

**SUBIS UNIVERSITY SERVICES**  
**(Joint Qualifying)**  
**EXAMINATION RULES 2014**

**STATUTE NO - 4**

**SANCHI UNIVERSITY OF**  
**BUDDHIST-INDIC STUDIES**  
**BHOPAL**

In exercise of the power conferred by the proviso to Article 23 at the SUBIS act, the General Council of Sanchi University of Buddhist-Indic Studies, hereby, makes the following rules for recruitment on such posts under various departments / wings of the University which are outside the ambit of the Selection committee constituted by the act for the recruitment of academic posts and fix criteria as under, namely:-

**1. Short title and commencement -**

- (1) These rules may be called the SUBIS University Services (Joint Qualifying) Examination Rules, 2014
- (2) These rules shall come into force on the date they are notified in the University Gazette.

**2. Definitions -** In these rules, unless the context otherwise requires;-

- (a) "Appointing authority" means the authority which is competent to make appointment to the post concerned;
- (b) "Cut off marks" means the minimum cut off marks fixed for qualifying in the SUBIS (Joint Qualifying) Examination;
- (c) "Government" means the Government of Madhya Pradesh;
- (d) "Governor" means the Governor of Madhya Pradesh;
- (e) "Institution" means various Corporation/Boards/Organization/Commission regulated by the Government Department
- (f) " University Services (Joint Qualifying) Examination" means the examination conduct by University Recruitment Board for recruitment on all the posts which have been kept outside the ambit of the Selection Committee of SUBIS;
- (g) "List of successful candidates" means the list of candidates in the descending order based on the minimum cut off marks achieved in the SUBIS Junior Services (Joint Qualifying) Examination;
- (h) "Other Backward Classes" means other backward classes of citizens as specified in the notification No. F-85/XXV/4/84 dated 26<sup>th</sup> December, 1984 as amended by the State Government, from time to time;
- (i) "Physically challenged persons" means persons coming under the provision persons with Disabilities (Equal Opportunities, Protection of Right and Full Participation) Act, 1995 (1 of 1996);
- (j) "Post" means all the posts of various department/wings of the University which are outside the ambit of Public Service Commission;
- (k) "Recruitment year" means the period from 1<sup>st</sup> January to 31<sup>st</sup> December of the year concerned;
- (l) "Scheduled Castes" means any caste, race or tribe or part of, or group which a caste, race or tribe specified as Scheduled Castes with respect to the State of Madhya Pradesh under article 341 of the Constitution of India.

- (m) "Scheduled Tribes" means any tribal community or part of, or group within such tribe or tribal community specified as Scheduled Tribes with respect to the State of Madhya Pradesh under article 342 of the Constitution of India;
- (n) "State" means the State of Madhya Pradesh;
- (o) "Undertaking" means the Undertaking declared by the State as the Boards, Corporations, Commission, Autonomous Bodies, Societies, Co-operative Banks of the State;
- (p) "Board" means the University Recruitment Board constituted by the Executive Council of SUBIS.
- (q) "University" means Sanchi University of Buddhist-Indic Studies abbreviated as 'SUBIS'.

**3. Application -** (1) These rules shall be applicable to all departments / wings of the University.

(2) For filling up of all posts relating to the department & wings of the University, office of the Head of the Department and Head of the Offices, the selection shall be done by the Board, under as per the criteria fixed by it. All the department / wings shall be restricted from conducting such selection at their own level or through any other agency.

(3) Provisions expressed in these rules shall not have any adverse effect to on the SUBIS Educational Service (Collegiate Branch) Recruitment Rules, 2014

**4. Recognition of Department Recruitment Rules –** All the provisions which have been added in these rules but not incorporated by all the department in their respective department recruitment rules, shall be amended and be incorporated by all the department in their respective recruitment rules and shall be deemed to have been amended accordingly till the same are not incorporated by the various department in their respective recruitment rules.

**5. Cut off marks –** (1) Only those candidates shall be included in the list of successful candidates who have achieved minimum marks out of the maximum marks as are fixed group wise in rule 9 for this purpose. The cut off marks for the candidates of unreserved categories shall be 50%, 40% for the candidates belonging to the Scheduled Castes, Schedules Tribes, Other Backward Classes and for the physically challenged candidates by giving relaxation of maximum 10% marks.

