



**University Grants Commission
Bahadur Shah Zafar Marg
New Delhi 110002**

No.F.3-1/94 (PS) Pt. file

15th February, 2008

**The Registrar
(All Central/State/Deemed Universities)**

**The Education Secretary
All State Govts. and Union Territories.**

**The Officer Incharge
All Regional Offices of UGC**

Sub.: Model Guidelines for Re-employment of superannuated Teachers.

Sir/Madam,

I am directed to inform you that the Commission has approved the Model Guidelines to provide a framework for the Re-employment of superannuated teachers in universities and colleges in India. A copy of the Model Guidelines is enclosed herewith.

These guidelines may be followed by the University while considering re-employment of superannuated teachers. These guidelines may also be brought to the notice of institutions/colleges affiliated to your University.

It may specifically be noted that re-employment of superannuated teachers may be made only against regular sanctioned posts, which could not be filled up and remained unfilled for at least one year.

Yours faithfully,

(Mrs. Shashi Munjal)
Under Secretary

Encl.: As above

Copy to :-

Shri R. Chakravarty, Deputy Secretary to Government of India, Ministry of Human Resource Development, Department of Higher Education, Shastri Bhawan, New Delhi - 110 001.

(Mrs. Shashi Munjal)
Under Secretary

**UNIVERSITY GRANTS COMMISSION
NEW DELHI**

Model Guidelines for Re-employment of Superannuated Teachers

1. Background:

Of late, it is observed that many Universities and Colleges in the Country have a number of Sanctioned teaching posts lying vacant for long periods. This may be due to various reasons, like non-availability of funds, ban on recruitment, non-availability of suitable candidates, difficulties in filling positions earmarked for the reserved category and problems brought out by litigation. Therefore, more often, the institutions are required to have the services of contract appointees and teachers engaged on per-lecture basis, as well as of research students for performing the required academic activities. As a result, such institutions are not able to maintain the quality and standard of their academic programmes and are also unable to keep pace with the growing expectations from their stake holders, particularly students. One of the alternatives recommended by the UGC (as early as in the year 1990) to take care of this problem, is the selective re-employment of superannuated teachers up to their reaching the age of 65 years. This has also been reiterated by the Fifth Pay Commission in 1997 and in many UGC communications, wherein it has been suggested that the institutions may use this existing provision as a short term measure. The Ministry of Human Resource Development vide notification **No.1-19/2006(U.II)** dated **23rd March, 2007** has extended the age of superannuation to 65 years with a provision for re-employment up to 70 years in case of Centrally funded Institutes. The Model Guidelines given below have now been framed by the UGC to facilitate the implementation of this recommendation in the higher education system in the Country. The Model guidelines provide a frame work for the re-employment of superannuated teachers at Universities and Colleges in India.

2. Applicability:

The Model Guidelines shall be applicable to Central/State and other Universities and Constituent/Affiliated Colleges in the Indian University system and to any other educational institute engaged in higher/technical/professional education which opts for re-employment.

3. Eligible Category:

The category of superannuated teachers eligible for re-employment shall be:

- a) Professor only, in the case of Universities; and,
- b) Professors, Readers and Lecturers (Selection Grade) only, in the case of Colleges.

4. Tenure of Appointment:

The tenure of appointment of a superannuated teacher shall be for a maximum period of three years at a time or up to the teacher reaching the age of 65 years (70 years in case of Centrally funded institutes), whichever is earlier. However, it shall be open for the institution to make appointments for shorter periods at a time, like one/two years, or for a further maximum period of three years, as the case may be, so long as the teacher is below the age of 65 years (70 years in case of Centrally funded institutes) with a proviso that in case of Centrally funded institution, all those who superannuated after 62 years but not attained 65 years, as on 15th March, 2007 (date of Government's order), the re-appointment shall be only against sanctioned vacant posts as in the case of 65-70 years, except that the screening as per the UGC guidelines need not be mandatory which is now proposed to be applicable to 65-70 years age group. In case the number of claimants in the category of superannuated teachers who have not attained 65 years as on 15-03-2007, is more than available sanctioned posts, it may be left to the University/College to make selection of teachers from amongst the claimants, based on the requirements and availability of regular vacancies of sanctioned posts.

5. Principals to be Followed:

The institution shall follow the following principles, while taking up the cases of superannuated teachers for re-employment:

- a) There shall be vacancies of teachers at the University Department or at the College, remaining unfilled for at least one year.
- b) The number of teachers to be re-employed in a University Department and /or College at any given time shall be limited to 50% of the vacancies identified, as above.

- c) Re-employment of superannuated Teachers may be made only against regular sanctioned posts, which could not be filled up.
- d) Re-employment of superannuated teacher/s shall be in the best interest of the concerned University Department or the College.
- e) There shall be adequate work load for the re-employed teacher/s at the concerned University Department or the College, to justify the appointment.
- f) Re-employment of superannuated teacher/s shall be possible either at the same University or College where the teacher had served before superannuating or at any other institution.
- g) The expenditure towards re-employment shall be met by the institution from its budget allocation.

