

Recruitment Policy



**Banda University of Agriculture &
Technology, Banda- 210001**

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Recruitment Process

In Banda University of Agriculture and Technology, Banda, UP, the vacant posts of approved posts and newly sanctioned posts by the Government to be taken under the recruitment process.

As per the Statutes of the University, the Chapter XIII envisages the provisions for Appointment of Staff. The salient regulations for the Appointment of Staff are as follows:

- All appointment shall be made strictly on the basis of merit.
- Appointments to the various categories of posts in the University shall be made as herein after prescribed.
- The Selection Committee for the appointment of a Dean Faculty shall consist of:
 - (i) The Kulpati who shall be the Chairman thereof;
 - (ii) One Dean of Faculty to be nominated by the Kulpati, who may be from any Agricultural University.
 - (iii) One representative to be nominated by the Director General, Indian Council of Agricultural Research, New Delhi.
 - (iv) Two experts to be nominated by the Kuladhipati.
- The Selection Committee for the appointment of a Director of Agricultural Experiment Station or a Director of Extension shall consist of:
 - (i) The Kulpati who shall be the Chairman thereof;
 - (ii) The Deans of two Faculties to nominated by the Kulpati;
 - (ii) Two experts to be nominated by the Kuladhipati.
- The Selection Committee for the appointment of the Head of a Department shall consist of:
 - (i) The Kulpati who shall be the Chairman thereof;
 - (ii) The Dean of the Faculty concerned;
 - (iii) One Dean of another Faculty to be nominated by the Kulpati;
 - (iv) Two experts to be nominated by the Kuladhipati.



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➤ The Selection Committee for the appointment of a Professor, Associate Professor, Assistant Professor or teacher shall consist of:

- (i) The Kulpati who shall be the Chairman thereof;
- (ii) The Dean of the Faculty concerned;
- (iii) One Head of the Department to be nominated by the Kulpati.
- (iv) Two experts to be nominated by the Kuladhipati.

Provided that if the Kulpati (Vice-Chancellor) is for any reason, not available to participate in any meeting of the Selection Committee constituted for the appointment of a Professor, Associate Professor, Assistant Professor or teacher, then in the case of Associate Professors, Assistant Professors and equivalent Posts, he may, by general or special orders require the Prati-Kulpati (pro-Vice-Chancellor) or the Dean of the Faculty concerned to preside over the Selection Committee and perform functions of the Chairman.

- The Selection Committee for the appointment of any other officer of the University whose appointing authority is the Kulpati or the Board, not covered by the preceding clause, shall consist of five persons on the staff of the University to be nominated by the Kulpati, three of whom shall be of the rank of Deans of Directors or Professors one of whom shall be appointed by the Kulpati as Chairman unless the Kulpati chooses to be Chairman himself.
- Where the Kuladhipati is satisfied that in the special circumstances of the case a Selection Committee can't be constituted in accordance with the provisions of the Selection Committee for the appointment of a Dean Faculty, he may direct the constitution of the Selection committee in such manner as he thinks fit.
- A panel of six or more experts in each subject of study shall be drawn up by the Kuladhipati after consulting the corresponding faculty in Indian Universities or such other academic bodies or research institutions in or outside Uttar Pradesh as the Kuladhipati may consider necessary. Every expert nominated by the Kuladhipati under Chapter XIII clause (4) of the Statute, shall be a person whose name is born on such panel. The panel referred to in Chapter XIII clause (4) sub-clause (a) shall be revised every two years. Kuladhipati may intimate in specified order a larger number of names of experts than required under Chapter XIII clause (4) for serving as his nominees on the Selection Committee. In such a cases on any person whose name appears higher in the specified order not being available for a meeting of the

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Selection Committee, person whose name appears nearest lower in the specified order shall be requested to serve on the Committee.

- The Selection Committee shall, by majority of its total membership, recommend one or more but not more than three, names for each post to the Kulpati and where more than one names are recommended, the order of preference shall also be indicated.
- where the Kulpati approves the name or any of the names recommended by the Selection authority, he shall make the appointments, and where such appointment is subject to the approval of the Board or the appointing authority, the Kulpati shall make recommendation to the Board for such approval or appointment as the case may be. Where the Kulpati does not approve the name or any of the names recommended by the Selection Committee, or as the case may be, the Board does not approve the recommendation of the Kulpati, the post shall be re-advertised.
- Where the board is the appointing authority or the appointment is to be made subject to the approval of the Board, the Kulpati may after considering the recommendations of the Selection Committee constituted for the purpose, make temporary appointments to such, posts in the University as cannot be kept vacant without detriment to the work, for a period not exceeding 6 months or till the next meeting of the Board, whichever is earlier. Such appointments shall invariably be placed before the Board at its next meeting for ratification and shall be continued only if approved by the Board.
- Appointments of all other staff not specifically provided for in the Act of these Statutes shall be made by the Kulpati with the approval of the Board except the following posts which May be filled by the Kulpati without reference to the Board namely;
 - (a) The non-teaching posts carrying a scale the maximum of which does not exceed Rs.4250/-including those which are filled by obtaining services of a person on deputation for a period upto three years from a regularly constituted service of State or Central Government or an autonomous body constituted by the State or Central Government. The upper limit of Rs. 4500/-will be subject to alteration from time to time, by the resolutions of the Board of management, on the basis of rationalization or enhancement occurring on the basis of the decision of the Government.