(2) On scoring the minimum cut off marks obtained as fixed under sub-rule (1) of rule 5 the group wise/category wise as mentioned in rule 7 a list of qualifying candidates shall be prepared by the Board and on demand by the departments/wings, the names of qualified candidates shall on such demand remitted to the departments/wings, as the case may be.

(3) in the results of examination conducted under the rules only the eligible candidates shall be placed in the qualifying list but eligible candidates shall not have any right of appointment, unless, -

- (a) any department/wing marks a demand to the Board, for the vacant post;
- (b) the name of the candidate in forwarded to the demanding department/wing;
- (c) the candidate has fulfilled all the eligibility fixed by the Board for appointment; and
- (d) University has issued order of appointment in favour of the candidate.

**6. Scope –** (1) All the department/wing of the University shall fill their vacancies from the list of successful candidates finalized by the Board, including the posts to be created in future as mentioned in rule 7.

(2) The Board shall also forward the names of the eligible candidate to all the departments/wings, if so demanded by them.

**7. Service Group –** All service groups for different posts, for which the examination shall be conducted, are as given in the table below, namely :-

S.No.	Service Group	Cadre of Post/Designation	Class
1.	Group - I A	Registrar	Class - I
	Group - I B	Executive Engineer (Civil), Joint Director Finance, Deputy Registrar, Assistant Registrar, Controller Examination, Assistant Controller Examination	Class - I
	Group - I C	Assistant Director (Programme), Assistant Director (Exhibition), Assistant Director (Publication), Assistant Director (Law), Assistant Director (Public Relations), Assistant Director (Hostel) and other equivalent Cadres/Posts.	Class - I
	Group - I D	Assistant Engineer (Civil), Assistant Engineer (Electrical), Assistant Engineer (Water Supply), Assistant Engineer (Estate), Assistant Director (Horticulture), Assistant Director (Computer Programmer), Assistant Director (Museum), Assistant Director (Art Lab), Graphic Designer and such types of equivalent technical cadres/posts.	Class - I
	Group - I E	Assistant Surgeon (Male), Assistant Surgeon (Female), Assistant Surgeon (Ayurveda & Naturopathy) and such types of equivalent technical cadres/posts.	Class - I
2.	Group - II A	Assistant Public Relations Officer, Assistant Programme Officer, Assistant Exhibition Officer and such types of equivalent technical cadres/posts.	Class – II
	Group - II B	Office Superintendent, all types of equivalent cadres/posts.	Class – II
	Group - II C	Technical Assistant, Museum Assistant, Photographer, In charge Guest House and all such type of equivalent technical cadres/posts.	Class – II
	Group - II D	Library assistant and such types of equivalent technical cadres/posts.	Class – II
	Group - II E	Nurse (Male), Nurse (Female) and all such type of equivalent technical/paramedical cadres/posts.	Class – II
3.	Group - III A	Office Assistant Grade - I, II, III, Stenographer, Accountant Grade I, II all types of equivalent cadres/posts.	Class – III
	Group - III B	Hostel Assistant, Store Assistant, Sports Manager, Pantry In charge, Receptionist and all such type of equivalent technical cadres/posts.	Class – III
	Group - III C	Compounder, Technical Assistant and all such type of equivalent technical/paramedical cadres/posts.	Class – III
4.	Group - IV A	Plumber, Mason, Electrician, Carpenter, Gardner, and such types of equivalent technical cadres/posts.	Class - IV
	Group - VI B	Peon, Cook, Pump operator, Lift Operator, Driver, Telephone Operator Watchmen, Sweeper, Security Assistant, Ward Boy and such types of equivalent cadres/posts.	Class - IV



**8. Requisition Forms of the Department/Wings** - All the Departments/Wings shall send their requisition forms to the Board essentially by 30<sup>th</sup> September every recruitment year for all such posts which are to be filled and likely to fall vacant in the ensuing recruitment year. First recruitment can be made immediately after the formation of rules.

(2) The Departments/Wings shall send the requisition form along with the following information to the Board.

