



**PRESTIGE INSTITUTE OF ENGINEERING  
MANAGEMENT AND RESEARCH, INDORE**

# **SERVICE RULES**

# **2020**



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## SERVICE RULES 2020

Service Rules for the employees of Prestige Institute of Engineering Management & Research, Indore as as under:

### 1. Short Title and Commencement

These rules shall be called Service Rules, 2020 of PIEMR, Indore

### 2. Application

The Service Rules, 2020 as amended time to time shall apply to every employee of the Institute and are in supersession of any previous Rules.

### 3. Definition

- I. Institute” means PIEMR, Indore
- II. Authorities” and “Officers” respectively mean the Authorities and Officers of the Institute.
- III. “Board” means the Board of Governors of the Institute
- IV. Chairman” means the Chairman of the Board.
- V. “Vice Chairman” means the Vice Chairman of the Board.
- VI. “Director” means the Director of the Institute “Registrar” means the Registrar of the Institute
- VII. “Appointing Authority” in relation to any post under the Institute means the authority competent to make appointments to the post under the Rules. “Employee” and “Member of the Staff” means a person serving the Institute in any post.
- VIII. “Year” means the financial year which begins on 1<sup>st</sup> of April and ends on 31<sup>st</sup> March following year.
- IX. “Faculty” means the faculty of the Institute.
- X. “Pay” means the remuneration admissible on the relevant date and includes “special pay” and “personal pay” but shall not include any allowance, fees or honorarium.
- XI. “Society” means Prestige Education Society.

### 4. Classification of the Staff

The members of staff of the Institute shall be classified into two broad categories as follows:

- i. **Academic:** This term shall include Director, all grades of Professors, Associate Professors, Assistant Professors, Research and teaching posts, as may be created by the Institute



- ii. **Non-Academic:** This term shall include Registrar, Deputy Registrar, Assistant Registrar, Accountant, Librarian, Manager (Audio Visual and Computer Lab), PS to Director, Senior Executives, Junior Executives, Library Assistants, Book Attendants, Book Lifters, Driver, Peon, Guards and Hostel Staff.

## 5. Selection Committees

Selection Committees for filling up the posts under the Institute shall be constituted as below:

In the case of Academic (Faculty) as well as Non-Academic posts (PIEMR is Minority Institute (Religious-Jain))

1. One member of the Board of Governors or Society;
2. Director
3. One expert in the appropriate field to be nominated by the Director.
4. One nominee of RGPV/AICTE (optional).

## 6. Qualifications and Experience

The qualifications and experience for appointment to any post shall be as per AICTE norms.

## 7. Medical Fitness

No person shall be appointed to any post by direct recruitment unless he /she produces, at his /her own cost, a certificate of sound health and physical fitness from a registered medical practitioner.

## 8. Character and Antecedents

The appointing authority must be satisfied that the candidates for appointment possess good character and antecedents.

## 9. Proof of Age

Every employee shall be required to produce documentary evidence (viz, S.S.L.C. or Matriculation Certificate) of his /her date of birth.

## 10. Probation:

- i. Every candidate appointed to a permanent academic post in the Institute (other than the Director) after the commencement of these rules, whether by promotion or by direct recruitment, shall normally be on probation for a period of two years, except in the case of candidates appointed on contract for any specific tenure, in which case, the terms of contract, if any shall govern the probation. Candidates appointed to non-academic and technical posts, whether by promotion or direct recruitment, shall also normally be on probation for two years. The appointing authority may,

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