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- (b) The posts for which the Kulpati is the appointing authority under the provisions of the Act.

Eligibility for the posts:

As per Chapter XXI Section 28(r) sub-clause 1 (a) of Statutes of the University (Approved by the Chancellor vide Letter No. E-3631/GS dated Sept. 7, 1981), the number of teacher in each department & their qualification shall be as recommended by the Academic Council and approved by the Board of Management.

Application Process: After that, for inviting applications on the basis of prescribed qualification, advertisement is given in at least three newspapers having adequate circulation in the country as well as uploaded on the website of the University, in which prescribed duration is given for receipt of applications. The application is accompanied by the application fee charged by the University. The bank draft received as application fee is deposited in the University account through the Finance Comptroller.

Scrutiny/Screening/Selection Process: For scrutiny/screening of the received applications, a committee shall be constituted at the University level after approval of the competent authority. The screening committee prepare a merit list on the basis of score. The list prepared by the committee is uploaded on the website of the University for the perusal of the candidates and for receiving objections from the candidates, 7 days time is given and after the stipulated time, the objections are disposed of by the committee and again the information is uploaded on the website of the University to make Candidates aware of the disposal of objections as per the guidelines of the Governor Secretariat.

According to the instructions mentioned in the letter number E-309,/32-GS0/2020 dated 8 May 2021 of the Governor's Secretariat, an objective type written examination is conducted for all the candidates found eligible in the screening for the post of Assistant Professor. The marks obtained in the examination are uploaded on the website of the University for display and 3 days time is given to receive objections on the marks of the written examination from the candidates. After the stipulated time, the disposal of objections is done by the committee.

According to the instructions mentioned in the Governor's Secretariat's letter number E-5862,/GS dated 03 September 2022, for the interview for the second phase, A.P.I. Merit list is prepared on the basis of total obtained in score (100 marks) and written test (40 marks). According to the

   
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instructions mentioned in the letter number E-309/ 32-G.S./ / 2020 dated 8 May 2021 of the Governor's Secretariat, maximum 10 times for one post and then maximum 5 times for each post, candidates are called for second phase interview on the basis of merit. Candidates are informed through registered post and e-mail along with the list of shortlisted/eligible candidates on the basis of merit being uploaded on the website.

Candidates shortlisted/eligible for the post of Assistant Professor are first given an hour's time to prepare a presentation on a topic decided by the Selection committee, then a presentation (20 marks) is made by the candidates before students. After the presentation, the candidates are interviewed (10 marks) before Selection committee. On the basis of sum of marks of presentation and interview 30 (20 + 10 marks) the selection committee prepares a list of selected candidates and waiting candidates and closes the envelope after the signatures of the members of the selection committee. The sealed envelope is opened before the Hon'ble Board of Management for approval.

Screening of applications received for the post of Associate Professor and Professor is done by a committee constituted by the University. API Scores are prepared after screening of candidates.

Score of the candidates are uploaded on the University website and 7 days time is given for receiving objections by the candidates. After the stipulated time period, disposal of objections is done by the committee and again the information is uploaded on the website of the University to make Candidates aware of the disposal of objections.

Candidates are selected for interview on the basis of API score. According to the guidelines received from Governor's Secretariat's vide letter number E-309/32-G.S./2020 on 8th May 2020 maximum 10 times for one post and thereafter a maximum of 5 times for each post are called for the II stage/interview.

The merit list of shortlisted/qualified candidates on the basis of API score is uploaded on the University website and candidates are informed through registered post and e-mail.

Final selection of candidates is done on the basis of interview (20 marks) before Selection committee. On the basis of which list of selected candidates and wait listed candidates are prepared and after signing the same by the members of selection committee, envelope is sealed. Sealed envelope is opened before the Board of Management for approval. After the approval of the Board of Management and approval of the competent authority, appointment letters are issued to the candidates.





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As per Chapter XXI Section 28(r) sub-clause 1(b), the number of other salaried employees of the University and its farm and their qualifications shall be as recommended by the Vice-Chancellor and approved by the Board.

The recruitment of Group C (non- teaching) vacant posts of approved posts and newly sanctioned posts by the Government to be taken under the recruitment process through Uttar Pradesh Subordinate Services Selection Commission (UPSSC) .

Candidates are selected for the on the basis of API score. According to the guidelines received from Governor's Secretariat's vide letter number E-309/32-G.S./2020 on 8th May 2020

The selection on the posts of Subject Matter Specialists and Senior Scientists cum-Head in Krishi Vigyan Kendras is done as per guidelines of Indian Council of Agricultural Research (ICAR) and approved by the Board of Management on the basis of academic score and interview marks. Group C Candidates are selected on the basis of Written Test as per guidelines of the State Government and approved by the Board of Management.

All recruitment initiatives implemented/ to be implemented shall be reviewed periodically and subject to modifications so as to ensure that they meet the policy, standardization and legal guidelines issued by the State Government, Board of Management and other competent authority (ies) time to time.

The University reserves the right to revise the terms of this policy at any time. Any such revisions will be noted in the revision history of the policy.



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