- (a) Proposal for the posts to be filled in the Requisition Form of the Board;
- (b) Name of post and address of the concerned Nodal Officer for the Examination;
- (c) A Copy of the recruitment rules published in the University Gazette;
- (d) Table showing the details of the post of the reserved category.

**9. Conduct of the examination** - (1) The examination shall be conducted as prescribed by the Board through offline or online system between the months of January to March every year.

(2) The examination for 4 groups mentioned in rule 7 above shall be conducted separately for each cadre/post based on the curriculum finalized by the Board for different parts.

(3) The plan for Joint qualifying examination shall be as given in the table below, namely:-

S.No.	Group	Total No. of Question paper	Total Marks	Details of Question Paper	Paper Marks
1	Group - I	02	400	(i) General Reasoning Ability, General knowledge, General Hindi, General English, General Mathematics, General Computer literacy.	100
				(ii) Proficiency & Skill test in concerned field.	100
				(iii) Working Experience in relevant field.	100
				(iv) Interview.	100
2	Group – II	02	400	(i) General Reasoning Ability, General knowledge, General Hindi, General English, General Mathematics, General Science and General Computer Literacy.	100
				(ii) Proficiency & Skill test in concerned field.	100
				(iii) Working Experience in relevant field.	100
				(iv) Interview.	100
3	Group – III	02	400	(i) General Awareness, General Knowledge, General Hindi, General English, General Computer Literacy, General, Mathematics.	100
				(ii) Proficiency & Skill test in concerned	100

				field. (iii) Working Experience in relevant field. (iv) Interview.	100 100
4	Group - IV	01	300	(i) Proficiency & Skill test in concerned field. (i) Working Experience in relevant field. (iii) Interview.	100 100 100

#### 10. Conditions of Eligibility as Educational/Technical/Professional Qualifications –

(1) It shall be mandatory for the candidate to hold the educational/technical/professional qualifications as per the provisions of Departmental Recruitment Rules of the demanding department, on the date of submission of his application, such qualifications shall necessarily be mentioned in the Requisition Form of the Department sent to the Board by the demanding department. The following educational qualification shall be mandatory for the examination of different groups of posts, other criteria for eligibility shall be as per the SUBIS Services (General Condition of Services) Rules 2014 & can be revised by the Executive Council namely :-

Group-I Candidates must have passed a Bachelors Degree in respective subjects, specialized qualifications & skill sets if required, work experience as desired.

Group-II Candidates must have passed a Bachelors Degree in respective subjects, specialized qualifications & skill sets if required, work experience as desired.

Group-III Candidates must have passed a Bachelors Degree in respective subjects, specialized qualifications & skill sets if required, work experience as desired.

Group-IV Candidate must have passed High School Examination (class x) with Science subject and having the necessary testimonial diploma/skill set, work experience for the captioned post.

(2) The executive council shall reconstitute the recruitment board & can revise the eligibility conditions & examination criteria as per the current requirements.

(3) Candidates have to give their preferences for the post applied. If any candidate qualifies in the examination and his candidature is recommended by the Board and if he does not fulfill the criteria fixed for appointment and the appointment order is not issued to him, in such a case, his candidature shall be rejected and the same shall be non-transferrable for other post and the candidate shall be liable for such rejection and not the Board.

(4) **Age limit** - The minimum age limit shall be 18 years and maximum age limit shall be 40 years for all the posts, for which the Board is conducting the examinations for Joint Junior Services. The age limit shall be 45 years for Scheduled Castes/Scheduled Tribes/Other Backward Classes Government Servant working in Departments/Corporations/Boards/Commissions/Autonomous Bodies/Home Guards and Women candidates. The amendments issued for maximum age limit by the General

Administration Department shall be deemed to be applicable, from time to time. The age limit shall be reckoned as on 1<sup>st</sup> January of the current year of recruitment.

Provided further that the relaxation for the upper age limit which has to be extended to the physically challenged/ ex-serviceman shall be as per the Orders/Guidelines issued by the General Administration Department, from time to time.

Provided also that in no case maximum age limit shall exceed 45 years including all relaxations to all categories.

