

Present Status of Vacant Post of IEDUP,LKO(As on Nov.2020)

Sl. No.	Post	Pay Scale (7 th Pay)	Matrix Level	Approved Post	Filled Post	Recruitment on short term basis
1.	Sr. Faculty Member	118500-214100	13	01	-----	01
2.	Faculty Member	67700-208700	11	06	----	03
3.	Sr. Training Associate (T//R/P/Computer)	35400-112400	06	07	06	03
4.	Training Associate (T//R/P/Computer)	35400-112400	06	10	05	05
5.	Finance & Admn. Officer	67700-208700	11	01	----	01
6	Asstt. Accounts Officer	35400-112400	06	01	----	01
7	P.S. to Director	35400-112400	06	01	---	01
8	Stenographer/PA to Director/ Sr. Personnel Asstt.	35400-112400	06	02	01	01
9	Accountant	35400-112400	06	01	----	01
10	Clerk cum Typist	19900-63200	02	03	01	01
			Total	33	13	18



INSTITUTE OF ENTREPRENEURSHIP DEVELOPMENT, U.P.
(Registered Under the Societies Registration Act -1860
(Act. No. XXI of 1960))

CHAPTER - I

P R E L I M I N A R Y

01. SHORT TITLE AND COMMENCEMENT

- i) These rules shall be called **Institute of Entrepreneurship Development, U.P. SERVICE RULES 1992**, hereinafter referred to as '**IEDUP Service Rules-1992**'.
- ii) These rules shall come into force, with immediate effect.

02. APPLICABILITY

- i) These rules shall apply to every employee of the 'IEDUP'.
- ii) Nothing in these rules shall apply to employees, on deputation to the 'IEDUP', who shall be governed by the terms and conditions of deputation, prescribed by their parent department.

03. DEFINITIONS

In these rules, unless there is anything repugnant to the subject or context:

- i) "**Government**" means, the Government of Uttar Pradesh.
- ii) "**Board**" means, the Board of Governors of 'IEDUP'.
- iii) "**Chairman**" means, the Chairman of the 'IEDUP'.
- iv) "**Director**" means, the Director of the 'IEDUP'.
- v) "**Appointing Authority**" means, the authority, empowered to make appointments.
- vi) "**Competent Authority**" means, an authority whether designated as such or not, who is competent to exercise any or all the powers under these rules or to whom powers in respect of an or all the rules have been delegated by the Board, Chairman or the Director, as the case may be.
- vii) "**Head Office**" means, the Registered Office of the 'IEDUP'.
- viii) "**Employer**" means the 'IEDUP'.
- ix) "**Employee**" means and includes, persons appointed on whole time basis as Senior Faculty Member, Faculty Member, Associate Faculty Member, Training Associate, Ministerial or



supervisory staff, class IV Staff, but does not include the employee appointed under a contract, daily wages or casual or contingent staff or labour force, work charge.

- x) **"Enquiry Officer"** means, an officer so appointed by the Competent Authority to conduct an enquiry in the relation to an act of commission and/ or omission by an employee.
- xi) **"Family"** of employee means and includes single spouse, legally adopted and legitimate children, step children, parents, unmarried or widowed lineally descended sisters or minor brothers, wholly depended sisters or minor brothers, wholly dependent on him/ her.
- xii) **"Period of Service"** means the period during which an employee is on duty or on leave, but will not include period of extra -ordinary leave without pay.
- xiii) **"Pay"** means, the amount drawn by an employee which includes:
 - (a) Basic Pay/ Officiating Pay.
 - (b) Special Pay and /or Personal Pay.
 - (c) Any other emoluments or allowances which may be specially classed as pay, by the 'Board'. It does not include dearness allowance, ex-gratia, travelling allowance, medical allowance, conveyance allowance or other such allowances.

CHAPTER - II

GENERAL CONDITIONS OF RECRUITMENT

04. SOURCE OF RECRUITMENT

Appointments may be made:

- i) by direct recruitment,
- ii) by promotion of the employees of 'IEDUP'.
- iii) by deputation or on contract basis for a specified period; or
- iv) from any other source.

05. CREATION OF POSTS

Consistent with the requirement of the 'IEDUP' the Competent Authority may create post(s), from time to time in the different scales of pay, so prescribed by 'IEDUP'.

(i) Classification of Posts

For purposes of appointments, control and discipline etc. the posts in 'IEDUP' be classified as follows:

- | | | |
|-----|--|-------------|
| (a) | Posts carrying a pay scale of Rs. 1350 - 2100/- or more. | Class - I |
| (b) | Posts carrying a pay scale of Rs. 900 - 1770/- or more but less than that of Rs. 1350 - 2100/- | Class - II |
| (c) | Posts carrying a pay scale of Rs 410 - 640/- or more but less than that of Rs. 900 - 1770/- | Class - III |
| (d) | All other remaining posts | Class - IV |



The 'Board' may, however, change the classification, in respect of any particular class or classes of posts, so specified.

(ii) **Nationality**

A candidate for recruitment to a post or service under 'IEDUP' must be:

- (a) a citizen of India; or
- (b) for other for whom a certificate of eligibility has been issued by the State Government or Deputy Inspector General of Police, Intelligence Branch, U.P.- for Indian Citizenship.

(iii) **Qualifications**

The minimum essential academic qualifications, desirable qualification and also specific experience, required for the various posts will be laid down by the Director or Chairman or Board or any authority empowered in this behalf, by the Board.

(iv) **Character**

The Character of a candidate for direct recruitment must be such as to make him/ her eligible for employment, under the 'IEDUP' he/she must produce certificates of good character:

- (a) From the Dean/Principal of the University or College or the Professor under whom he/she had studied or the Head Master of the school in which he/she was last educated.
- (b) From two respectable and responsible persons (not related to the candidate) of which one should be a gazetted officer. Who are well acquainted with the candidate from his/her private life. The appointing authority may where considered necessary to make further enquiries regarding the character and antecedents of a candidate in such a manner and from such authorities, as may be considered desirable.

6. **PHYSICAL FITNESS**

No person shall be appointed to any post, under 'IEDUP' unless he/she is in good mental and bodily health and free from any physical defect, likely to interfere with the performance of his/her duties. Any person who is offered employment in the 'IEDUP' shall at the time of his/her first appointment, be required to produce a certificate regarding physical fitness from the Chief Medical Officer of the District or Deputy Chief Medical Officer or from Lady Medical Superintendent (in case of female candidates) as may be acceptable to the Director.

7. **AGE**

- i) A candidate for direct recruitment to a post under 'IEDUP' shall not be less than 18 years and more than 32 and 35 years of age for class -IV and class -III posts, respectively.
- ii) For Class-I and Class-II, the age limits may be fixed by the 'Board' or an authority empowered by the 'Board' from time to time. The maximum age will not normally be more than 50 years for Class-I and 40 years for Class-II posts.



- iii) The maximum age limit will be relaxable in the case of Scheduled Castes, Scheduled Tribes, Backward Castes etc. candidates as may be decided by Board taking into consideration the relevant orders of State Government issued from time to time.
- iv) The 'Board' or Director may relax or prescribed higher age limits for the ' IEDUP' employees, who may be eligible to apply for the post, to be filled by direct recruitment.

8. PROOF OF AGE

Every employee shall, at the time of his/her appointment, produce a proof of his/her age the High School Certificate indicating the date of birth, as proof of age. Those employees who have not passed High School Examination shall, as proof of their age, produce a certificate from the educational institution last attended or in case of a person who has not attended any school, a certificate from a government doctor certifying his/her age or certified extract of birth register.

9. MARITAL STATUS

No male candidate who has more than one wife living and no female candidate who has married a man having already a wife shall be eligible for appointment to posts under 'IEDUP'.

The Appointing Authority may, if satisfied, that there are special grounds for exempting any persons from the operation on this regulation, refer the matter to the 'Board' whose decision shall be considered final.

10. APPOINTING AUTHORITY

- i) The Authority competent to make appointments to various posts in the ' IEDUP' shall be specified, by the Board, from time to time.
- ii) Appointment shall be made by the Appointing Authority in accordance with the procedure that may be prescribed, from time to time.

11. COMMENCEMENT OF SERVICE

'Service' of an employee shall be deemed to commence from the working day on which he /she reports for duty at the place and date intimated by the Appointing Authority provided he/she reports in the forenoon otherwise the service shall commence from the following day.

12. PROBATION

Any employee, appointed for the first time, to any post in 'IEDUP' shall be placed on probation for a period of one year from the date of commencement of service. The Appointing Authority may extend the period of probation for a further period of one year, without assigning any reason therefor.

13. TERMINATION DURING PROBATION

An employee appointed to a post may, while on probation be discharged from the service of the 'IEDUP' by the Competent Authority without assigning any reason, on one month's notice in writing in this behalf or one month's pay including allowances, in lieu thereof. An employee while on probation may leave the service of the 'IEDUP' after giving one month's notice in writing or depositing an amount equal to one month's pay in lieu of such notice.

14. CONFIRMATION

An employee appointed to any posts in the 'IEDUP' on a regular scale of pay, may be confirmed by the Appointing Authority on that post after completion of the of the period of probation and subject to satisfaction of Appointing Authority.



15. SUPERANNUATION AND RETIREMENT

- a) The date of superannuation of an employee shall be the date on which he /she attains the age of 58 years. He/she may be re-employed in service, after the date of superannuation, in the interest of the 'IEDUP' on such terms and conditions, as approved by the Board. However, re-employment will be made in exceptional circumstances and subject to prior approval of the State Government.
- b) Irrespective of the date on which an employee attains the age of superannuation, he/she will retire on the last day of the month in which he/she attains the age of superannuation.
- c) Notwithstanding anything contained in clause (a) and clause (b) of above, the Appointing Authority at any time, by three months notice to an employee without assigning any reason compulsorily retire him/her after he /she attained the age of 50 years and likewise an employee may by three month's notice to the Appointing Authority, without assigning any reason, voluntarily retire, at any time after having attained the age of 50 years, provided that;
- i) any such employee, may, be order of the Appointing Authority without such notice or by a shorter notice be compulsorily retired forthwith at any time after attaining the age of 50 years and on such retirement the employee shall be entitled to claim a sum equivalent to the amount of his/ her pay and allowances, if any for the period of the notice or as the case may be for the period by which such notice falls short of three months, at the same rate at which he /she was drawing immediately, before his retirement.
- (ii) it shall be open to the Appointing Authority to allow the employee to retire without any notice or by a shorter notice without requiring the employee to pay any penalty, in lieu of notice.
- (iii) retirement benefits, if any, shall be payable in accordance with and subject to the provisions of the relevant rules, to an employee who retires or is required or allowed to retire under this rule.

Further that such notice given by the employee against whom a disciplinary proceeding is pending or contemplated, shall be effective only, if it is accepted by the Appointing Authority, provided that in the case of a contemplated disciplinary proceeding, the employee shall be informed before the expiry of his/her notice that it has not been accepted.

Provided also that the notice once given by an employee under clause(c), seeking voluntary retirement shall not be withdrawn by him/her, without the permission of the Appointing Authority.

CHAPTER-III

RECORD OF SERVICE AND PROMOTION

17. RECORD OF SERVICE

A record of service shall be maintained, in respect of each employee, in such form, as may be prescribed by the Director from time to time.



18. RECORD OF PERFORMANCE

A record of performance, giving the assessment of the work and conduct of each employee shall be maintained, in such form, as may be prescribed by the 'IEDUP' Director from time to time.

19. SENIORITY

The seniority of an employee will be determined according to his /her respective place in the merit list announced after selection:

Provided that where selection of only one person is made, the seniority will be determined by the date of his /her substantive appointment.

Provided further that where selection is made by promotion alone, the inter-se-seniority of those promoted from lower grade, shall be maintained in the higher grade, as well.

Provided also that where selection is made both by promotion any by direct recruitment, the inter-se-seniority amongst the promoted as well as direct recruited employee shall be in the proportion of 1:1 by placing the promoted employee first and the directly recruited employee and so on.

