



# COTTON UNIVERSITY

Panbazar, Guwahati-781001, Assam, India

[www.cottonuniversity.ac.in](http://www.cottonuniversity.ac.in) :: 0361-2733530 :: [registrar@cottonuniversity.ac.in](mailto:registrar@cottonuniversity.ac.in)

## NOTIFICATION

The Cotton University Court in its 3<sup>rd</sup> meeting held on 21<sup>st</sup> February, 2024 vide its Res. No. UC/2024/03/4 has accepted and approved the "Ordinance on Recognition of other Officers of Cotton University" under Section 52(2) of the Cotton University Act 2017.

It is notified for general information that the "Ordinance on Recognition of other Officers of Cotton University" will come into force with immediate effect.

*Sd/-*  
(Dr. Arindam Garg)  
Registrar

Memo No. CU/REGOFF/2018/038/ 4134-47

Date: 17<sup>th</sup> April, 2024

Copy for information to:

1. Pro-Vice Chancellor, CU for kind information.
2. PS to Vice Chancellor for kind appraisal of the Vice Chancellor, CU
3. All Deans of CU for kind information.
4. Academic Registrar for information.
5. Controller of Examinations for information.
6. Director of Students' Welfare for information
7. All Heads of Departments for information.
8. Librarian, Dr. SKB Library for information.
9. Finance Officer i/c for information.
10. Medical and Health Officer, CU for information.
11. Computer System Manager to upload the Notification and Ordinance in the website.
12. All Section Heads of CU
13. Notice Board
14. Office File

*May 17/24*  
(Dr. Arindam Garg)  
Registrar

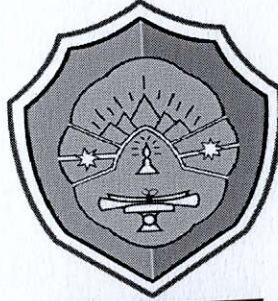
*Note: Please visit CU website (About Us- University Acts, Rules) for the detailed Ordinance.*



# COTTON UNIVERSITY

## ORDINANCE ON RECOGNITION OF OTHER OFFICERS OF COTTON UNIVERSITY (under Section 52(2) of the Cotton University Act 2017)

[(Approved by the Executive Council vide Res. No. EC/2023/26/06 dated 8<sup>th</sup> February, 2023  
and University Court vide Res. No. UC/2024/03/4 dated 21<sup>st</sup> February, 2024)]



अप्रमत्तेन वेद्व्यम्

## COTTON UNIVERSITY

Guwahati | PIN-781001 | Assam



## ORDINANCE ON RECOGNITION OF OTHER OFFICERS OF THE UNIVERSITY

### (under Section 52(2) of the Cotton University Act 2017)

As per Section 52(2) of the Cotton University Act 2017, *the existing teachers and staff of the Cotton College and Cotton College State University shall constitute a special cadre with respect to their service conditions at the time of their appointments.*

Based on this, the Executive Council of the University vide Res. No./2018/5/15 accepted and approved that there will be no break in service of the officers and staff appointed under erstwhile Cotton College State University after the First Statutes of Cotton University comes into force. These posts were created and appointed under Government Notification No. – AHE 129/2013/12 dated 21<sup>st</sup> of February, 2013 and AHE. 129/2013/14 dated 13<sup>th</sup> September, 2013.

The Executive Council vide Res. No./2018/5/15 has entrusted a committee to frame the ordinance to recognize the other Officers of the University whose definition, duties and responsibilities are not covered in the First Statutes of Cotton University.

A. In this ordinance, unless there is anything repugnant in the subject or context:

1. "The Act" means the Cotton University Act 2017 as amended time to time
2. "University" means Cotton University
3. "Court" means Court of the University
4. "Executive Council" means the Executive Council of the University
5. "Academic Council" means the Academic Council of the University
6. "CU" means Cotton University
7. "CCSU" mean Cotton College State University
8. "CPC" means Common Pay Commission
9. Words and expressions not defined in the statutes shall have the same meaning as in the Act.