- 11. Submission of application by the candidates** – (1) The Board shall conduct joint examination every year or as and when required, for any group or post by issuing an advertisement wherein the last date for submission of application shall be mentioned, the candidates shall submit their applications online or offline or as instructed by the Board. The application should reach in the Office of the Board within office hours on the due date positively :

Provided that the candidates of primitive tribes such as Baiga, Sahariya and Bhariya shall not be bound to submit applications as online system. They can submit their application forms by such a method which shall be mentioned by the Board in their Advertisement.

- (2) Applications received after the last due date shall stand cancelled and Board shall not be liable to give any written information to the candidates.
- (3) Candidates can give option for more than one post and he shall mention his priority and mark his preference of the Department/ wing and post too.
- (4) Candidates may appear for examination separately for more than one group if he has appropriate qualification for the captioned post. For different posts he shall have to submit separate application form and shall have to appear separately in group-wise selection examination.

- 12. Declaration of results of examinations and issuance of list of successful candidates by the Board** - (1) The Board shall declare its results by 30<sup>th</sup> of April of current year of examination and shall issue a list of successful candidates on the basis on merit and also on the preference of the Departments for the groups as mentioned in rule 7.

- (2) The Board shall issue a joint list of successful candidates based on the marks achieved by them in which the Scheduled Castes/Scheduled Tribes/Other Backward Classes/Women/Physically Challenged/Ex-servicemen shall be kept in the open category.
- (3) If any candidate belonging to the Scheduled Castes/Scheduled Tribes/Other Backward Classes finds the rank in the unreserved (open) category on the basis of merit, then he shall be considered in the unreserved category and such candidate shall not be counted in his respective reserved category.
- (4) Any candidate belonging to reserved category shall be adjusted against unreserved posts, if he is found equally qualified with the unreserved candidate without any relaxation. Such candidate shall not get any age relaxation.

- (5) After issuing a joint open list by giving the benefit of reservation, a separate list of successful candidates of Scheduled Castes/ Scheduled Tribes/ Other Backward Classes shall be issued in which the names of eligible candidates from concerned reserved category shall be included on the basis of horizontal reservation system also.
- (6) If a candidate of the reserved category namely women/Ex-Servicemen/Physically Challenged finds a place in the unreserved category, on the basis of merit, he shall be counted in the unreserved horizontal category. Thereafter horizontal reservation in the category wise list shall only be given to the candidate relating to the category concerned. Candidates of Scheduled Castes/Scheduled Tribes/Other Backward Classes/Women, Physically Challenged and Ex-Servicemen may get place in the related category/ compartment.
- 13. Recommendations of Board for appointment -** (1) The Board shall recommend the names of successful candidates for appointment to the University for the concerned department according to the posts of the bonafide vacancies as per sub-rule (1) of rule 12.
  - (2) The University shall examine the required documents relating to qualification and complete the formalities of names of candidates sent by the Board and shall issue the order of appointment.
  - (3) Selected candidates shall join University where the candidate shall have to join by the last date mentioned in the appointment order, failing which his candidature in the concerned examination shall be cancelled automatically.
  - (4) IF any department/Head of the department/office has not submitted the details of vacant posts by the date fixed earlier, then such information of available approximate vacancies in the concerned groups which shall be converted into actual vacancies shall positively be submitted by the department to the Board by the 15<sup>th</sup> of July of the examination year, in respect of the vacancies so provided by the department/Head of the department/offices to the Board. Remaining successful candidates finding place in the qualifying list shall be required to furnish their preference of department, so that the Board may forward their names in accordance with the merit list. The Board shall give instructions to the departments to complete the appointment procedure by the 15<sup>th</sup> of August, of the examination year. On the basis of portions so received, Board shall send the name of the candidates to the concerning departments on the basis of merit to proceed for the issue of the appointment orders by allotting departments by the 15<sup>th</sup> of August of the examination year positively. Candidates shall be liable to join the office of their preference by the last date fixed by the department, failing which his candidature in the concerned examination shall be cancelled automatically.
- 14. Duration of validity of the final list of successful candidate -** (1) The final list of the successful candidates in the examination in any recruitment year shall be valid up to 18 months from the date of declaration of the final list, but shall become invalid after declaring the results of next year's examination.
  - (2) The Board shall make preparations for next examinations when 6 months time for the validity of final list remains that is the month of January:  
 Provided that till the date of issuance of new final list of successful candidates, if the Board has sent the names of candidates to the concerned Department, then the

department may issue the appointment order of the candidates and the new list shall not adversely affect the previous one.