20. PROMOTION

The following will be the ratio for promotion of the employees of 'IEDUP' to the next higher grade/post provided the requirement of minimum qualification and experience of that grade/post is fulfilled.

Class - II	to	Class - I	50%
Class -III	to	Class -II	50%
Class - III	to	Class -III	50%
Class - IV	to	Class -III	20%

There will not be any accumulation or carry over of promotion quota.

- i) For promotion to the next higher grade/ post an employee should be qualified for the job and should have put in at least 5 year substantive/ confirmed service and experience in the scale from which he/she is to be promoted in the 'IEDUP'. The 'Board'/ Appointing Authority may however at its discretion, relax the condition relation to the minimum service period.
- ii) Promotion to post of Class - I or Class-II will be made on the basis of merit and the promotion of an employee of ministerial cadre of Class-III posts will be based on seniority, subject to rejection of unfit. The 'Board' / Appointing Authority may however relax the conditions in its discretion.

21. SELECTION

Mode of selection will be decided either by the ' Board ' or by the Appointing Authority. Selection to a post, whether to be held on the basis of written test or without such test(s), will always be made by a Selection Committee, consisting of not less than 3 persons, to be constituted by the 'Board' or by the Appointing Authority.

Selection Committee will also be empowered to draw panels subject to availability of suitable candidates, so as to avoid the repetition of recruitment process, if required to be made, in near future. The panel recommended by the Selection Committee will be valid for a period of one year.



CHAPTER - IV

PAY AND ALLOWANCES

22. PAY ON FIRST APPOINTMENT

The pay of an employee on first appointment to a post in the service of the 'IEDUP' shall be fixed as per terms and conditions of appointment. Pay and allowances shall become payable on the first working day of following month.

23. EMPLOYEE ON TRANSFER

Where an employee is transferred from one post to another, he/she shall during any interval of duty between the date of his /her handing over charge of the old post and the date of taking over charge of new post, draw the pay and allowances of the old or the new post, whichever will be less.

24. INCREMENT

- i) An annual increment will be granted to an employee on the first day of the month of accrual.

Provided that where the grant of increment has been withheld as a disciplinary measure or at the stage of Efficiency-Bar or enhanced due to grant of extra-ordinary leave without pay, the period for which it has been withheld or enhanced, shall be added to the normal date of increment.

- ii) The period of extra-ordinary leave without pay shall not be counted for the purposes of increment except when taken for medical reasons and applied for, duly supported with a certificate of a Registered Medical Practitioner.

- iii) Advance increments can be given subject to a maximum 5 at the time of initial appointment by the Appointing Authority either on the basis of the recommendations of the Selection Committee or in his own discretion, where he deems necessary in the interest of 'IEDUP' However, sanction of increments exceeding 5 should have the approval of the 'Board'.

- iv) Advance increments not exceeding 3 can be sanctioned to an employee as reward, by the Competent Authority for meritorious work done. However, sanction of increments exceeding 3, should have the approval of the 'Board'.

25. CROSSING OF EFFICIENCY BAR

No employee shall be allowed to cross Efficiency Bar unless his/her work and conduct have been found to be satisfactory, by the Appointing Authority.

26. REFIXATION OF PAY IN A DIFFERENT SCALE

- i) An employee working in any pay scale, when promoted /appointed to a post carrying a higher scale of pay his/ her pay in the higher scale will be fixed at a stage next above the actual pay drawn by him/ her in the lower scale after adding one notional increment to pay in such lower scale.



- ii) Where an employee is promoted/appointed to a higher post after having reached the maximum of the scale of the lower post and his/her pay is required to be fixed under rule 26 (i) above, a notional increment above the maximum of the lower scale (equivalent to the amount of last increment in that scale) be allowed to him /her and pay would be fixed at the next stage in the higher scale.

27. TRAVELLING ALLOWANCE

These rules shall be, as may be in Government of U.P. or determined and decided by the Board of Governors from time to time.

28. MEDICAL ALLOWANCE

The employees of 'IEDUP' shall be paid Medical Allowance as per decision taken by the 'Board' from time to time.

29. DEARNESS ALLOWANCE/ HOUSE RENT ALLOWANCE/ CITY COMPENSATORY ALLOWANCE/ LEASED ACCOMODATION

The employees of 'IEDUP' shall be eligible for such of the above allowances, as may be in the Government or determined and decided by the 'Board' of Governors of 'IEDUP' from time to time.

30. RETIREMENT BENEFITS

No pension is payable to any employee. They will, however, be entitled for Contributory Provident Fund as per Employees Provident Funds and Miscellaneous Provisions Act -1952 . The employees rules and regulations regarding withdrawals etc. will be such as, are contained in the specific rules prepared and approved by the 'Board' for this purpose.

31. GRATUITY

Employees covered by the Payment of Gratuity Act-1972 will be paid gratuity according to the provisions of the Act. For employees who are not covered by the Act, payment of gratuity shall be regulated by the decisions of the 'Board', taken from time to time within the limitation of the general directions/ guidelines issued by the State Government from time to time.

32. MEDICAL REIMBURSEMENT, IN CASE OF HOSPITALISATION

The payment of expenditure (s) incurred in case of Hospitalization to employees on the following terms and conditions:

- (a) Besides the monthly medical allowance, the reimbursement of medical expenses for the following illness only also be given:
- i) Illness requiring hospitalization on medical grounds.
 - ii) Accident
 - iii) Surgical Operations
 - iv) Major diseases, like T.B., Cancer, and Heart Trouble etc. including maternity requiring prolong treatment where a specialist of the disease in question recommends special treatment.
- (b) In making reimbursement of expenses on major illness, the monthly allowance at the credit of an employee will first be adjusted and reimbursement made, if any of the balance amount due.



(c) Medical reimbursement in case of any major illness referred to in para (a) above will be allowed to the employees for self, his/ her wife/ husband and dependents, to the extent of a sum, not exceeding one month's Basic pay in a year.

(d) This allowance will apply to all whole time employees of 'IEDUP' who are paid on monthly basis.

33. CONVEYANCE ALLOWANCE

This facility shall be provided to the employees of 'IEDUP' as may be directed by the "Board of Governors" from time to time.

34. LEAVE

An employee shall be sanctioned the following kinds of leave.

- (i) Casual Leave
- (ii) Earned Leave
- (iii) Medical Leave
- (iv) Study Leave
- (v) Maternity Leave
- (vi) Extra-ordinary Leave
- (vii) Disability Leave
- (viii) Special Leave

35. GENERAL CONDITIONS OF GOVERNING GRANT OF LEAVE

Leave can not be claimed as a matter of right.

- (i) When the exigencies of the official work so require, the discretion to refuse, postpone, curtail or revoke leave of any description or to recall to duty any employee already on leave shall be reserved to the authority competent to grant it.
- (ii) Leave shall not be availed of, without obtaining prior sanction of the Competent Authority. Application for such sanction shall be submitted in writing to the appropriate authority sufficiently, in advance which in the case of earned leave shall not be less than three weeks before the date on which the leave applied for is to commence. The Competent Authority may in its discretion make a relaxation in suitable cases.
- (iii) Leave may be prefixed and/or suffixed to a holiday excepting the holiday or Second Saturday and local holidays but holidays intervening during the period of leave other than casual leave shall count as part of leave.
- (iv) An employee before proceeding on leave shall intimate to the competent Authority his/her address while on leave and shall keep the said authority informed of any change in the address from time to time.
- (v) Any kind of leave permissible under these rules may be granted by the competent Authority in its discretion in continuation of any other type of leave except casual leave.
- (vi) During the period of leave, except in the case of extra-ordinary leave, an employee will be entitled to leave salary equal to last pay drawn.



36. CASUAL LEAVE

- (i) Casual Leave may be granted, upto a maximum of 14 days during a calendar year provided that if an employee joins the service of the 'IEDUP' during the currency of the Calendar year the sanctioning authority may at its discretion grant Casual Leave proportionately.
- (ii) An employee will not ordinarily be permitted to avail more than 7 days casual leave at a time but the Director may, at its discretion, relax this condition, if the circumstances so warrant.
- (iii) Casual Leave shall not be carried over to the next calendar year.
- (iv) Sundays, holidays and non-working days falling during the period of casual leave shall not be counted as casual leave.

37. EARNED LEAVE

- (i) Earned Leave shall accrue to an employee during the calendar year from January to June 16 days and from July to December 15 days as per Government Orders. The total earned leave will not exceed 31 (thirty one) days in a year.
- (ii) The maximum of earned leave which can be accumulated by an employee shall be 240 days.
- (iii) Normally, an employee shall not be granted earned leave for a period exceeding 120 days at a time. This condition may, however, be relaxed by the competent Authority in special circumstances.
- (iv) An employee at the time of retirement shall be entitled before he retires to avail of the encashment of the earned leave due to him subject to a maximum of 240 days. The amount of encashment of earned leave in balance will be computed on basic pay and Dearness Allowance drawn by the employee at the time of retirement. No other allowance etc. will be counted for this purpose.
- (v) An employee dying while in service would also be entitled to get encashment of the earned leave due in his leave account subject to a maximum of 240 days, payment of which shall be made to his /her dependent(s).

38. MEDICAL LEAVE

- (i) Medical leave shall be admissible to an employee upto 12 months on full pay during entire service subject to a maximum of 15 days each completed years of service.
- (ii) Medical leave may be availed of only on medical ground duly supported by a Medical Certificate from a Registered Medical Practitioner, to the satisfaction of the sanctioning authority.

39. STUDY LEAVE

Study leave will be granted to the employee of 'IEDUP' as may be admissible to the State Government employees or as determined and decided by the Board of Governors from time to time. The power to sanction Study Leave will vest in the 'Board'.



40. MATERNITY LEAVE

Maternity Leave will be granted to female married employees of 'IEDUP' as per rules of the State Government of determined and decided by Sarvajanic Udyam Bureau.

41. EXTRA-ORDINARY LEAVE

- (i) When no other leave is admissible under the rules, extra - ordinary leave, calculated at the rate of 15 days for each completed year of service, ordinarily not exceeding 120 days on any one occasion and not exceeding 365 days during the entire period of his service may be granted to an employee.
- (ii) Authority which has power to sanction leave may grant extra-ordinary leave under this rule in combination with or in continuation of any leave that is admissible and may commute retrospectively that period of absence without leave into extra-ordinary leave.
- (iii) Where an employee, whom this rule applies, fails to resume duty on the expiry of the maximum period of extra-ordinary leave granted to him under this rule or where such an employee is granted a lesser period of extra-ordinary leave than the maximum period admissible remains absent from duty for any period which, together with extra- ordinary leave granted, exceeds the limit upto which he could have been granted such leave under this rule, he/she shall, unless the Competent Authority in view of the exceptional circumstances, of the case decides otherwise, be deemed to have resigned his appointment and shall accordingly, cease to be in 'IEDUP's employment. Provided that in all cases where, it is proposed to consider the service of an employee to have ceased under sub-clause(3) the Competent Authority shall give a notice in writing to that effect to the said employee.

42. DISABILITY LEAVE

- (i) The Director may grant disability leave to an employee who is disabled by injury, intentionally inflicted or caused in, or in consequence of due performance of his/her official duties or in consequence of his/her official duties.
- (ii) Such leave shall not be granted unless the disability manifested itself within three months of the occurrence to which is attributed and the person disabled acted with due promptitude in bringing it to notice. But the Director, if satisfied with the cause of the disability, may allow leave to be granted in cases where the disability manifested itself more than three months after the occurrence of its cause.
- (iii) The period of disability leave granted, shall be such as, is certified by a Medical Board to be necessary. It shall not be extended except on the certificate of a Medical Board and shall in no case exceed 24 months.
- (iv) Such leave can be combined with any other kind of leave admissible and granted to an employee.
- (v) Such leave may be granted more than once, if the disability is aggravated or reproduced in similar circumstances at a later date, but not more than 24 months of such leave shall be granted in consequence of any one disability.