B. The following persons shall be the officers of the University under Section 52(2) of the Cotton University Act 2017 (with the prevailing 7<sup>th</sup> CPC Grade Pay of Rs.12700/- and above) as recognized by erstwhile CCSU::

1. The Executive Engineer.
2. The P.S. to the Vice Chancellor;
3. The P.S. to the Registrar;
4. The Computer System Manager/Administrator;
5. The Stores Officer;
6. The Assistant Librarian;
7. The Assistant Controller of Examinations

The Executive Council will have the power to alter, modify, add or reduce any of the duties and responsibilities as may be required from time to time. In respect of qualification and pay, the UGC



qualification and pay shall apply for those covered under UGC scale of pay and CPC qualification and pay shall apply for those covered under CPC scale of pay.

The Executive Council of the University shall reserve the right to decide any other Officer of the University based on the grade pay and the requisite qualification of any new post/s created by the University.

C. This Ordinance now defines for each Officer (as applicable) the:

- Term of Office;
- Conditions of Service;
- Powers and Duties;
- Method of Appointment.

## 1. THE EXECUTIVE ENGINEER (PAY SCALE - Rs.12,000 - 40,000 + G.P. - 6300)

(7<sup>th</sup> CPC revised Pay Band Rs.30000 - 110000 Grade Pay -14500 )

### 1.1. Term of Office

1.1.1. The Executive Engineer shall be a full-time Officer of the University who shall hold office till he/she attains the age of superannuation. He/ She shall be under the direct administrative control of the Registrar.

1.1.2. Minimum Qualifications: A B.E./B. Tech. or its equivalent degree from a recognized Institute/University with at least 50 per cent marks or its equivalent in the CGPA scale; service experience for at least 15 years in the line of engineering services, out of which 10(ten) years must be in a responsible post in the rank of Assistant Engineer or equivalent or still higher post in Govt./ Semi Govt. or recognized Public Institutions/ Undertakings; functional computer literacy.

### 1.2. Conditions of Service

1.2.1. The Executive Engineer shall retire on the date he/she attains the age of superannuation as per Government of Assam norms.

1.2.2. The emoluments and other terms and conditions of service shall be determined by the Executive Council as per Government of Assam norms.

1.2.3. A new appointment of Executive Engineer will be on probation for one year; his/her performance will be reviewed before the probationary period is over, after which he/she could be confirmed, terminated or his/her probationary period extended if necessary.

1.2.4. Whenever there is any temporary vacancy in the Office of the Executive Engineer by reasons of leave, illness or other causes, the Vice Chancellor shall make such arrangements as he/she may think fit for exercising the powers and performing the duties of the Executive Engineer during the absence.

### 1.3. Powers and Duties

The Executive Engineer shall:

1.3.1. approve plans for which powers are delegated as per the Rules and Regulations;



- 1.3.2. prepare/scrutinize work estimates and make recommendations before transmission to higher authorities for approval;
- 1.3.3. prepare tender schedules, issue tender notifications, and be responsible for receipt and opening of tenders regarding all construction work;
- 1.3.4. inspect and oversee all aspects of construction work, and certify all bills before any payment is made;
- 1.3.5. look after the maintenance and upkeep of all buildings of the University;
- 1.3.6. co-ordinate with external agencies and departments such as GMC, GMDA, ASEB etc for matters related to construction and buildings.
- 1.3.7. He/she shall be a member of the Construction Committee.

#### 1.4. Method of Appointment

- 1.4.1. **The Executive Engineer** shall be appointed by the Executive Council on the recommendation of the Selection Committee constituted for the purpose;
- 1.4.2. Selections must be made after an all-India advertisement for the position.

## 2. PS TO VICE CHANCELLOR (PAY SCALE - Rs.12,000 - 40,000 + G.P. - 6300) (7<sup>th</sup> CPC revised Pay Band Rs.30000 - 110000 Grade Pay -14500 )

### Term of Office

- 2.1.1. The PS to Vice Chancellor shall be a full-time Officer of the University who shall hold office till he/she attains the age of superannuation. He/ She shall be under the direct administrative control of the Vice Chancellor.
- 2.1.2. Minimum Qualifications: An under-graduate degree from a recognized University with at least 50 per cent marks or its equivalent in the CGPA scale; along with at least 7 years of experience in a reputed firm or institution of higher education/research in at least the next lower position. Knowledge of computer office applications, and secretarial practices essential.