- 15. Verification of certificates and procedure for appointment –** (1) On the basis of final list of successful candidates in the examination, the department shall verify the Degree/Diploma/Certificate of educational technical and professional qualification. If there is any necessity to conduct any departmental examination for candidates, the same shall be conducted by the concerned department and such examination shall not be conducted by the Board.

- (2) It shall be the responsibility of the concerned department to complete the necessary action in respect of the appointment, verification of the certificates/character certificate certificate of candidates and other formalities as per the guidelines issued by the General Administration Department.

- 16. Reservation – (1) Vertical Reservation -** As per the provisions of the Madhya Pradesh Lok Seva (Anusuchit Jatiyon] Anusuchit Jan Jatiyon Aur Anya Pichhad vargon Ke Liye Araksham (Adhiniyam, 1994 (No. 21 of 1994), the following vertical reservation shall be applicable to the candidates :-

Scheduled Tribes – 20 %

Scheduled Castes- 16 %

Other Backward Classes – 14%

Provided that for reservation on the district level posts shall be given as per the district wise reservation roaster, issued by the General Administration Department shall apply.

**(2) Horizontal Reservation -**

- (a) As per the provisions of the Madhya Pradesh Civil Services (Special Provisions for Appointment of Women) Rules, 1997, 30 percent Horizontal reservation shall be applicable to women candidates.

- (b) A total 6 percent Horizontal reservation shall be given to the persons with disability or physically challenged. 2 % each for hearing, visually and orthopedically disabled :

Provided that the reservation shall be made as per the posts identified and marked by the concerned department for the persons with disability or physically challenged candidates.

- (c) The ex-servicemen belonging to Madhya Pradesh shall get (horizontal reservation) 10 % reservation for Class-III and 20% for Class-IV, respectively according to Madhya Pradesh Civil Service (Reservation of Vacancies for Class III and IV) Rules, 1985.

- (3) (a) Calculation of all types of reserved categories and mentioning the details of such reserved posts in the requisition form the total responsibility shall lie on the department. The number of posts shall not be calculated by the Board, if any error of calculation is found, the Board shall not be responsible.

- (b) Verification of percentage of physical disability in physically challenged or persons with disabilities candidates shall be verified by the Medical board and in case of Ex-servicemen

the same shall be verified by the Director, Sainik Welfare Board, Madhya Pradesh and the process of verification shall be done by the Department/Head of the Department/Institution and not by the Board.

- (c) In respect of all kind of reservations mentioned above, reserved categories shall be provided exemption/relaxation in accordance with the provisions of acts and rules applicable in this behalf.

- 17. Application Fee.** – The application fee shall be decided by the Executive Committee of the Board, which shall also include the examination fee. The relaxation of fee which is applicable to the candidates belonging to Scheduled Castes, Scheduled Tribes and Other Backward Classes shall be applicable to the domiciles of Madhya Pradesh who have been declared by the Government as Scheduled Castes, Scheduled Tribes and Other Backward Classes only.:

Provided that the candidates belonging to the category of Scheduled Castes, Scheduled Tribes and Other Backward Classes of other states shall be deemed to have been included in the unreserved category :

Provided further that the candidates belonging to Other Backward Classes and are coming in creamy layer shall not be eligible for the benefit of reservation relaxation in age limit or any other benefit of the category.

- 18. Travelling allowances.** – The candidates belonging to the Scheduled Castes, Scheduled Tribes and Other Backward Classes, Physically Challenged candidates shall choose the nearest examination centre from their place of residence, the travelling expenses shall be reimbursed as per the guidelines of the General Administration Department.

Such candidates who are domicile of Madhya Pradesh and belonging to the categories of Scheduled Castes, Scheduled Tribes and Other Backward Classes as notified and physical challenged candidates as certified by the Government shall be reimbursed travelling expenses in cash for appearing in the examination in the examination centre. After closer of last date of application the list of reserved category candidates shall be made available to the concerned department approximately for settlement of travelling expenses. In order to be entitled for travelling expenses the candidates shall submit documentary proof with caste certificate issued by the Competent Authority of the Government which shall be self attested and a copy shall be attached thereto, then only the travelling expenses shall be reimbursed to the candidate.