- (vi) Such leave shall be treated as duty for all purposes and will not be sanctioned till all other kinds of leave admissible with pay to the employee, have been exhausted by the employee.

43. SPECIAL LEAVE

Special leave will be admissible to an employee who may have to under go treatment for tuberculosis or cancer or for any other such serious diseases, provided the application for such special leave is supported by a certificate from a qualified Specialist acceptable to the 'IEDUP' and the employee does not have to his/her credit any other leave. The sanction of special leave and the payment of pay and allowances etc. for the period of special leave shall, however, be decided by the 'Board' on case to case basis.

44. ENCASHMENT OF LEAVE

Encashment of leave will be admissible to whole time employee and officers of 'IEDUP' as per Govt. orders of Board of Governors as amended from time to time.

45. LEAVE SANCTIONING AUTHORITY

The power to grant leave shall be vested in the Director or any other officer authorized by the Director for all categories of employee. Study leave will be granted by the Board. Director's leave will be sanctioned by the Chairman.

CHAPTER-VI OTHER PROVISIONS

46. WORKING HOURS

The employees shall observe the working hours as may be prescribed from time to time by the Director or any other Competent Authority authorized by him.

47. SCOPE OF SERVICE

An employee shall devote himself exclusively to the duties assigned to him from time to time and shall personally attend to them, at all times during the usual working hours and whenever necessary as the exigencies of work require and the law in force, permits.

Useless otherwise distinctly provided the whole time of an employee shall be at the disposal of the organization and he/she shall serve the 'IEDUP' in the in its business in such capacity and such place as he/she may be directed from time to time.

Rules-Regulations and instructions of IEDUP and all arrangements, systems, methods and procedures now in force and to be promulgated by the 'IEDUP' in future for the purposes of regulation work, safety, discipline, cleanliness, good conduct, avoidance of waste of time, materials and money shall be binding & shall be observed by the employee; he/she shall comply with a obey all orders and directions which may be given from time to time by any person under whose control or superintendence he/she may be.

An employee shall not take part in and subscribe in aid of or assist in any way any subversive movement nor shall an employee take an active part in politics or be member of any organization without permission from his/her controlling officer.



48. ATTENDANCE

An employee shall be punctual in attending the office and comply with instructions issued from time to time relating to the recording, of time and arrival for work and departure from the place of work, period of duty, hours of work etc. which will be notified.

49. HOLIDAYS

The holidays to be observed in the office (s) of 'IEDUP' shall be the same as prescribed by the State Government for each calendar year.

50. FORWARDING OF APPLICATION

An employee shall obtain prior approval of the Competent Authority before applying for appointment in any other organization (s). Generally, employee will be permitted to submit only two applications for employment outside the organization in a year. However, the Director may relax this condition in exceptional circumstances. The year will be reckoned from the date of initial appointment of the employees falling every year.

51. ABSENCE FROM STATION

No employee shall leave the station of duty without obtaining prior permission from the Competent Authority.

52. DISCIPLINARY ACTION

The Conduct, Discipline and Appeal Rules -1992 for 'IEDUP' employee shall be implied on every employee of 'IEDUP'

53. POWER TO AMEND & INTERPRET RULES

The 'Board' reserves to itself the right to amend alter, vary, modify, relax, remark, rescind or to add to these rules or any supplementary rules issued in this connection with these rules. In case there is any question about interpretation of the rules, the 'Board' decision shall be final.



ANNEXURE - I

CERTIFICATE OF RELATIONSHIP WITH DIRECTOR

I..... having been appointed to the service of IEDUP, Lucknow being in hereby declare that I am not related/connected with any of the Directors of the IEDUP/am related/connected to Sri.....

in the matter given below:

.....
.....
.....

Name :

Designation:

Signature:

Date:

Place:

Witness:



ANNEXURE -II

DECLARATION OF SECRECY

I..... having been appointed to the service of 'IEDUP do being in.....

.....declare that I shall regard as strictly confidential and by no means direct or indirect, reveal to pay person or persons whatever, any information concerning the affairs of the Organization or of any one dealing with the Organization unless compelled to do so by judicial or any other Competent Authority or instructed by the IEDUP' to do so in the discharge of my duties.

Name :

Designation:

Signature:

Date:

Place:

Witness:

Place

Date:

I do hereby declare that I have read and understood the 'IEDUP' Service Rules, 1992 and I do hereby subscribe and agree to be bound by the said Rules.

Name in full:

Designation:

Nature of Appointment:

Signature:

Witness:

Date:



संस्थान के सेवकों को प्रोन्नतीय/अगला वेतनमान
की स्वीकृति संबंधी प्रक्रिया:

उपर्युक्त विषय पर संस्थान के सेवकों हेतु, जिनके पद के वेतनमान का अधिकतम रु० २६००/- तक है, प्रोन्नतीय/अगला वेतनमान की निम्न व्यवस्था लागू की जाती है।

**१. प्रथम प्रोन्नतीय/
अगला वेतनमान**

१.१ उपर्युक्त श्रेणी के ऐसे सेवक जिन्होंने एक निर्दिष्ट वेतनमान में नियमित हो चुकने के उपरान्त १२ वर्ष की अनवरत संतोषजनक सेवा पूर्ण कर ली हो, को प्रोन्नति का अगला वेतनमान, जो वेतन संस्थान में प्रचलित है, वैयक्तिक रूप से अनुमन्य किया जायेगा। ऐसे संवर्ग/पद जिनके लिए प्रोन्नति का पद नहीं है, को अगला वेतनमान स्वीकृत किये जाने के साथ संबंधित सेवक के पदनाम, उसके द्वारा किये जाने वाले कार्यों को ध्यान में रखते हुए, भी परिवर्तित किया जा सकता है। इस प्रकार से परिवर्तित पदनाम वैयक्तिक रूप से, सक्षम प्राधिकारी की सहमति के उपरान्त ही दिया जा सकेगा।

**प्रथम प्रोन्नतीय/
अगला वेतनमान
में वेतनवृद्धि**

१.२ प्रथम प्रोन्नतीय/समयमान वेतनमान स्वीकृत किये जाने वाले सेवकों को समयमान वेतनमान स्वीकृत किये जाने की तिथि से ५ वर्ष की निरन्तर संतोषजनक सेवा पूर्ण होने पर एक अतिरिक्त वेतनवृद्धि सक्षम प्राधिकारी द्वारा स्वीकृत की जा सकती है जो कि पूर्णतः सम्बन्धित सदस्य, द्वारा संस्थान के विकास व कार्यकलापों के विकास/निष्पादन में योगदान पर आधारित होगी। लेकिन इस प्रकार की वेतनवृद्धि के लिए संबंधित सेवक का कोई दावा अथवा अधिकार नहीं होगा।

**द्वितीय प्रोन्नतीय/
अगला वेतनमान**

१.३ उपर्युक्त श्रेणी के प्रत्येक नियमित कर्मचारी को प्रोन्नतीय/समयमान वेतनमान में अनुमन्य होने की तिथि से १० वर्ष की अनवरत संतोषजनक सेवा पर वैयक्तिक रूप से द्वितीय प्रोन्नतीय/अगला वेतनमान अनुमन्य होगा। द्वितीय प्रोन्नतीय/अगला वेतनमान अनुमन्य करते समय आवश्यकतानुसार वैयक्तिक रूप से पदनाम परिवर्तन भी सक्षम प्राधिकारी की सहमति के उपरान्त किया जा सकता है।



द्वितीय प्रोन्नतीय/
अगला वेतनमान
में वेतनवृद्धि

१.४ द्वितीय प्रोन्नतीय/अगला वेतनमान स्वीकृत किये जाने वाले सेवकों को समयमान वेतनमान स्वीकृत किये जाने की तिथि से ५ वर्ष की निरन्तर संतोषजनक सेवा पूर्ण होने पर एक अतिरिक्त वेतनवृद्धि सक्षम प्राधिकारी द्वारा स्वीकृत की जा सकती है जो कि पूर्णतः सम्बन्धित सदस्य द्वारा संस्थान के विकास व कार्यकलापों के विकास /निष्पादन में योगदान पर आधारित होगी। लेकिन इस प्रकार की वेतनवृद्धि के लिए संबंधित सेवक का कोई दावा अथवा अधिकार नहीं होगा।

तृतीय प्रोन्नतीय/
अगला वेतनमान

१.५ उपर्युक्त श्रेणी के प्रत्येक नियमित कर्मचारी को प्रोन्नतीय/समयमान वेतनमान में अनुमन्य होने की तिथि से १० वर्ष की अनवरत संतोषजनक सेवा पर वैयक्तिक रूप से तृतीय प्रोन्नतीय/अगला वेतनमान अनुमन्य होगा। तृतीय प्रोन्नतीय/अगला वेतनमान अनुमन्य करते समय आवश्यकतानुसार वैयक्तिक रूप से पदनाम परिवर्तन भी सक्षम प्राधिकारी की सहमति के उपरान्त किया जा सकता है।

तृतीय प्रोन्नतीय/
अगला वेतनमान
में वेतनवृद्धि

१.६ तृतीय प्रोन्नतीय/अगला वेतनमान स्वीकृत किये जाने वाले सेवकों को समयमान वेतनमान स्वीकृत किये जाने की तिथि से ५ वर्ष की निरन्तर संतोषजनक सेवा पूर्ण होने पर एक अतिरिक्त वेतनवृद्धि सक्षम प्राधिकारी द्वारा स्वीकृत की जा सकती है जो कि पूर्णतः सम्बन्धित सदस्य द्वारा संस्थान के विकास व कार्यकलापों के विकास/निष्पादन में योगदान पर आधारित होगी। लेकिन इस प्रकार की वेतनवृद्धि के लिए संबंधित सेवक का कोई दावा अथवा अधिकार नहीं होगा।

१.७ ऐसे सेवक जो वेतनमान रु. २२००-४००० में तैनात हैं को नियुक्ति पदोन्नति जैसी भी स्थिति हो, की तिथि से १० वर्ष की अनवरत संतोषजनक सेवा पूर्ण करने पर रु. ३०००-४५०० का वैयक्तिक पदोन्नतीय/अगला वेतनमान देय होगा।

१.८ वेतनमान रु. ३०००-४५०० नियुक्त/तैनात के पद धारको को नियुक्ति की तिथि से १२ वर्ष की संतोषजनक सेवा के उपरान्त वेतनमान रु. ४१००-५३०० अनुमन्य किया जायेगा। यह व्यवस्था वेतनमान रु. ३०००-४५०० में सृजित पदों में से ५० प्रतिशत पदों पर लागू होगी।

१.९ उपर्युक्त प्रस्तर १.७ व १.८ के अन्तर्गत आने वाले सेवकों को वैयक्तिक प्रोन्नतीय वेतनमान अनुमन्य किये जाने हेतु विचार सक्षम



प्राधिकारी द्वारा गठित समिति द्वारा किया जायेगा। यह लाभ केवल कर्मठ सेवकों को उनके द्वारा गत वर्षों में संस्थान के विकास/उन्नयन हेतु किये गये कार्यों की समीक्षा, उनके द्वारा संस्थान के सुचारु संचालन में प्रत्यक्ष योगदान, व्यक्तिगत आचरण व संस्थान में प्रख्यापित नियमों के अनुपालन तथा उसी अवधि की चरित्र पंजियों/गोपनीय प्रविष्टियों के आधार पर देय होगा।

२. वेतन निर्धारण

२.१ प्रोन्नतीय/अगला वेतनमान के अन्तर्गत उपर्युक्त प्रस्तर १.२, १.४ तथा १.६ में उल्लिखित वेतनवृद्धि स्वीकृत होने की दशा में संबंधित सेवक का वेतन, अनुमन्यता की तिथि को, उसी वेतनमान में अगले प्रक्रम पर निर्धारित किया जायेगा।

२.२ प्रोन्नतीय/अगले वेतनमान के अन्तर्गत स्वीकृत वेतनवृद्धियों के फलस्वरूप संबंधित सेवक की वार्षिक वेतनवृद्धि की तिथि में परिवर्तन नहीं होगा।

