



हरियाणा केन्द्रीय विश्वविद्यालय
CENTRAL UNIVERSITY OF HARYANA

(संसद अधिनियम 25 (2009) के तहत स्थापित)

(Established vide Act No. 25 (2009) of Parliament)

गांव: जांट-पाली, जिला-महेन्द्रगढ़ (हरियाणा) . 123031

Village: Jant-Pali, Distt: Mahendergarh (Haryana)-123031

No.: CUH/2021/Estt. Sec./NT/.....

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Date:

22/7/2021

CIRCULAR

Subject: Draft guidelines for determining Seniority of non-teaching employees.

It is to inform all concerned that the draft guidelines for determining Seniority of non-teaching employees of the University have been prepared and the same are enclosed herewith.

Before the aforesaid guidelines are finalized, inputs/suggestions, if any, are invited from the non-teaching employees of the University by 05-08-2021 to the Establishment Section (Non-Teaching) at the e-mail address: establishmentnonteaching@cuh.ac.in. No inputs/suggestions will be entertained after 05-08-2021.

(Amit Sindhu)

Assistant Registrar (Establishment)

Copy to:

1. In-charge, ICT Section for uploading on the website of the University and circulate it among the non-teaching employees.

DRAFT GUIDELINES FOR DETERMINING THE SENORITY OF NON-TEACHING EMPLOYEES

IN CASE OF SINGLE FEEDER CADRE

- In case of single panel, the relative seniority of all direct recruits is determined by the order of merit in which employee(s) are selected for such appointment on the recommendations of the Selection Committee(s).
- In case of candidate(s) from two or more panels, the inter-se-seniority of the candidates, may be fixed in order of the following preferences:
 1. Date of Joining.
 2. In case of bunching/ bracketing of the Date of Joining of the candidate(s), the inter-se-seniority will be decided by the Date of Birth of candidate(s) i.e. candidate(s) having older age will be given preference.
 3. In case of bunching/ bracketing of the Date of Birth of the candidate(s), the inter-se-seniority may be decided by the Higher Percentage (%) of Marks in aggregate in the minimum eligibility qualification(s) for the respective post at the time of appointment, will be given preference.
 4. In case of bunching/ bracketing of the Percentage (%) of Marks in aggregate in the minimum eligibility qualification for the respective post at the time of appointment, the inter-se-seniority will be decided by the Higher Qualification(s) of candidate(s) at the time of appointment i.e. the candidate(s) with Higher Qualification(s) at the time of appointment, will be given preference.
 5. In case of bunching/ bracketing of the Higher Qualification(s) of candidate(s) at the time of appointment, the inter-se-seniority will be decided by the Percentage (%) of marks in aggregate in Higher Qualification(s) of candidate(s) at the time of appointment i.e. the candidate(s) with Higher Percentage (%) of marks in aggregate in Higher Qualification(s) at the time of appointment, will be given preference.
 6. If above Sr. No. 1 to 5 exhausts, the inter-se-seniority will be decided through draw of lots in the presence of such/concerned candidate(s).

IN CASE OF MULTIPLE FEEDER CADRE

- In case of candidate(s) from multiple panels of multiple feeder cadre(s), it would be required to prepare a combined eligibility list of the candidates from various feeder cadres with due regard to the inter-se-seniority of the candidates of various feeder cadre. For preparation of combined eligibility list of the candidates from various feeder cadres, the inter-se-seniority of the candidates may be fixed in order of the following preferences:
 1. Date of Joining.
 2. In case of bunching/ bracketing of the Date of Joining of the candidate(s), the inter-se-seniority will be decided by the Date of Birth of candidate(s) i.e. candidate(s) having older age will be given preference.
 3. In case of bunching/ bracketing of the Date of Birth of the candidate(s), the inter-se-seniority may be decided by the Higher Percentage (%) of Marks in aggregate in the minimum eligibility qualification(s) for the respective post at the time of appointment, will be given preference.
 4. In case of bunching/ bracketing of the Percentage (%) of Marks in aggregate in the minimum eligibility qualification for the respective post at the time of appointment, the inter-se-seniority will be decided by the Higher Qualification(s) of candidate(s) at the time of appointment i.e. the candidate(s) with Higher Qualification(s) at the time of appointment, will be given preference.
 5. In case of bunching/ bracketing of the Higher Qualification of candidate(s) at the time of appointment, the inter-se-seniority will be decided by the Percentage (%) of marks in aggregate in Higher Qualification of candidate(s) at the time of appointment i.e. the candidate(s) with Higher Percentage (%) of marks in aggregate in Higher Qualification(s) at the time of appointment, will be given preference.
 6. If above Sr. No. 1 to 5 exhausts, the inter-se-seniority will be decided through draw of lots in the presence of such/concerned candidate(s).