staff
  - (D) Class IV Posts
- Details of the posts shall be reviewed from time to time by the board of governors of the Institute.
- The above posts may be filled through regular, contract and contingency appointments/engagements.

#### 5. SCOPE AND APPLICATION: -

- These rules shall apply to every member in the regular services of "Madhav Institute of Technology & Science" run by the "The Scindia Engineering College Society, Gwalior".

#### 6. RECRUITMENT:-

- Recruitment for the teaching posts shall be made as per the norms & regulations issued by AICTE New Delhi/UGC (whichever applicable) from time to time.
- Recruitment of Regular Faculty/Staff shall be made by the faculty/Staff Selection Committee of the Institute constituted as per AICTE/UGC/MP Government norms by Board of Governors.
- Non-Teaching posts will be as per the decision of Board of Governors from time to time and in force at the time of advertisement/recruitment.

#### 7. CONDITIONS OF ELIGIBILITY OF DIRECT RECRUITMENT:-

- The candidate, must satisfy the conditions with regard to minimum/maximum age, educational qualifications and experience as specified from time to time by the Board of Governors in accordance with the MHRD/AICTE/CoA/UGC&MP Government norms as applicable in force from time to time. However Board of Governors has a right to increase the minimum Qualifications for the recruitment of Teaching & non-Teaching Staff to ensure the quality recruitments.

