

ORDINANCE 6 : CONFIRMATION

1.0 General

- 1.1 Confirmation will be made only once in the service of an official which will be in the entry grade. An officer who has successfully completed the probation shall be considered for confirmation.

2.0 Confirmation in the grade to which initially recruited:-

- (i) The appointee should satisfactorily complete the probation.
- (ii) The case will be placed before the Departmental Promotion Committee for confirmation.
- (iii) A specific order of confirmation will be issued when the case is cleared from all angles.

Note :- If a University employee is appointed to another post in the University by direct recruitment, it will be necessary to consider him for confirmation in the new post in which he has been appointed by direct recruitment irrespective of the fact that the officer was holding the earlier post on a substantive basis. The fact that he was considered suitable for continuance in the old post (which was the basis for his confirmation in that post) would not automatically make him suitable for continuance or confirmation in the new post, the job requirements of which may be quite different from those of the old post.

3.0 Eligibility for confirmation :-

- 3.1 Before confirming a University employee, the appointing authority shall satisfy himself-
- (i) that the person concerned is educationally qualified unless the educational qualifications were specifically relaxed in his case by the competent authority or he belonged to a category of persons in whose case the prescribed educational qualifications stood relaxed at the time of his initial appointment.
 - (ii) that the person satisfied the condition of the age-limit prescribed in the recruitment rules at the time of his initial appointment unless he was exempted from the condition to the extent provided in any general or special instructions.
 - (iii) that he has been duly examined by appropriate medical authority and found fit, wherever necessary.
 - (iv) that his character and antecedents have duly been verified through appropriate authorities.
 - (v) that before confirming, integrity clearance in respect of him shall be obtained.

1.0 Confirmation of Probationers :-

- 4.1 A person appointed against a permanent post as a direct recruit with definite conditions of probation shall be confirmed in the grade with effect from the date on which he successfully completes the period of probation. The decision whether he should be confirmed or his probation extended should be taken soon after the expiry of the initial probationary period, i.e., ordinarily within 6 to 8 weeks and communicated to the employee together with the reasons in case of extension. A probationer who is not making satisfactory progress or who shows himself to be inadequate for the service should be informed of his shortcomings well before the expiry of the original probationary period so that he can make severe efforts at self-improvement.

5.0 Composition of DPCs to consider cases of confirmation –

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| (i) | Posts equivalent to the grade of Lecturer and above | (a) The Vice-Chancellor
(b) Two members nominated by the Board of Management
(c) The Dean of the School of Studies concerned. |
| (ii) | All posts lower than the grade of Lecturer | (a) The Vice-Chancellor (or his nominee)
(b) The Registrar
(c) A Dean, nominated by the Vice-Chancellor
(d) A Dy. Registrar, nominated by the Vice-Chancellor. |

BOM Resolution – 10th meeting dated 09.06.2000

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