6. Selection Criteria:

The institutions shall follow the following principles, while taking up the cases of superannuated teachers for re-employment:

- a) The University Department/College shall have identified the subject areas wherein superannuated teachers need to be appointed.
- b) Superannuated teachers, either from the same institution or elsewhere, shall have appropriated qualification, experience and excellent record in the concerned subject area.
- c) Superannuated teachers, shall be distinguished scholars and shall have been productive during their service and in particular, in the last five years in activities, like:
 - I) Guidance of research scholars (M. Phil/ Ph.D);
 - II) Research work done and publications in learned journals;
 - III) Publication of books and other learning material;
 - IV) Filing of patents and/or obtaining intellectual property rights;

- V) Launching of new academic programmes/courses;
 - VI) Introducing innovations in teaching and/or examinations;
 - VII) Undertaking sponsored research projects;
 - VIII) Rendering knowledge based advice/consultancy;
 - IX) Taking up inter-Departmental/Institutional collaboration;
 - X) Organizing of National/International Conferences and/or participating in them;
 - XI) Conducting continuing education programmes and/or associating in them;
 - XII) Undertaking of extension and/or field outreach activities.
- d) Superannuated teachers shall be medically fit to undertake the new appointment.
- e) The service record of superannuated teachers shall be highly satisfactory and they be both morally and ethically sound.

7. Re-employment Procedure:

The procedure to be followed for the re-employment of superannuated teachers at a University/College, shall be as given below:

- a) The University/college Department desirous of filling any vacancies by superannuated teachers shall obtain their CV for considering their cases.
- b) Each CV shall include a detailed account of all the contributions made by the teachers, highlighting his/her achievements during the last five years.
- c) The CV shall be discussed at a formal meeting of the Departmental Council/Committee of the University/College as the case may be, before making the Departmental recommendations.
- d) The departmental recommendation shall be forwarded to the Vice Chancellor in the case of a University through the Dean of Faculty

or Chairperson, Governing Council in the case of a College through Principal for their Consideration.

e) The Vice Chancellor/Chairperson of the Governing Council shall constitute the following Expert Committees for evaluating the proposals:-

I) In the case of a University:

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| 1. Vice Chancellor | (In the Chair) |
| 2. Two Subject Experts* | (Members) |
| 3. Dean of the Faculty | (Member) |
| 4. Head of the Department | (Member) |

II) In the case of a College

- | | |
|-------------------------------------|----------------|
| 1. Chairperson of Governing Council | (In the Chair) |
| 2. Two Subject Experts* | (Members) |
| 3. Principal of the College | (Member) |
| 4. Head of the Department | (Member) |

(*Nominated by the Vice Chancellor/Chairperson of the Governing Council, from the approved panel of experts for the Selection Committees in the University Department/College).

- f) Each of the above Committees shall consider the full papers put up before it and also call any candidate for discussion, if necessary, before arriving at its recommendation on the appointment.
- g) The recommendation of the Committee and the terms of appointment shall be place before Executive/Governing Council of the University/College, as the case may be.
- h) The decision of the Executive/Governing Council shall be final and binding on the teacher.

8. Emoluments and Other Privileges:

- a) A re-employed teacher shall be eligible to draw emoluments equivalent to the last pay drawn minus pension as a consolidated amount which shall remain the same through out the tenure of re-employments.
- b) The institution may consider the re-employed teachers for campus housing on prevailing terms, if available, or compensate them to the extent possible towards the house rent.
- c) A re-employed teacher shall be entitled to casual/Special Casual/Duty leave on a par with teaching faculty in regular service.
- d) The institution shall provide all the essential academic facilities to the reemployed teacher.

9. Duties and Responsibilities:

- l) A re-employed superannuated teacher shall be treated on a par with regular teachers at the institution and shall have the following duties and responsibilities, with no additional financial liability to the institution:
 - a) Academic work, like teaching courses, conducting examinations and research guidance;
 - b) Conducting research and/or taking up sponsored research projects;
 - c) Launching continuing education programmes in new and emerging areas;
 - d) Organizing / Attending national / international Conferences / Seminars / Symposia / Workshops;
 - e) Undertaking knowledge-based advisory / consultancy assignments;
 - f) Accepting invitations and delivering Guest Lectures at other institutions;
 - g) Participation in academic/research Committees at the Institution and elsewhere, when required.

- II) However, a re-employed superannuated teacher shall not be eligible for holding administrative or financial responsibilities at the Institution or elsewhere.

10. Review:

The performance of a re-employed teacher shall be reviewed periodically, by the University/College. If the performance is found unsatisfactory, his/her services may be terminated by the appointing authority by giving one month notice.