२.३ उपर्युक्त प्रस्तर १.१, १.३ व १.५ के अन्तर्गत स्वीकृत प्रथम द्वितीय तृतीय प्रोन्नतीय वेतनमान में वेतन निर्धारण पूर्व वेतनमान के मूल वेतन में एक वेतनवृद्धि जोड़ने के उपरान्त स्वीकृत किये जाने वाले प्रोन्नतीय / अगला वेतनमान के उच्च प्रक्रम पर निर्धारित किया जायेगा।

३. समिति का गठन

प्रथम/द्वितीय/तृतीय प्रोन्नतीय वेतनमान निम्नानुसार गठित समितियों की संस्तुति के आधार पर अनुमन्य किये जाने पर, संक्षम प्राधिकारी द्वारा, विचार किया जायेगा:

३.१ सेवा नियमावली के अन्तर्गत परिभाषित श्रेणी -०२, श्रेणी-०३ व श्रेणी-०४ के सेवकों हेतु समिति का गठन निदेशक द्वारा किया जायेगा।

३.२ सेवा नियमावली के अन्तर्गत परिभाषित श्रेणी-०१, के सेवकों हेतु समिति का गठन अध्यक्ष द्वारा किया जायेगा।

३.३ समिति में आवश्यकतानुसार तीन अथवा चार सदस्य रखे जायेंगे।



४. वृद्धिरोध वेतनवृद्धि

४.१ ऐसे सेवक जिनके वेतनमान का अधिकतम रू० २६००/- तक है जब अपने वेतनमान के अधिकतम पर पहुँच जाये तो उनके वेतनमान को उसमें अन्तिम वेतनवृद्धि के बराबर तीन वृद्धि रोध वेतनवृद्धियों वार्षिक आधार पर देय होगी।

४.२ ऐसे सेवक जिनके पद के वेतनमान का अधिकतम रू० २६००/- से अधिक है, उन्हें वेतनमान के अधिकतम पर पहुँचने के उपरान्त वृद्धिरोध वेतनवृद्धि के रूप में अन्तिम वेतनवृद्धि के बराबर, प्रत्येक दो वर्ष बाद एक वेतनवृद्धि दी जायेगी। ऐसी वेतनवृद्धियों की अधिकतम संख्या तीन होगी।

४.३ उक्त वृद्धिरोध वेतनवृद्धियों को संबंधित वेतनमान का भाग माना जायेगा तथा सामान्य रूप से वेतन निर्धारण के प्रयोजनार्थ उसे वेतन का अंश माना जायेगा।

५. शर्तें एवं प्रतिबंध

५.१ प्रस्तावित व्यवस्था ०१ अप्रैल, २००३ से अथवा संचालक मण्डल द्वारा अनुमोदन की तिथि से संस्थान के सेवकों के लिए प्रभावी मानी जायेगी।

५.२ प्रस्तावित व्यवस्था लागू होने की तिथि अथवा उसके बाद जिन सेवकों को प्रोन्नतीय/अगला वेतनमान का लाभ स्वीकृत किया जायेगा, उसके अवशेषों का भुगतान संबंधित सेवकों को संस्थान द्वारा दिया जायेगा।

५.३ प्रस्तावित नियमावली के आधार पर जिन सेवकों को ०१ अप्रैल, २००३ अथवा व्यवस्था प्रभावी होने की तिथि से पूर्व प्रोन्नतीय/अगला वेतनमान की सुविधा देय (Due) हो चुकी है उन्हें पहली बार प्रोन्नतीय/अगला वेतनमान स्वीकृत किये जाने की तिथि के पूर्व के वेतन अवशेष देय नहीं होंगे। लेकिन ऐसे सेवकों को भविष्य में प्रोन्नतीय/अगला वेतनमान स्वीकृत किये जाने के समय निर्धारित अवधि की गणना हेतु पूर्व की देय तिथि (Due Date) को ध्यान में रखा जायेगा।

५.४ ऐसे सेवकों जिन्हें नियमावली प्रभावी होने की तिथि से पूर्व में पदोन्नति से पदोन्नति प्रदान की जा चुकी है, को उनकी अन्तिम



पदोन्नति की तिथि के आधार पर प्रोन्नतीय वेतनमान की सुविधा अनुमन्य होगी।

५.५ यदि किसी सेवक के वास्तविक प्रोन्नति होने की दशा में वह प्रोन्नति के पद पर जाने से इन्कार करता है तो उसे उस तिथि तथा उसके पश्चात् की तिथि से देय, सेवा अवधि के आधार पर, प्रोन्नतीय/अगला वेतनमान अनुमन्य नहीं होगा।

५.६ प्रोन्नतीय/अगले वेतनमान का लाभ देने के लिए संबंधित सेवक की संतोषजनक अनवरत सेवा की शर्त के परीक्षण हेतु उसकी चरित्र पंजिका (गोपनीय प्रविष्टियाँ) की समीक्षा की जायेगी।

५.७ तृतीय प्रोन्नतीय/अगला वेतनमान स्वीकृत के समय सम्बन्धित सेवक की पिछले १० वर्षों चरित्र पंजीकाओं (गोपनीय प्रविष्टियाँ) में से कम से कम ०८ वर्षों की चरित्र पंजीकाओं में कुल मूल्यांकन श्रेणी अति उत्तम तथा दो चरित्र पंजीकायें भी उत्तम श्रेणी की होनी चाहिए। इसके आलावा आलोच्य अवधि में कोई भी प्रतिकूल प्रविष्टि नहीं होनी चाहिए, और न ही किन्हीं मामलों में दो से अधिक चेतावनी दी गयी हो।

५.८ प्रोन्नतीय/अगला वेतनमान वैयक्तिक रूप से अनुमन्य कराने हेतु संबंधित सेवक के नियुक्ति अधिकारी सक्षम प्राधिकारी माने जायेंगे।

५.९ यदि कोई सेवक प्रोन्नति वाले पद हेतु निर्धारित योग्यता/मापदण्ड की शर्तें पूरी नहीं करता है तो उसके मूल पद पर ही प्रथम प्रोन्नतीय वेतनमान/अगला वेतनमान अनुमन्य किया जायेगा। तत्पश्चात् निर्धारित योग्यता/मापदण्ड के अनुसार ही द्वितीय/तृतीय वेतनमान अनुमन्य किया जा सकेगा।

६. अवशेष भुगतान की प्रक्रिया

६.१ प्रोन्नतीय वेतनमान/अगले वेतनमान की अनुमन्यता के फलस्वरूप अवशेष धनराशि यदि कोई हो तो नकद रूप से उपलब्ध कराई जायेगी।

६.२ प्रोन्नतीय वेतनमान स्वीकृत किये जाते समय संस्थान की आर्थिक स्थिति को भी ध्यान में रखा जायेगा।



MEMORANDUM OF ASSOCIATION

(Revised as on 22-09-2020)



उद्यमिता विकास संस्थान, उ०प्र०

Institute of Entrepreneurship Development, U.P.

(Sponsored by IDBI, ICICI, IFCI, SBI, PNB and State Govt. of U.P.)

A-1/A-2, Industrial Area, Sarojini Nagar, Kanpur Road, Lucknow-226 008.

Gram: UDYAMITA

Phone: 0522-2476033



Memorandum of Association Institute of Entrepreneurship Development

1. The name of the Institute shall be "**Institute of Entrepreneurship Development**".
2. The Registered office of the Institute shall be situated at Lucknow.

Present Address:- Industries Section-2,
Secretariat Annexe,
Sarojini Naidu Marg,
Lucknow-226001.

3. Field of Activity :- India.

4. **Objects:**

The objects for which the Institute is established are:-

- (i) to search, encourage, identify and select potential entrepreneurs and develop them for setting up tiny rural, small or medium scale and other, industrial commercial or servicing ventures with a view to accelerate industrial development and expand productive employment;
- (ii) to provide training and instructions in all aspects of setting up and running a venture to potential and existing entrepreneurs, educated unemployed, low income and under privileged groups, women, science & technology graduates, village artisans and others to help and assist them by imparting training and instructions in all matters relating to industry and business, such as motivation, management, finance, production, marketing, technology, accounts, labour laws, commercial laws, taxation laws, etc;
- (iii) to conduct various training programmes for entrepreneurs, educated unemployed, women, low income groups and under privileged group science & technology graduates, village artisans and any other person for training them in different services (such as Storekeeping, Book-keeping and Accountancy, Costing Salesmanship, Servicing, Labour Law, Industrial Laws, Taxation laws, etc.) and to undertake any other training programme for self-employment and generation of employment opportunities;
- (iv) to conduct or sponsor research to extend, sharpen and bring up to date the know-how in the field of entrepreneurship development and to undertake or sponsor research in techniques of industrial development;
- (v) to set up training centres for entrepreneurship development at various places in the state of Uttar Pradesh and elsewhere;
- (vi) to provide consultancy services independently or in association with any expert, institution or agency, in the field of selection of entrepreneurs, organising and conducting entrepreneurship development programmes, training of the trainers for conducting entrepreneurship development programmes and holding, sponsoring seminars, conference and workshops on various aspects of entrepreneurship development programmes;



- (vii) to run technical workshops and laboratories and industrial clinics for training and counselling of potential and existing entrepreneurs and for conducting research and dissemination of information and know-how;
- (viii) to establish, maintain, manage and rent out therein production-cum-training centres, common facility centres, work shops, halls, hostels and any institution run by Government or any other organization;
- (ix) to prepare syllabus of training courses and to hold examinations or tests and confer diplomas or grant certificates to the trainees;
- (x) to conduct training programmes, seminars, workshops, conferences, etc. for any institution or groups of individuals directly or indirectly associated with policies and programmes of entrepreneurship promotion and development;
- (xi) to conduct market survey for various classes of product so as to enable the entrepreneurs to select the product to be manufactured and to sell their products manufactured;
- (xii) to provide motivation training to persons, institutions, community groups or the like with a view to development entrepreneurial attitude among people;
- (xiii) to assist and co-operate with any other body as may be decided by the Governing Body in furtherance of the objectives of the institute;
- (xiv) to coordinate with various financial institutions for effective implementation of these schemes by providing terms loans and working capital to the entrepreneurs;
- (xv) to co-ordinate with the various agencies of the Central Government, State Government and the public sector undertakings and corporations for effective implementation of the projects by providing necessary infrastructure facilities, marketing assistance, raw material supplies, fiscal and non-fiscal assistance and concessions and other assistance to entrepreneurs;
- (xvi) to publish leaflets, books, journals and other teaching materials so as to provide training to the entrepreneurs and disseminate information regarding the promotion and development of entrepreneurship;
- (xvii) to maintain and run an up-to-date library and documentation facility, audio visual aids and any other research and training instruments;
- (xviii) to conduct any programme in co-ordination with the State Government or Central Government or any industrial or other organisation in furtherance of the objectives of the Institute;
- (xix) to establish co-ordination with Entrepreneurship Development Institute of India (EDII), Ahmadabad and other similar institutions;
- (xx) to borrow, raise or secure the payment of money in such manner as the Institute shall deem proper or convenient for furtherance of the above objectives and, in particular, by the issue of bonds, debentures, bills of exchange, promissory notes



or other obligations or securities of the Institute and to purchase, redeem or pay off any such obligations or securities;

- (xxi) to accept and to give any grants, gift, donations and subscription in furtherance of the objects of the Institute;
- (xxii) to purchase, accept as a gift or otherwise acquire and own or take on lease or hire, temporarily or permanently, any movable or immovable property necessary or conveniences for the furtherance of the objectives and activities of the Institute and to deal with the same in any manner whatsoever;
- (xxiii) to sell, assign, mortgage, lease, exchange and otherwise transfer or dispose of turn to account of otherwise deal with all or any of the property, movable or immovable, of the Institute as may be necessary or convenient for the working of the Institute; and
- (xxiv) to do all such things as are or may be necessary or incidental to, or conducive to the attainment of any of or all of the objectives of the Institute.
- *(xxv) to take up various training and other related activities for welfare and upliftment of physically challenged persons.
- (xxvi) to launch long term part time fee based degree/diploma & certificate/computer training courses (online & offline) and conducting examinations after obtaining recognition from competent body by adding entrepreneurship input therein..
- (xxvii) to launch fee based training programmes on the subjects helpful in employment creation.
- (xxviii) to organise programmes and undertake consultancy under international cooperation for promotion of Micro, Small and Medium Enterprises.
- (xxix) to take up projects from different departments, corporate and social sector national and international agencies related to skill development and placement.
- (xxx) to offer and organize educational programmes in the promotion of Micro, Small and Medium Enterprises.
- (xxxi) to evolve and standardize field tested strategies and methodologies of developing entrepreneurship to suit the respective locations (urban and rural) and various target groups of individuals, clusters or groups.
- (xxxii) to identify, design and conduct training and offer consultancy services needed for improving management efficiency, productivity and technology adopted by existing entrepreneurs.
- (xxxiii) to create transparent and effective network for extension and execution of work and ensure job creation/self employment/placement as per requirement of particular project.
- (xxxiv) to organized internship programmes for students of academic institutions
- **.(xxxv) to work with National & International network partner on innovative technologies & transfer of technologies, innovative technologies.
- (xxxvi) to setup incubation centre certification & standardization on different products and technology.
- (xxxvii) to work or develop and implementation of cost effective innovative safe construction technology, retrofitting of the buildings etc.



