

St.Vincent Pallotti College, Kapa, Raipur
Service Rules

1. No person shall be deemed to be in regular employment of the college unless and until he/she has received a letter of appointment duly signed by the Executive Secretary/Director.
2. Every employee, other than casual, part time, adhoc shall be engaged by a letter of appointment before taking up his post. The employee shall sign a copy of the appointment letter as a token of acceptance. This will be retained by the institution
3. Unless in a particular case it is otherwise distinctly provided, the employee's time is entirely at the disposal of the institution and he/she shall render all possible assistance to the school authorities and students.
4. Generally, before a person is considered for a regular employment, unless otherwise specified in the appointment order, he/she is required to be on probation for a period of at least one year. The probationary period may be extended at the discretion of the competent authority.
5. During the period of probation or extended period of probation, the services of a probationer may be terminated at any time without notice or compensation in lieu of notice, without assigning any reason. No appeal shall lie against such termination.
6. If during the period of probation, the employee's performance of the duties assigned to him has been found to be satisfactory, he may be confirmed by a written order. If not satisfactory, the period of probation may be extended at the discretion of the competent authority. If, at the end of such an
7. extended period, the probationer's work is still found to be unsatisfactory, his/her services shall be dispensed with or without assigning any reason whatsoever.
8. No employee is entitled to be confirmed or to be treated as a regular employee only by reason of his having completed the probationary period until
9. the confirmation order is issued in writing by the competent authority. If no orders are passed, the probationer's services will be deemed to have been unsatisfactory and the probationer stands discharged from service.
10. A permanent employee promoted to a higher post shall be on probation for a period of one year and is liable at any time during this probationary period to be reverted to the original post at the discretion of the management.
11. No employee can claim promotion as right only on the basis of eligibility to hold the promotional post, or by way of mere seniority or of having been temporarily placed in charge of the post. When a higher post falls vacant and the competent authority is free to consider all available candidates. The promotion of an employee from a lower post to a higher post shall be determined on the basis of merit, quality of service, loyalty, conduct, efficiency, ability, and health, nature of the job, seniority and the individual's suitability for the job.
12. An employee may discontinue his services in the college even after his confirmation by giving three months notice or by paying an amount equal to three months salary in lieu of notice provided there are no dues outstanding against the employee.
13. The employee is required to intimate in writing a change in his name marital status and address.

14. Every employee shall be required to produce the following certificate prior to his appointment:
- a. A certificate of fitness from a registered medical practitioner, approved by the college.
 - b. Two certificates from educationists or respectable members of the society not related to the candidates, certifying the character and conduct which will satisfy the school/college authorities.
 - c. Original degree/diploma certificates with attested photo copies thereof. Original certificates will be returned within three months after verification.
15. No member of the staff shall apply for an employment elsewhere without taking a written permission from the head of the institution/Director.
16. **Record of Age:** The date of birth of an employee as furnished by him at the time of joining should be supported with one of the following documents before it is accepted as correct.
Certificate indicating the academic qualification and also indicating the correct date of birth. The age of the employee verified as above or in any other manner deemed fit by the management shall be the conclusive proof of the age of the employee for all questions concerning his employment including retirement. No change thereafter shall be accepted.
- 17. Change of Address:** Whenever a change occurs in the residential address of an employee he/she must immediately intimate such a change.
- 18. Leaving Headquarters:** No employee shall ordinarily, while on leave or under suspension, leave the headquarters without prior permission of his leave sanctioning authority. If an employee wishes to leave station for any reason, while applying for such leave, he should communicate to the management the outstation address at which he may be contacted if necessary.

Rev. Fr. Shanti Prakash Panna
Director