

**Dr. D. Y. Patil Pratishthan's College of Engineering,
Salokhenagar, Kolhapur.**

SERVICE RULES AND REGULATIONS

: SERVICE CONDITIONS INCLUDING PROMOTION POLICY

- I. A person shall be deemed to have been appointed to the service when his appointments made to a post in accordance with the existing AICTE norms (but it shall not include staff appointed on deputation or contract or temporary/ad-hoc).
- II. Every appointee shall be subject to the conditions that he/ she is certified as in sound mental health and physically fit for service by a Medical authority as specified from time to time.
- III. The pay of Teaching Staff shall be as fixed by the Selection Committee in accordance with the following scale of pay prescribed by AICTE.

Assistant Professor	15600-39100 AGP 6000, 7000 & 8000
Associate Professor	37400- 67000 AGP 9000
Professor	37400-67000 AGP 10000

- IV. The pay of Non-Teaching Staff shall be as fixed by the Selection Committee in accordance with the following scale of pay prescribed by Government,

Sr. No.	Designation	Pay Band	AGP
01	Accountant	9300-34800	4300
02	Stenographer	9300-34800	4300
03	Head Clerk/Assistant Superintendent / Asset. Accountant	9300-34800	4200
04	Library Assistant/Assistant Librarian	5200-20200	2800
05	Technical Assistant / Sr. Technician Asset. (Diploma)	5200-20200	2800
06	Senior Clerk	5200-20200	2400
07	Jr. Laboratory Assistant / Instructor ITI Holder / Electrician / Skilled Technician	5200-20200	2400
08	Store Keeper	5200-20200	2000

09	Junior Clerk/ Store Clerk/Library Clerk/ Typist	5200-20200	1900
10	Semi-Skilled Technician/ Wiremen / Plumber / Xerox Operator	5200-20200	1900
11	Laboratory Attendant/Library Attendant / Field Collector	4440-7440	1600
12	Peon/Hamal	4440-7440	1300

- V. The seniority of an Employee in any Grade shall, unless he/she has been reduced to lower rank on punishment, leave on LWP, be determined by the date of his/her first appointment on probation.
- VI. The appointing authority shall, at the time of appointing two or more persons simultaneously to a Grade, fix the Seniority for them with reference to the rank fixed by Selection Committee at the time of appointment, irrespective of date of joining.
- VII. All appointments in the academic services shall be made by open competition by an advertisement and selection where in all the in service personnel who possess the qualification prescribed shall also be permitted to apply. The Management may however make ad-hoc appointments in Specific cases or recruit by deputation.
- VIII. Save as otherwise provided every employee of the College shall be appointed under a written contract and the conditions of service relating to them shall as far as possible be uniform except in respect of salaries payable to them. The contract shall be lodged with Principal and copy thereof shall be furnished to employee concerned.
- IX. No application of the employee, seeking employment elsewhere, shall be forwarded during the probation period.