- (xxxviii) to execute or undertake all I.T. enabled services & Consultancy etc.
 (xxxix) to work as the Assessing Body for the Projects under MSMEs Guidelines.
 ***(xxxx) Diploma in Computer Application and Diploma in Fire Safety Management
 (01 Year Level 5)

* as amended on 10-02-2020 in 62nd BOG (added sub point xxv to xxxiv)
 ** as amended on 05-06-2020 in 63rd BOG (added sub point xxxv to xxxix)
 *** as amended on 22-09-2020 in 64th BOG (added sub point xxxx to xxxxi)

5. Definition: In this Memorandum.

- (a) "Institute" shall mean "Institute of Entrepreneurship Development" (Lucknow)"
 - (b) "Central Government" shall mean the Government of India.
 - (c) "State Government" shall mean the Government of Uttar Pradesh.
 - (d) "Central Financial Institutions" shall mean 'Industrial Development Bank of India (IDBI)' 'The Industrial Credit & Investment Corporation of India Limited (ICICI)' and Industrial Corporation of India (IFCI)'.
 - (e) "State level institutions" shall mean 'Uttar Pradesh Financial Corporation (UPFC)' 'Uttar Pradesh Small Industries Development Corporation Ltd. (UPSIDC); Pradeshiya Industrial & Investment Corporation of Uttar Pradesh Ltd.(PICIP); Uttar Pradesh Small Industrial Corporation Ltd. (UPSIC); Uttar Pradesh Industrial Consultants Ltd. (UPFC)', Uttar Pradesh Minorities Financial Development Corporation(UPMFD); and lead bank of the State etc.
 - (f) "Governing Body" shall mean, the Body constituted for the purpose of general superintendence and management of the affairs of the Institute.
 - (g) "Sponsor" shall mean, Central Financial Institutions, Government of Uttar Pradesh, State level institutions, State Bank of India and Punjab National Bank.
6. The income and property of the Institute shall be applied towards the promotion of the objects as set forth in this Memorandum of Association subject in respect of grant made by the State/Central Government, to such limitations as the Government may from time to time, impose. No portion of the income and property of the Institute shall be paid or transferred directly or indirectly by way of dividends, bonus or otherwise however by way of profits to the persons who may at any time be or have been members of the Institute or to any persons through them. Provided, that nothing herein contained shall prevent payment in good faith of remuneration in return for any service rendered to the Institute.
7. In the event of winding up or dissolution of the Institute there shall remain after the satisfaction of the debts and liabilities, any property whatsoever, the same shall not be paid or distributed among the members of the Institute or any of them but shall be dealt with in such a manner as may be decided by the Governing Body.



8. Management

The management of the affairs of the Institute is entrusted, in accordance with the rules of the Institute to a Governing Body, first members of which are:

Sr. No.	Name	Occupation	Address	Designation
1.	Shri J.A. Kalyan Krishnan, IAS.	Chief Secretary, U.P. Government		
2.	Shri Mahesh Prasad, IAS.	Principal Secretary, U.P. Government Industries Department Secretariat, Lucknow.		
3.	Shri Desh Deepak Verma, IAS.	Joint Secretary, U.P. Government, Industries Department Secretariat, Lucknow.		
4.				
5.				
6.				
7.				
8.				
9.				

The above members of the Governing Body shall remain in office for a period of three years or for such other period as may be decided by their respective sponsors.

9. We, the several persons whose names and addresses are given hereunder subscribed, are desirous of being formed into a Society under the Societies Registration Act XXI of 1960 in pursuance of this Memorandum of Association.

Sr.	Name	Occupation	Address & Designation	Signature
1.	Mahesh Prasad,	Pramukh Sachiv, Udyog Vibhag U.P. Shasan, Lucknow.		
2.	R.K. Asthana,	M.D.U.P. Ind. Consultt. Ltd., Kanpur		
3.	Desh Deepak Verma,	Joint Secretary (Udyog), U.P. Shasan, Lucknow.		
4.	S.K. Gupta,	Economist, Ind. Dev. Bank of India, Bombay.		
5.	Rajeev Kumar,	Joint Secretary, Udyog, U.P. Shasan, Lucknow.		
6.	Aradhana Jauhari	Joint Secretary Udyog, U.P. Shasan, Lucknow.		
7.	V.N. Mathur,	Section Officer, Sectt./A.O., U.P. Shasan, Lucknow.		

Rules of the Institute of Entrepreneurship Development

1. Definitions:

- (a) "Act" means the Societies Registration Act (Act No. XXI of 1860).



- (b) "Director" shall mean the Director of the Institute.
- (c) "Chairman" shall mean the Chairman for the time being of the Governing Body of the Institute, who shall concurrently be the Chairman of the Institute.
- (d) "Secretary" shall mean the Secretary of the Institute.
- (e) Other words and expressions used but not defined in these Rules and defined in the Memorandum of Association have the meanings respectively assigned to them in that Memorandum.

2. Funds of the Institute:

The Funds of the Institute shall consist of the following:

- (a) Grants received from the sponsor;
- (b) Grants received from Central and State Government or from any Foundations or any other national and international bodies;
- (c) Donation or contributions from persons or bodies;
- (d) Income from investments;
- (e) Income from other sources;and
- (f) Membership fee.

3. Resources

The income and property of the Institute shall be applied towards the promotion of the object as set forth in Memorandum of Association.

The grants made by the Central and State Government, Central Financial Institutions, State level institutions and other sponsors may be applied subject to such limitations as the respective Government, Central Financial Institutions, State level institutions and other sponsors may from time to time stipulate. No portion of the income and property of the Institute shall be paid or transferred directly or indirectly by way of dividends, bonus, or otherwise howsoever by way of profits to the persons who may at any time be or have been members of the Institute or any persons claiming through them. Provided that nothing herein contained shall prevent payment of remuneration in return for any service rendered to the Institute as may be approved by the Governing Body.

4. General Body & Membership:

The General body of the Institute shall consist for the time being, of the following three categories of members:

- (a) *Permanent Members:* Permanent members will be the sponsors of the Institute.
- (b) *Institutional Members:* Institutional members will be those representing entrepreneurship development organizations, academic bodies, research institutions, corporate bodies, financial institutions, banks and other organizations set up by Government of India or by State Government, or other agencies for the purpose of promotion, financing and implementation of any programmes which have a bearing on entrepreneurship development, provided



that each of them has made minimum contribution of such amount as may be prescribed by the Governing Body.

- (c) *Government Nominee Members:* Government nominee members will be those who may be nominated by the Central or State Government in connection by way of grant or any other form of assistance.

5. Membership Rolls:

The Institute shall maintain at its registered office a Roll of its members. Every member shall sign the Roll and state therein his or its occupation and address. The Institute enters the following particulars in the Roll of Membership:

- (a) Name and address of each member;
- (b) The date on which the member was admitted; and
- (c) The date on which the member ceased to be a member.

A member of the Institute shall cease to be such member if he resigns from his membership or is found convicted by a court of any offence involving moral turpitude.

6. Governing Body- Number of Members:

The Governing Body shall consist of not less than nine and not more than eighteen members (inclusive of Chairman and Director) as may be decided by the General Body from time to time. The composition of the Governing Body shall be as follows:

- (i) The Central Financial Institutions, State Bank of India and Punjab National Bank together shall have right to nominate 1/3rd members of the Governing Body.
- (ii) The State Government and the State level institutions together shall have a right to nominate 1/3rd members including the Chairman of the Institution.
- (iii) Remaining members will be professionals to be appointed by the Governing Body.

The vacancy, if any, in the Governing Body shall be filled in by the Governing Body by co-opting from among prominent personalities in the field of education and entrepreneurship, industrialists, representatives of banks, financial institutions, industrial promotion agencies and other persons whose expertise may be of value to the Institute.

7. Term of Office:

Membership in the Governing Body shall ordinarily be for a maximum term of 3 years at one time. The sponsors may, however, change their nominees as and when they may consider appropriate.

8*. Chairman:

A State Government nominee either a non-official or a senior official of the government not below the rank of Secretary to Government shall be the Chairman of the Governing Body of the Institute.

8(i) Vice Chairman:**

A State Government nominee either a non-official or a senior official of the government not below the rank of Secretary to Government shall be the Vice Chairman of the Governing Body of the Institute.



9.* Director:**

The Director of the Institute shall be a person appointed by the Governing Body and shall be ex-officio member of the Governing Body.

10. Vacancies:

The Institute shall function notwithstanding the absence, for the time being, of any member of the Governing Body. The proceeding of the meeting of the general Body or the Governing Body shall not be invalidated by the existence of any vacancy on account of the absence of any member or otherwise.

11. Powers and functions of the Governing Body:

The general superintendence, management and control of the affairs of the Institute shall vest in the Governing Body. Save as herein expressly provided, the duties, powers, functions rights whatsoever consequential on or incidental to carry out the objectives of the Institute shall be exercised by the Governing Body.

12. In particular and without prejudice to the generality of the foregoing provisions, and subject to the provisions of the Memorandum, the Governing Body may:

- (a) take steps for making, amending or repealing any rules, regulations and bye-laws of the Institute subject to the approval of the General Body and compliance with the provision contained in the Act;
- (b) accept and give any grants, gifts, donations and subscriptions, whether in cash or in securities or in any other form, in furtherance of the objectives of the Institute;
- (c) Purchase, acquire, take on lease or hire, accept as gift any movable or immovable property and to deal with the same for the furtherance of the objectives and activities of the Institute;
- (d) sell, assign, mortgage, lease, exchange or otherwise dispose of any movable or immovable property of the Institute as may be necessary or convenient for the working of the Institute;
- (e) prepare budget estimates of the Institute for each year and sanction expenditure within the limits of the budget;
- (f) borrow or raise money that may be required by the Institute from such sources and on such terms as may be deemed desirable by the Governing Body and hold custody of the funds of the Institute.

