

ORDINANCE ON

**RULES FOR FORWARDING OF APPLICATIONS OF UNIVERSITY
EMPLOYEES FOR OUTSIDE JOBS/ SCHOLARSHIP OR
FELLOWSHIP.**

(Under Section 22 (a) & (j) of SVSU Act.)

1. These Rules are for forwarding of applications of University employees for outside Job/Scholarship or Fellowship Rules.
2. They shall apply to all employees who make a request for forwarding of their applications for outside Job/Scholarship or Fellowship.
3. In these rules, unless the context otherwise requires: -

(a) ‘University’ means Shri Vishwakarma Skill University, Dhudhola, Palwal.

(b) ‘Employee’ means a permanent employee of the University

(c) ‘Competent Authority’ means the appointing authority of an employee

4. There will be no restriction on number of applications of eligible internal employees for the posts advertised by this University.
 - i. 5. A permanent employee will be permitted to apply for an outside job or for a scholarship or fellowship, but not more than three applications for outside jobs and three applications for scholarships or fellowships will be forwarded during a Calendar Year.

Provided further that an employee who has put in at least one year’s service in the University after confirmation may be allowed to apply for outside job.

- ii. There will be no need to seek the permission of the university for the employees who are working only on ad-hoc/ contract, leave arrangements basis for forwarding of applications within the university or outside.

All applications to be forwarded by the University must reach the Establishment Branch of the university, complete in all respects including self-attested copies of certificates within stipulated period before the closing date. There will be no objection to an application being sent as an advance copy, provided this fact is mentioned in the application through proper

channel, which must be submitted to the University simultaneously with the submission of the advance copy.

6. In the event of a confirmed employee whose application has been forwarded by the University being selected, he/she will be granted such leave as may be decided by the University. But in the case of a person having been selected for an outside job only Extra Ordinary Leave (without pay) will be granted with permission to retain lien for the period of such leave or he/she will be asked to resign as per rules. The appointing authority will decide each case on its merit.
7. An employee applying for prestigious positions such as Vice-Chancellor or Chairperson/ Member of Commission/ Board/ Corporation etc. shall be exempted from these conditions.
8. An employee, not covered in above clauses, shall not apply for an outside job or for a scholarship, fellowship, unless he/she resigns his/her post in this University after giving the requisite notice or salary in lieu thereof.

Provided that the Vice-Chancellor may, in view of the special circumstances of a case, relax the provisions of this clause and allow the forwarding of additional applications for Job/ Scholarship/ Fellowship.

9. If it comes to the notice of the University that any employee has sent any application in violation of these rules, he/she will be liable to such disciplinary action as the University may deem suitable under the Act/Statutes/Ordinance/ rules of the University.