- 19. Examination Centre** - From the date of issuance of these the recruitment to all such posts of the University which are not in the ambit of Selection Committee, the examination shall be conducted by the Board as per the procedure laid down in these rules. For this purpose the Government and semi-Government institutions coming under Higher Education department Technical Education and Skill Development Department, Medical Education Department and School Education may accept the request of the Board to have the examination centre. Such proposal of the Board may either be accepted or may be rejected by the concerned department then there is an examination of Union Public Service Commission is taking place on such centre on the same date of examination of Board. In addition to this the services of the officers/employees of the said department may also be taken for the conduct of examinations of the Board. Hence, services of the said staff shall be deemed to be the essential services.



**20. Disqualification** – (1) The Board shall accept only such date of birth of the candidate which is mentioned in the High School, Higher Secondary or any such equivalent certificate which mentioned the actual date of birth. Once a date of birth is mentioned shall be rejected. Board shall not be liable the examination fee for such rejected application.

(2) (a) Any male candidate whose marriage is not registered for the reason that he has more than one living wife or whose wife is alive and he remarries in such a situation his remarriage is not liable for appointment in the services such candidate shall not be eligible unless the University is of the opinion that there is a specific reason or justification for such remarriage and then only such relaxation under rules may be given to such a male candidate.

(b) Any female candidate whose marriage is not registered for the reason that her husband has more than one living wives or whose one wife is alive and she remarries in such a situation his remarriage is not liable for appointment in the services, such candidate shall not be eligible unless the University is of the opinion that there is a specific reason or justification for such a remarriage and then only such relaxation under rules may be given to such a female candidate.

(c) Any candidates shall be eligible for appointment if he does not have a third child after 26<sup>th</sup> January, 2001 as per the provisions of rule 6 to the Madhya Pradesh Civil Service (General Conditions of Service) rules, 1961, as amended from time to time.

**21. Mental and Physical status of the candidate** – Candidate must have a sound mind and physical fitness and must not have such a physical disability which may adversely affect the discharge of special duties, if any candidates after a medical examination which the Government of Appointment Authority prescribed, is not found satisfactory with those expectations, then he shall not be appointed only those candidate shall be medically examined who are likely to be appointed.

**22. Rejection of application form** – The application which are incomplete and are not a prescribed manner of in the absence of examination fee shall be rejected and the decision of the Board shall be final.

**23. Claim of reservation by the candidate** – (1) Candidate claiming reservation shall submit an appropriate and valid caste certificate by the Competent Authority.

(2) The candidate claiming reservation shall have the Caste Certificate issued by the Sub-Divisional Officer (Revenue) of any district of Madhya Pradesh and shall also submit the original certificate on demand of the Board or the Appointing Authority. If the certificate fails to submit such certificate, the claim of such candidature/selection shall be rejected, the responsibility of such cancellations shall lie on the candidate alone.

(3) Ex-serviceman claiming age relaxation shall submit the original certificate issued by his Ministry of Offices last attended in which the date of joining and superannuation from the defense services are mentioned, if he has been discharged on the recommendations of economic wing or declared surplus, his registration in the Employment Exchange if any, a certified copy shall be submitted along with the application form.

**24. Grounds for cancellation of candidature** - A candidate who is found to be guilty in any of the following grounds, his candidature shall be cancelled, who has, -

(a) obtained a favour in any form either in the written examination or in the interview which influencing his candidature; or





- (b) indulged himself impersonation;
- (c) arranged the act of impersonation from somebody; or
- (d) forged records or submitted records which have been altered; of
- (e) given such statements which are and has concealed any material information which was necessary for the selection; or
- (f) participated in the examination with any other irregular or unfair means; or
- (g) used or tried to use any unfair means in the examination hall; or
- (h) threatened or caused to be threatened any physical injury to the invigilators engaged in the examination duty in the examination hall; or
- (i) infringed the guidelines or order given to the candidate in the admission card and verbal instructions given by the invigilator or any other employee in the examination hall; or
- (j) misbehaved in the examination hall or in the interview which leads the conviction under the law for criminal prosecution.