* as amended on 2.6.2006 in 19th AGM

** as amended on 5.7.2007 in 20th AGM

*** as amended on 12.10.2010 in 21st AGM

- (g) prescribe and conduct courses of study, training and research or other activities in entrepreneurship development programme;
- (h) prescribe rules and regulations for the admission of candidates to the various courses of training;
- (i) lay down standards of proficiency to be demonstrated before the award of diploma, certificates and other distinctions in respect of courses offered by Institute and Centers affiliated to it;

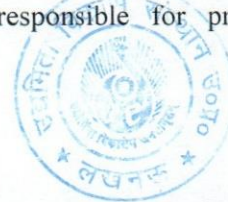


- (j) award fellowships, scholarship, prizes and medals;
- (k) co-operate with any other organization in the matter of training, research, finance and other matters relating to entrepreneurship development programmes;
- (l) enter into arrangements for and on behalf of the Institute;
- (m) sue and defend all legal proceedings on behalf of the Institute;
- (n) appoint committees for the disposal of any business of the Institute or for rendering advice in any matter pertaining to the Institute;
- (o) delegate to such extent as it may deem necessary, any of its powers to the Director or any other officer or Committee of the Governing Body;
- (p) consider and pass such resolution on the annual report, the annual accounts and the financial estimates of the Institute as it may deem appropriate;
- (q) subject to the provision contained in the Act, take steps to make, adopt, amend, vary or rescind from time to time rules, regulations and bye-laws (i) for conduct of the business of the Governing Body and the committees to be appointed by it, (ii) for delegation of its powers, (iii) for fixing the quorum and (iv) for all other matters for which provision is necessary or expedient; and
- (r) perform such other functions and carry out such other duties as may from time to time be assigned to it by the General Body.

13. Proceedings of the Governing Body:

- (i) The Governing Body shall ordinarily meet once in every three months provided that the Chairman, on his own or on a requisition of four members of the Governing Body, **may require it to be called at any time, not less than fifteen days' notice shall be given for every meeting of the Governing Body with copies of the agenda papers;**
- (ii) Five members including the Chairman shall constitute a quorum for any meeting of the Governing Body;
- (iii) In case of difference of opinion amongst members, the opinion of the majority shall prevail;
- (iv) Such member including the Chairman, shall have one vote and if there should be an equality of votes on any question to be determined by the Governing Body, the Chairman shall, in addition, have and exercise a casting vote;
- (v) Every meeting of the Governing Body shall be presided over by the Chairman or in his absence, by a member chosen at that meeting;
- (vi) A resolution may be adopted by the Governing Body by circulating it to all its members and any resolution so circulated and adopted by a majority of members who have signified their approval of such resolution shall be as effective and binding as if the resolution had been passed at a meeting of the Governing body.

14. Subject to the Rules, Regulations and Bye-laws and the orders and directions of the Governing Body, the Director of the Institute shall be responsible for proper



administration of the Institute and for the conduct of the staff under the direction and control of the Governing Body.

15. The Chairman shall have the power to invite any person or persons, not being members of the Governing Body to attend a meeting of the Governing Body, but such invitees will not be entitled to vote at the meeting.
16. **General Meeting:**
The Institute shall hold an Annual General Meeting at least once a year and not more than 18 calendar months shall elapse between two successive Annual General Meetings and notice of clear 21 days convening such a meeting shall be given to the members of the Institute. The business of the Annual General Meeting shall be:
- (i) to consider and adopt the Annual Report and Audited Accounts of the Institute together with the Auditor's Statement on the Accounts;
 - (ii) to appoint auditors for the ensuing year; and
 - (iii) to transact any other business as may be brought forward by a member of the Governing Body or by any member of the General Body with the permission of the Chairman of the meeting.
17. **Extraordinary General Body Meeting:**
Any member of the Governing Body shall be entitled to requisition an Extraordinary General Body Meeting and the Chairman may thereupon convene such a meeting.
18. (i) Every meeting of the General Body shall be presided over by the Chairman or in his absence by a member chosen at the meeting;
- (ii) Each member including the Chairman, shall have one vote and if there should be an equality of votes on any question to be determined by the General Body, the chairman shall in addition, have and exercise a casting vote;
- (iii) One third of the members present in person or by proxy or through authorized representative shall form a quorum for any meeting of the General Body.
19. **Bankers:**
The Bankers of the Institute shall be appointed by the Governing Body. All funds of the Institute shall be credited into the Institute's account with one or more of the said banks and shall not be withdrawn except by cheques signed by the officers empowered in this behalf by the Governing Body.
20. **Accounts and Audit:**
- (i) The Institute shall keep at its Registered Office proper books of accounts in which shall be entered:
 - (a) all sums of money received and the sources thereof and sums of money expended by the Institute and the objects or purposes for which sums are expended; and
 - (b) the Institute's Assets and Liabilities;



- (ii) The accounts of the Institute shall be balanced each year on the 31st day of March.
21. Every member of the General body shall have the right of inspection of accounts and registers and proceedings of the meeting maintained by the Institute during office hours.
22. The accounts of the Institute shall be audited by a Chartered Accountant to be appointed by the General Body.
23. Within fourteen days after holding of Annual General Meeting these shall be filed, with the Registrar of Societies:
- (a) list of names, addresses and occupations of the members of the Governing Body, the Chairman, Secretary and of other office bearers of the Institute;
 - (b) an annual report for the previous year; and
 - (c) a copy of the balance sheet and certified auditor's report. Such list and the annual report shall be certified by the Chairman and the Society.
24. If any change in the composition of the Governing Body or in the holder of the office of the Chairman, Director or the Secretary, takes place at any time for any reason, such change shall within 30 days, be notified to the Registrar of Societies.
25. **Property of the Institute:**
All property belonging to the Institute shall be deemed to be vested in the Governing Body of the Institute but shall be referred to as 'The Property of the Institute';
26. **Suits and proceedings by and against the Institute:**
The Institute may sue or be sued in the name of Chairman, Director or Secretary or any office bearer authorized by the Governing Body in this behalf.
- (a) No suit or proceeding shall abate by reason of any vacancy or change in the holder of the office of the Chairman, Director, Secretary or any office bearer authorized in this behalf;
 - (b) Every decree or order against the Institute in any suit or proceeding shall be executable against the property of the Institute and not against the persons or the property of the Chairman, Director, Secretary or any office bearer;
 - (c) Nothing herein shall exempt the Chairman, Director, Secretary or office-bearer of the centre from any criminal liability under the Act or entitle him to claim any contribution from the property of the Institute in respect of any claim paid by him on conviction by a criminal court.
27. No member of the Institute may be sued or prosecuted by the Institute except for any arrears of subscription or for any injury or loss, damage, detention or destruction of any property of the Institute.



28. Notice:

- (a) A notice may be served on any member of the Institute either personally or by sending it through post in an envelope addressed to such member at the address mentioned in the roll of members;
- (b) Any notice to be served by post shall be deemed to have been duly served on the day following that on which the letter, envelop or wrapper containing the same is posted, and in proving such service it shall be sufficient to prove that the cover containing such notice was properly addressed and put into the post office.

29. Alteration or extension of the objects of the Institute:

Subject to the provisions contained in the Act, the Institute may alter or extend in the following manner the objects for which it is established:

- (a) The Governing Body shall submit the proposition for such alteration or extension as aforesaid to the members of the Institute in a written or printed report;
- (b) The Governing Body shall convene a special General Meeting according to the Rules for consideration of the said proposition;
- (c) Such report shall be delivered or sent by post to every member of the Institute with a clear notice of ten days about the Special General Meeting as aforesaid;
- (d) Such proposition shall be agreed to by the votes of three fifths of the total membership of the Institute and shall be confirmed by a resolution passed by three fifth of the total membership at second special meeting convened by the Governing Body at an interval of one month after the former meeting;
- (e) Such alteration shall be effective after it is sanctioned by the Registrar.

30. Winding up:

Subject to the provisions contained in section 14 of the Act, if on the dissolution of the Institute there shall remain after the satisfaction of the debts and liabilities, any property whatsoever, the same shall be dealt with in such a manner as may be determined by the members of the General Body as may be present personally or by proxy or through authorised representatives at the time of dissolution.

- 31.** These Rules may be altered at any time by a Resolution passed by a majority of the members of the Institute present and voting at the General Meeting of the Institute at which the proposal for such alteration is placed for consideration. The modified Rules will be deemed to have come into force in accordance with the provisions contained in the Act.

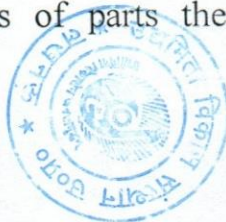


The Terms and Condition for recruitment shall be as follows:

1. Every Employee shall be responsible for :
 - (a) Proactively exploring the possibilities for new business opportunities within the scope of objective given in the Memorandum of Association of the IEDUP.
 - (b) Determining the conditions of contracts on case to case basis with respect to such business opportunities as defined as paragraph (a) above so as to augment and maximize the institute finances.
 - (c) Prescribing the procedure for smooth working in respect of financial matters and general administration.
 - (d) Discharging any other duty as may be assigned by the appointing authority, from time to time.
2. Period of appointment shall be of five years commencing from the date of joining on the post. However, it will be open for the appointing authority to postpone, cancel, shorten or extend its duration.
3. All the matters related to casual leaves and other leaves, working hours and holidays not specified in this letter, shall be the same as are applicable for the employees of IEDUP. Your unauthorized absence from duty will be deemed to be the premature termination of appointment from the date of absence.
4. Your services may be terminated by either of the party by giving three month prior notice to this effect or by giving three months' pay in lieu thereof.
5. The terms and conditions of your appointment may also be revised by the appointing authority by giving one month notice in advance to this effect.
6. In case of official tour/journey the TA/DA will be paid as per the prescribed norms of IEDUP.
7. For discharge of duties phone facility will be available at the expenses of IEDUP. However, the expenses of personal calls shall be borne by you.



8. Gratuity and EPF shall be payable as per the norms fixed by the Board of Governors from time to time.
9. Medical claim shall be admissible as per the Employees Service Rules of IEDUP.
10. You will be responsible for appropriate insurance coverage. In this regard, you shall maintain medical, travel, accident and third-party liability. You shall indemnify and hold harmless, the IEDUP against any claims, demands and/or judgments of any nature brought against the IEDUP arising out of the services under this appointment. The obligation under this paragraph shall survive the termination of this appointment.
11. You will carry out the assignments in accordance with the highest standard of professional and ethical competence and integrity, having due regard to the nature and purpose of the assignment, and will conduct yourself in a manner consistent herewith. A show cause notice shall be given to you for any conduct inconsistent with this provision, and on unsatisfactory explanation the competent authority reserves the right to terminate the contract appointment or shorten the period of it with immediate effect and in such case the provisions of para 3 above will not be applicable.
12. You will also agree that all knowledge and information not within the public domain which may be acquired during the carrying out the assignments of IEDUP, shall be for all time and for purpose, regarded as strictly confidential and held in confidence, and shall not be directly or indirectly disclosed to any person whatsoever, except with the written permission of competent authority.
13. For a period of one years after completion of this services, you will not seek or accept work connected with programmes or operations that were of direct concern or make use of material acquired during this assignment, unless the prior consent of IEDUP has been obtained.
14. In the event of termination/completion of services, you will have to provide the IEDUP with all the reports of parts thereof, or any other information and



documentation gathered during the tenure in IEDUP prior to the date of termination.

15. You shall be liable for any loss caused to the IEDUP due to your carelessness, negligence etc. the extent of such loss shall be decided by the competent authority and shall be binding on you.
16. You should agree that during the tenure of service and after its termination, you and any entity affiliated with you, shall be disqualified from providing goods, works of services (other than the services and any continuation thereof) for any project resulting from or closely related to the Services.
17. The appointment shall be terminated, if the office of the IEDUP is abolished. However, every effort will be made to give you notice of any such changes, as early as possible.
18. Your appointment shall be subject to police verification and in case as a result of police verification, any adverse facts of material comes to light, this appointment may be cancelled without going in the merits of the same.
19. This letter is issued in duplicate; if you are interested to join the Institute, please return one copy duly signed within 15 days of issue of this letter.
20. Concern Member will be 3 times saving earned as per your Annual Honorarium
21. Incentive of 1% will be given to you on profit of Rs. 1.0 Crore and above in the financial year.
22. All the members would be in coverage of Health and Accidental Insurance as per Rs. 5000 /- & rest by employee per year.



