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**STEWART SCIENCE COLLEGE EMPLOYEES' SERVICE**  
**RULES, 2007**

**1. SHORT TITLE AND COMMENCEMENT:**

- a) These rules may be called Stewart Science College Employees' Service Rules, 2007.  
b) These rules shall come in to force with effect from the 1<sup>st</sup> August 2007.

2. These rules shall apply to all management employees of the Stewart Science College, Cuttack, under the management of the Diocese of Cuttack, Church of North India, whether, permanent employees, adhoc employees, probationers and employees on contract basis, of the Stewart Science College, Cuttack,

**3. Definitions: -** For the purpose of these rules;

- I. "Management" means the Diocese of Cuttack, Church of North India under which the Stewart Science College have been administered.
- II. "Governing Body" means the committee constituted by the management for the day-to-day administration, of Stewart Science, Cuttack.
- III. "Diocesan Board of Education" means statutory Board constituted by the management for the purpose of inspection and guidance to all the educational institutions under the management of the Diocese of Cuttack, CNI.
- IV. "Permanent Employee" means any employee confirmed in the service of the college as permanent employee on scale of pay fixed by the Governing Body from time to time.
- V. "Ad hoc Employee" means any person employed as such in the college to fill up the temporary vacancy on consolidated pay.
- VI. "Probationer" means any person who is provisionally employed against a permanent vacancy or post and has not been made permanent or confirmed in service.
- VII. "Employee on contract basis" means any person employed as such for a fixed period of time on consolidated pay.
- VIII. "Members of the family" means the employee's spouse, wholly dependent children, as also parents, brothers and sisters ordinarily residing with him/her and wholly dependent on the employee;
- ❖ The term "spouse" shall not include a husband or wife separated from the employee.
  - ❖ The term "children" shall include stepchildren and legally adopted children but shall not include married daughters including widowed daughters.
  - ❖ The term "brothers and sisters" shall not include stepbrothers and step sisters and married brothers and married sisters.
  - ❖ The term "parents" shall include stepmother but shall not include stepfather.
  - ❖ The term "wholly dependent child/brother/sister/parent" shall mean who has no ostensible means of livelihood

**4. General conditions of service:**

- a) Every employee of the college shall take all possible steps to ensure and protect the interest of the college and discharge his/her duties with utmost integrity, honesty, devotion and diligence.
- b) Every employee shall be at his/her place of work, commence the allotted duties at the time fixed and notified, work for the full prescribed hours of work and give maximum output.
- c) Every employee shall carry out and act according to the reasonable orders of his/her superiors so far as his/her official duties are concerned.
- d) Every employee shall at times of exigency make himself/herself available at the disposal of the authorities beyond the office hours in the best interest of the college.
- e) Every teaching employee shall take utmost care to teach his/her allotted subject in the class and shall be responsible for the result of his/her subject in any examination conducted by the college or the Council/ University.
- f) Every employee shall at all times maintain political impartiality and act in such a manner so as not to create any ill feeling or hatred among different communities.
- g) No employee except with explicit permission of the management, shall own wholly or in part, edit or manage any news paper or periodical, and participate in a

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Doordarshan telecast or a radio broadcast or contribute any article to any newspaper or periodical, except such participation or contribution which is purely academic in character.

- h) Every employee shall refrain from criticizing the actions of the management or his/her superiors in public or through print or electronic media which may or likely to tarnish the image of the college. However, the employee is welcome to put forth valuable suggestions in the shape of memorandum or representation in the overall interest of the college.
- i) No employee except with explicit permission of the management shall take admission in any educational institution for further studies even if such study falls outside the normal duty hours of the employee.
- j) Every teaching employee shall take extra classes of his/her subject, if necessary, as may be decided by the Secretary /Principal for the benefit of the students.
- k) Every teaching employee residing inside the college campus shall take at least two extra classes daily for the benefit of the students staying in the hostel.

**5. Methods of recruitment:** For smooth running of different departments of the college, the Governing Body shall take necessary steps to recruit new employees including permanent, ad hoc, probationer and employee on contract basis in order to fill up vacancies arising out of death, retirement, termination, retrenchment and resignation of the employees and newly created posts. Candidates without requisite qualification and training from recognized institutions shall not be recruited in any condition. The Governing Body shall set the detailed criteria for recruitment on the basis of the recommendation of the Diocesan Board of Education. The interview shall be conducted by the selection committee constituting the President, Secretary, Principal of the Stewart Science College, one of the office bearers of the management ( being the member of the Governing Body ), one of the member of the Governing Body ( Staff Representative ) and one subject expert. In addition to this the head of department for which the employee will be selected, may be invited at the time of interview. Advertisement regarding the vacancy be given in the monthly Christian magazine/news papers. Upon recruitment of the employee as a permanent, ad hoc, probationer or on contract basis, the college shall give him/her a written order specifying the kind of appointment, the pay package to which he/she would be eligible and the service conditions.

Every employee must produce a satisfactory medical certificate from a competent medical authority before the appointment is made.

**6. Promotion:** Reasonable opportunity shall be given to all the employees with requisite qualification and training from recognized institutions for promotion from one grade or post to next higher grade or post. Paramount importance shall be given to providing quality education in the college. Though seniority in service should be one of the important factors, the main criterion for promotion shall be based upon efficiency, qualification, character and nature of responsibility required in connection with the vacancy in the upper grade or post. For the purpose of promotion, the Principle of "Merit cum seniority" shall be followed with due care and consideration. The Governing Body shall set detailed criteria for promotion taking into account the following points.

- a) The candidate shall have the requisite qualification.
- b) The candidate must have rendered actual service of five completed years on the date of application.
- c) The candidate must not have any adverse remark in his service book regarding his performance, attitude and behavior during the last five years of service reckoned up to the date of application.
- d) The merit of the candidate shall be determined by assessing his/her punctuality, knowledge of the subject, personality, performance, ability to deliver and conduct for which the Governing Body shall set the detailed marking system from time to time.
- e) The Governing Body shall also set the rules for right-age to the seniority of the candidate after the qualifying service of five years.
- f) The promotion shall not be automatic and the intending candidate must apply for it.
- g) The selection committee as mentioned in clause-5 above, shall conduct the interview for the promotion of lecturer to the higher grade or post on the basis of merit cum seniority.
- h) Selection grade:-The selection committee as mentioned in clause-5 above shall review the service records of all staff and interview the staff who have completed 25 years of