संचालक मण्डल की 63वीं बैठक
के
एजेण्डा प्रपत्र



उद्यमिता विकास संस्थान, उ.प्र.,
ए-1 व 2, औद्योगिक क्षेत्र सरोजनी नगर, कानपुर रोड,
लखनऊ- 226008

दूरभाष : 2476033 / 2476012 फ़ैक्स: 0522-2476055

Email: director.ied@gmail.com Website: www.iedup.in



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As IEDUP mandate is training, research, consultancy to do planning for re-organization, the head of the institute has to use new method of personnel training to all to provide the support of the programme of changes from in-side from the part of employees, to form corporate atmosphere, to provide active participation of employee in the process of change. The main goal is to develop cooperation to strengthen horizontal links in the institute, to develop skill of collective decision making, to be able to see new opportunities etc. for planning to restructure the institute and to give altogether a new look to complete the market and become leader in the field of entrepreneurship, innovation, incubation, skill development, R&D and CSR. It is based on our SWOT and analyzing the present scenario of economy of India, new mission, vision objective and programme have to be designed for becoming real centre of Excellence. Need-based In-house training, workshop shall be organized to equip and update existing faculty and support staff with knowledge and skills relevant to industry. Besides, faculty shall also be nominated to participate at reputed National & International institute/events in the areas of entrepreneurship promotion, innovation & incubation.

The proposed structure for a recruitment of professionals in coming future shall be as follows:

PROPOSED RESTRUCTURING PLAN FOR NEW REQUIREMENT TO STRENGTHEN THE INSTITUTE WITH NO FINANCIAL BURDEN ON THE INSTITUTE ALREADY SANCTIONED POST.

PROPOSED (Training & Research Wing)					
S. N.	Post	Posts After Restructuring	7 th Pay Basic Scale (Rs.)	Age Limit	Qualification & Experience
1	Director	01	144200	45-55 Year's	Education: Ph.D. in Engineering/Science/Social Science/Entrepreneurship/Economics/Psychology/Public Administration/Management with minimum Post Graduate score 75% of marks and on Graduation level minimum 55% marks. OR Master Degree in Engineering with



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distinction (75% marks) plus MBA from top B School Like IIMS FMS,XLRI &IBS Hyderabad or Candidate who took admission on the basis of CAT, XMAT & GATE with min 90 percentile from Reputed Government institute correspondence course done on any degree not eligible to apply.

Experience: Incumbent must have at least 20 years of experience with minimum 3 years of service in the State Govt./Central Govt./Autonomous Bodies/public sector etc on G.P. Rs.8700 ORIncumbent working on the same scale at least for one year.

Private Sector Executives: - Executives are working in the companies where the annual turnover is not less than Rs. 50.0 crore.

Qualities and Competencies: Excellent leadership quality preference will be given to candidates having experience in research and development/organising multi-disciplinary training programs/entrepreneurship development/marketing/technology transfer/business development/organising seminars, workshops,business meets/liasoning with Ministries and State Govt. Departments from India and abroad/project formulation and businesses development will be considered added advantage. Computer proficient candidates will be preferred. Initial appointment for the Director would be for 5 years, if performance is satisfactory the IEDUP Board may consider for another 3 years. Institute running in average profit for past 5 years then only tenure will be extended.

Note: -

- Direct Recruitment on tenure basis. Maximum two terms, the eligibility also same for the internal candidate.
- Maximum 02 years age relaxation and qualification (5%) will be relaxed for internal candidate for this post.
- After 5 years the tenure will expire and performance will be reviewed.
- Incumbent should earn 3 times of his salary. No Work No Salary.

2	Senior Faculty	01	123100	40-55years	Education: Ph.D. in Engineering/Science /Social
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Member (Training/ Business Development/ (Research and Outreach)				<p>Science/Entrepreneurship /Economics/ Psychology/PublicAdministration/ Management with minimum Post Graduate score 65% of marks and on Graduation level minimum 55% marks. OR Master Degree in Engineering with distinction (75% marks) plus MBA from top B School Like IIM'S FMS,XLRI &IBS Hyderabad or Candidate who took admission on the basis of CAT, XMAT & GATE with min 90 percentile from Reputed Government institute correspondence course done on any degree not eligible to apply.</p> <p>Experience: Incumbent must have at least 20 years of experience with minimum 3 years of service in the State Govt./Central Govt./Autonomous Bodies/public sector etc on G.P. Rs.8700 OR Incumbent working on the same scale at least for one year. Experience of 20 Years in Business Development and Training for position Training & Business Development, and Research and Outreach programs for position of Research and Outreach Faculty.</p> <p>Private Sector Executives: Executives are working in the companies where the annual turnover is not less than Rs. 50.0 crore. Experience of 20 years Business Development and Training for position of Training & Business Development, and Research and outreach programmes for position of Research & outreach faculty.</p> <p>Qualities and Competencies: Excellent leadership quality preference will be given to candidates having expertise in research and development/organising multi- disciplinary training programs/entrepreneurship development/marketing/technology transfer/business development/organising seminars, workshops, business meets/ liasoning with Ministries and State Govt. Departments from India and abroad/project formulation and businesses development will be considered added advantage. Computer proficient candidates will be preferred. Appointment for the Sr. Faculty Member would be for 5 years, years. If Institute running in profit for past 5 years then the tenure will be extended..</p>
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					<p>Note: - Direct Recruitment on 05 tenure basis. Maximum two terms.</p> <p>Note: -</p> <ul style="list-style-type: none"> • Direct Recruitment on tenure basis. Maximum two terms 5 years the eligibility also same for the internal candidate who take charge for short period. • Maximum 02 years age relaxation and qualification (5%) will be relaxed for internal candidate for this post. After 5 years the tenure will expire and performance will be reviewed.
3	<p>Faculty Member-Grade-I</p> <p>Training 01</p> <p>Business Development 01</p> <p>Research & Outreach 01</p>		78800	35-55 years	<p>Education: Master in commerce Science/Social science/Economics/Psychology/Public Administration/Management minimum Post Graduate with 65% marks. OR Master Degree in Engineering with (65% marks) Experience: Incumbent must have at least 10 years of experience. Preference will be given to those who have serve at G.P. Rs. 6600 for at least 01 year OR Incumbent working on the same scale.</p> <p>Private Sector Executives: - Executives are working in companies where the annual turnover is not less than Rs. 25.0 crore.</p> <p>Experience of at least 10 years in Training, Seminars, and Promotional Activities for position of Training and Business Development Faculty and for Research Studies and Survey for the position of Research and Outreach Faculty.</p> <p>Qualities and Competencies: Excellent leadership quality preference will be given to candidates having expertise in research and development/organising multi-disciplinary training programs/ entrepreneurship development/marketing/technology transfer/business development/TQM/organising seminars, workshops, business meets/liasoning with ministries and State Govt. Departments from India and abroad/project formulation and businesses development will be considered added advantage. Computer proficiency essential.</p> <p>Note: -</p> <ul style="list-style-type: none"> • Direct Recruitment on tenure basis. Maximum two terms the



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					<p>eligibility also same for the internal candidate who take charge for short period.</p> <ul style="list-style-type: none"> • Maximum 02 years age relaxation and qualification (5%) will be relaxed for internal candidate for this post. • After 5 years the contract will expire and performance will be reviewed.
4.	<p>Faculty Member-Grade-II Training</p> <p>Business Development /Research & Outreach)</p> <p>I.T. Officer Grade-I</p>	<p>01</p> <p>01</p> <p>01</p>	67700	<p>35-55 Yrs.</p> <p>30-50 Yrs.</p>	<p>Education: Master in commerce Science/Social science/Economics/Psychology/Public Administration/Management minimum Post Graduate with 60% marks. OR Master Degree in Engineering with (65% marks) Experience: Incumbent must have at least 5 years of experience preference will be given to those who have serve at G.P. Rs.4800 for at least 01 year OR Incumbent working on the same scale.</p> <p>Private Sector Executives: - Executives are working in companies where the annual turnover is not less than Rs. 25.0 crore. Experience of at least 10 years in Training, Seminars and promotional activities for position in Training, research, studies and survey and outreach programs.</p> <p>Qualities and Competencies: preference will be given to candidates having expertise in research and development/organising multi-disciplinary training programs/ entrepreneurship development/marketing/business development/organising seminars, workshops, business meets/liasoning with ministries and State Govt. Departments. Computer Knowledge (MS, Excel & Power point) is must.</p> <p>Education: Master Degree in Engineering specialization in Computer Science, EC & I.T. with (65% marks) Experience: Incumbent must have at least 3 years of experience preference will be given to those who have serve at G.P. Rs.5400 years in the field of Information Technology Sector. OR Incumbent working on the same scale. OR Minimum 60% marks or equivalent grade in Regular Engineering/ Technology Degree in Computer</p>



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					<p>Science/ Information Technology/ Electronics & Communication from Reputed College on regular basis. Minimum experience of 05 years in the field of Information Technology Sector.</p> <p>Note: -</p> <ul style="list-style-type: none"> • Direct Recruitment on tenure basis. Maximum two terms the eligibility also same for the internal candidate who take charge for short period. • Maximum 02 years age relaxation and qualification (5%) will be relaxed for internal candidate for this post. • After 5 years the contract will expire and performance will be reviewed
5.	Associate Faculty Member	02	56100	30-50 years	<p>Education: Master in commerce Science/Social science/Economics/Psychology/Public Administration/Management minimum Post Graduate with 50% marks and on Graduation level minimum 55% marks. OR Master Degree in Engineering with (65% marks)</p> <p>Experience: Incumbent must have at least 5 years of experience preference will be given to those who have serve at G.P. Rs. 4800 for at least 01 year OR Incumbent working on the same scale.</p> <p>Private Sector Executives: - Executives are working in companies where the annual turnover is not less than Rs. 5.0 crore.</p> <p>Qualities and Competencies: preference will be given to candidates having experience in research and development/organising multi-disciplinary training programs/ entrepreneurship development/marketing/business development/organising seminars, workshops, business meets/liasoning with ministries and State Govt. Departments. Computer Knowledge (MS, Excel & Power point) is must.</p> <p>Education: Minimum 60% marks or equivalent grade in 4 year Regular Engineering/ Technology Degree in Computer Science/ Information Technology/ Electronics & Communication from Reputed College</p>
	I.T. Officer Grade-II	01		25-30 years	



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					<p>on regular basis. Minimum experience of 02 years in the field of Information Technology Sector .</p> <p>Note: -</p> <ul style="list-style-type: none"> • Direct Recruitment on tenure basis. Maximum two terms the eligibility also same for the internal candidate who take charge for short period. • Maximum 02 years age relaxation and qualification (5%) will be relaxed for internal candidate for this post. • After 5 years the contract will expire and performance will be reviewed
6.	Sr. Associate & Associate (Training / Research / Publication / Computer/ Library)	07	35400	30 -40 years	<p>Education: Master in commerce Science/Social science/Economics/Psychology/ Public Administration/Management minimum Post Graduate with 60% marks. For Computer Post Graduate Diploma in Computer Application.</p> <p>Graduate in Bachelor of Library & Information Science(BLIS) for Library.</p> <p>Experience: Incumbent must have at least 5 years of experience with minimum 3 years of service in State Govt./Central Govt./ Autonomous Bodies/public sector on G.P. Rs.2800 OR Incumbent working on the same scale.</p> <p>Private Sector Executives: - Executives are working in companies where the annual turnover is not less than Rs. 15.0 crore.</p> <p>Competencies and Competencies: organizing seminars, workshops, business meets/liasoning with ministries and State Govt. Computer proficiency is essential.</p> <p>Note: -</p> <ul style="list-style-type: none"> • Direct Recruitment on tenure basis. Maximum two terms the eligibility also same for the internal candidate who take charge for short period. • Maximum 02 years age relaxation and qualification (5%) will be relaxed for internal candidate for this post. • After 5 years the contract will expire and performance will be



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					reviewed
7.	Associate (Training / Research / Publication / Computer /Library)	10	29200	23 -35 years	<p>Education: Master in commerce Science/Social science/Economics/Psychology/Public Administration/Management minimum Post Graduate with 50% marks from any reputed institutions.</p> <p>Graduate in Bachelor of Library & Information Science(BLIS) for Library.</p> <p>Experience: Incumbent must have at least 2 years of experience. Autonomous Bodies/public sector on G.P. Rs.2800 OR Incumbent working on the same scale.</p> <p>Qualities and Competencies: organising seminars, workshops, business meets/liasoning with ministries and State Govt.</p> <p>Note: -</p> <ul style="list-style-type: none"> • Direct Recruitment on tenure basis. Maximum two terms the eligibility also same for the internal candidate who take charge for short period. • Maximum 02 years age relaxation and qualification (5%) will be relaxed for internal candidate for this post. • After 5 years the contract will expire and performance will be reviewed.
	Total Posts	28			

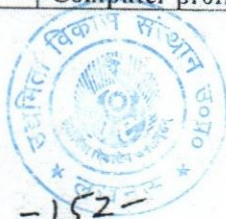
PROPOSED (Administration & Accounts)					
S. N.	Post	Posts After Restructuring	Pay Band & Grade Pay (Rs.)	Age Limit	Qualification & Experience
8.	Finance Officer Grade-II	01	56100	35-45 years	<p>Education: M.Com. With 55% of marks CA/ICWAI/CS (any group) OR MBA having specialization in finance (Correspondence Course is not eligible to apply).</p> <p>Experience: Minimum 08 year's post qualification experience from Industry/Finance/dministration/Consultancy with min. 5 year's experience on G.P. Rs.4800. The incumbent should know the preparation of balance sheet P/L account, PFMS, GST, Tally, computer and ITR process.</p> <p>Note: -</p> <ul style="list-style-type: none"> • Direct Recruitment on tenure basis. Maximum two terms the eligibility also same for the internal candidate who take charge for short period. • Maximum 02 years age relaxation and qualification



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					<p>(5%) will be relaxed for internal candidate for this post.</p> <ul style="list-style-type: none"> After 5 years the contract will expire and performance will be reviewed
9.	Manager (Accounts)	01	35400	23-35 years	<p>Education: M.Com. With 55% of marks OR equivalent degree with MBA having specialization in finance (Correspondence Course is not eligible to apply). OR B.Com with ICWAI.</p> <p>Experience: Minimum 5-year's post qualification experience from Industry/Finance/Administration/Consultancy with min. 4 years service on G.P. Rs.2800. The incumbent should know the preparation of balance sheet P/L account, PFMS, GST, Telly, computer and ITR process. Computer proficiency is must.</p> <p>Note: -</p> <ul style="list-style-type: none"> Direct Recruitment on tenure basis. Maximum two terms the eligibility also same for the internal candidate who take charge for short period. Maximum 02 years age relaxation and qualification (5%) will be relaxed for internal candidate for this post. After 5 years the contract will expire and performance will be reviewed
10	Admn. Officer Grade-II	01	56100	35-45 years	<p>Education: Master degree in Economics/ MBA with 55% preference will be given to MBA in (H.R.), Graduation in any discipline with 55% of marks and Law and L.L.B. would be an added advantage.</p> <p>Experience: Minimum 08 year's post qualification experience in Industry /Govt./Administration/Personnel /Consultancy with min. 5 years experience on G.P. on Rs. 4800.</p> <p>Computer proficiency and conducting training is must.</p> <p>Note: -</p> <ul style="list-style-type: none"> Direct Recruitment on tenure basis. Maximum two terms the eligibility also same for the internal candidate who take charge for short period. Maximum 02 years age relaxation and qualification (5%) will be relaxed for internal candidate for this post. After 5 years the contract will expire and performance will be reviewed
11	Executive Assistant to Director (P.S.)	01	35400	30-40 years	<p>Education: Post Graduate in any discipline from recognized University with 55% and Graduation (min. 50% marks). Post Graduate Diploma in Computer is essential from recognized University and ability to draft noting /letters drafting in English and Hindi, understanding of organising meetings. Incumbent must use to with preparing power point presentation, proposals, coordination of training programmes and MIS. High Stenography speed 120 w.p.m. in English & 100 w.p.m. in Hindi, ability to handle high speed type modern equipments, conversant of Dictaphone uses and public relation skills desirable.</p> <p>The incumbent must have knowledge of Computer application in MS Office, Power Point Presentation, Internet Video conferencing etc.</p> <p>Experience: Minimum 8 years post qualification experience in Industry / Administration/Personnel /Consultancy or 5 years experience on G.P. Rs.2800.</p> <p>Computer proficiency is must.</p>



					Note: - <ul style="list-style-type: none"> • Direct Recruitment on tenure basis. Maximum two terms the eligibility also same for the internal candidate who take charge for short period. • Maximum 02 years age relaxation and qualification (5%) will be relaxed for internal candidate for this post. • After 5 years the contract will expire and performance will be reviewed
12.	Manager (Admn. / Personne l)	01	35400	min. 23-35 years	Education: Master degree in Economics/ MBA with 55% preference will be given to MBA in (H.R.), Graduation in any discipline with 55% of marks. Experience: Minimum 5 year's post qualification experience in Industry /Govt./Administration/Personnel /Consultancy with min. 5years experience on G.P. on Rs. 4800. Computer proficiency and conducting training is must. Note: - <ul style="list-style-type: none"> • Direct Recruitment on tenure basis. Maximum two terms the eligibility also same for the internal candidate who take charge for short period. • Maximum 02 years age relaxation and qualification (5%) will be relaxed for internal candidate for this post. • After 5 years the contract will expire and performance will be reviewed
For the Following post to be outsourced Sl. No. 13 to 18					
13	Assistant Admn. / Asstt. Private Secretary (APS)	05	Out Sourcing	21-30 years	Education: Post Graduate in relevant discipline Social Science/Commerce/ Material Management from recognized University regular course, Graduation (min. 50% marks) Post Graduate Diploma in Computer is essential from recognized University. Incumbent should have power point presentation and web surfing. Ability to draft noting/letters in English and Hindi understanding of government/ semi government/financial institutions working. High Stenography speed 100 w.p.m. in English & 80 w.p.m. in Hindi, ability to handle high speed type equipments, conversant of Dictaphone uses and public relation skills desirable. Experience: Minimum 04 year's experience in personnel works in a reputed Govt. Organisation/ Public or Private Ltd. Company on G.P. Rs.2800. Computer proficiency and conducting training is must.
14	Steno Typist / Admn. Asstt. / Personne l Asstt.	03	Out Sourcing	min. 21-30 years Out Sourci ng	Education: Graduate with IInd division in any discipline and having speed of Hindi and English Stenography /Typing 80 / 35 w.p.m. (Bilingual). Post Graduate Diploma in Computer Application is essential. Desirable: Experience in file maintenance, documentation and OR administrative assistance. Computer proficiency is must.
15.	Typist / Clerk / Office Asstt.	03	Out Sourcing	min. 18-30 years	Education: Graduate with IInd division having ability to draft noting / letters in English and Hindi, having typing speed of Hindi & English 35 w.p.m. minimum. Computer proficiency is must.
16.	Driver	02	Out	min. 18	Education: High School having license of light motor



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			Sourcing	years	vehicle i.e. Car/Jeep. Minimum experience of 05 years in driving.
17.	Operator	03	Out Sourcing	min. 18 years	High School pass. Having experience of operation of Gen Set & Training equipments.
18.	Multy Tasking Staff (MTS)/ Sweeper	03	Out Sourcing	min. 18 years	High School pass. Having experience in the relevant work. Known to cycle riding.
	Total Posts	19			

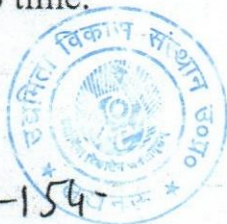
Note:

- 1- All the above positions are on tenure basis and contractual in nature. No promotion policies would be applicable on these positions. Recruittee can work upto 60 years of his age.
- 2- Inter-Staff have previledge for getting salary and areers as per present rules, that's why not to discouraged existing employees, Internal policy not being changed. If existing staff wants to switch over to new policy need to resign from permanent post and join on contract/tenurebasis and work upto 60 years of his age with new education background .
- 3- The existing staff does not perform even then they are eligible to draw salary but in new policy "Nov Work No Salary".

The permanent existing employees have no change in scale and age limit in general. The facility of this proposed new restructuring policy will not be given to existing employees only if they have qulification and experience as well as until submitting their willingness to opt the new restructuring policy.

The proposed Terms and Condition for a new recruitment and existing Director shall be as follows:

1. Every Employee shall be responsible for:
 - (a) Proactively exploring the possibilities for new business opportunities within the scope of objective given in the Memorandum of Association of the IEDUP.
 - (b) Determining the conditions of contracts on case to case basis with respect to such business opportunities as defined as paragraph (a) above so as to augment and maximize the institute finances.
 - (c) Prescribing the procedure for smooth working in respect of financial matters and general administration.
 - (d) Discharging any other duty as may be assigned by the appointing authority, from time to time.



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2. Period of appointment shall be of five years commencing from the date of joining on the post. However, it will be open for the appointing authority to postpone, cancel, shorten or extend its duration.
3. All the matters related to casual leaves and other leaves, working hours and holidays not specified in this letter, shall be the same as are applicable for the employees of IEDUP. Your unauthorized absence from duty will be deemed to be the premature termination of appointment from the date of absence.
4. Your services may be terminated by either of the party by giving three month prior notice to this effect or by giving three months' pay in lieu thereof.
5. The terms and conditions of your appointment may also be revised by the appointing authority by giving one month notice in advance to this effect.
6. In case of official tour/journey the TA/DA will be paid as per the prescribed norms of IEDUP.
7. For discharge of duties phone facility will be available at the expenses of IEDUP. However, the expenses of personal calls shall be borne by you.
8. Gratuity and EPF shall be payable as per the norms fixed by the Board of Governors from time to time.
9. Medical claim shall be admissible as per the Employees Service Rules of IEDUP.
10. You will be responsible for appropriate insurance coverage. In this regard, you shall maintain medical, travel, accident and third-party liability. You shall indemnify and hold harmless, the IEDUP against any claims, demands and/or judgments of any nature brought against the IEDUP arising out of the services under this appointment. The obligation under this paragraph shall survive the termination of this appointment.



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11. You will carry out the assignments in accordance with the highest standard of professional and ethical competence and integrity, having due regard to the nature and purpose of the assignment, and will conduct yourself in a manner consistent herewith. A show cause notice shall be given to you for any conduct inconsistent with this provision, and on unsatisfactory explanation the competent authority reserves the right to terminate the contract appointment or shorten the period of it with immediate effect and in such case the provisions of para 3 above will not be applicable.
12. You will also agree that all knowledge and information not within the public domain which may be acquired during the carrying out the assignments of IEDUP, shall be for all time and for purpose, regarded as strictly confidential and held in confidence, and shall not be directly or indirectly disclosed to any person whatsoever, except with the written permission of competent authority.
13. For a period of one years after complition of this services, you will not seek or accept work connected with programmes or operations that were of direct concern or make use of material acquired during this assignment, unless the prior consent of IEDUP has been obtained.
14. In the event of termination/complition of services, you will have to provide the IEDUP with all the reports or parts thereof, or any other information and documentation gathered during the tenure in IEDUP prior to the date of termination.
15. You shall be liable for any loss caused to the IEDUP due to your carelessness, negligence etc. The extent of such loss shall be decided by the competent authority and shall be binding on you.
16. You should agree that during the tenure of service and after its termination, you and any entity affiliated with you, shall be disqualified from providing goods, works or services (other than the services and any continuation thereof) for any project resulting from or closely related to the Services.



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17. The appointment shall be terminated, if the office of the IEDUP is abolished. However, every effort will be made to give you notice of any such changes, as early as possible.
18. Your appointment shall be subject to police verification and in case as a result of police verification, any adverse facts or material comes to light, this appointment may be cancelled without going in the merits of the same.
19. This letter is issued in duplicate; if you are interested to join the Institute, please return one copy duly signed within 15 days of issue of this letter.
20. Incentive of 1% will be given to you on profit of Rs. 1.0 Crore and above in the financial year.