### 2.2. Conditions of Service

- 2.2.1. The PS to Vice Chancellor shall retire on the date he/she attains the age of superannuation as per Government of Assam norms.
- 2.2.2. The emoluments and other terms and conditions of service shall be determined by the Executive Council as per Government of Assam norms.
- 2.2.3. A new appointment of PS to Vice Chancellor will be on probation for one year; his/her performance will be reviewed before the probationary period is over, after which he/she could be confirmed, terminated or his/her probationary period extended if necessary.
- 2.2.4. Whenever there is any temporary vacancy in the Office of the PS to Vice Chancellor by reasons of leave, illness or other causes, the Vice Chancellor shall make such arrangements as he/she may think fit for exercising the powers and performing the duties of the PS to Vice Chancellor during the absence.



### 2.3. Powers and Duties

- 2.3.1. He/she shall assist the Vice Chancellor in all matters of day to day functioning of the Office of the Vice Chancellor
- 2.3.2. He/she shall maintain the daily official schedule of meetings and other important official programmes to be attended by the Vice Chancellor
- 2.3.3. He/ she shall minute the proceedings of official meetings of the University as and when required
- 2.3.4. He/she shall maintain liaison with the Government/ non-government departments/ organisations, including all academic departments/administrative sections of the University and take follow up action as and when necessary
- 2.3.5. He/she shall be responsible for arranging the travel and accommodation of the Vice Chancellor for his official visits
- 2.3.6. He/she shall attend the dignitaries visiting the University and arrange for the hospitality of all official guests of the Vice Chancellor
- 2.3.7. He/she shall maintain complete confidentiality of work while dealing important, confidential matters of the University.
- 2.3.8. He/ she shall be a part of the recruitment cell of the University and organise the interviews of various teaching/non-teaching posts of the University. He/she shall on the advice of the Vice Chancellor contact the selection committee members and arrange for their travel and hospitality and also ensure timely payment of the TA and honorarium of the selection committee members.
- 2.3.9. He/she will carry out all other duties assigned to him/her by the Vice Chancellor.

### 2.4. Method of Appointment

- 2.4.1. The **PS to Vice Chancellor** shall be appointed by the Executive Council on the recommendation of the Selection Committee constituted for the purpose;
- 2.4.2. Selections must be made after an all-India advertisement for the position.

## 3. PS TO REGISTRAR (PAY SCALE - Rs.12,000 - 40,000 + G.P. – 6300)

(7<sup>th</sup> CPC revised Pay Band Rs.30000 – 110000 Grade Pay -14500 )

### 3.1. Term of Office

- 3.1.1. The PS to Registrar shall be a full-time Officer of the University who shall hold office till he/she attains the age of superannuation. He/she shall be under the direct administrative control of the Registrar
- 3.1.2. Minimum Qualifications: An under-graduate degree from a recognized University with at least 50 per cent marks or its equivalent in the CGPA scale; along with at least 7 years of experience in a reputed firm or institution of higher education/research in atleast the next lower position. Knowledge of computer office applications, and secretarial practices essential.



### 3.2. Conditions of Service

- 3.2.1. The PS to Registrar shall retire on the date he/she attains the age of superannuation as per Government of Assam norms.
- 3.2.2. The emoluments and other terms and conditions of service shall be determined by the Executive Council as per Government of Assam norms.
- 3.2.3. A new appointment of PS to Registrar will be on probation for one year; his/her performance will be reviewed before the probationary period is over, after which he/she could be confirmed, terminated or his/her probationary period extended if necessary.
- 3.2.4. Whenever there is any temporary vacancy in the Office of the PS to Registrar by reasons of leave, illness or other causes, the Registrar shall make such arrangements as he/she may think fit for exercising the powers and performing the duties of the PS to Registrar during the absence.

### 3.3. Powers and Duties

- 3.3.1. He/she shall assist the Registrar in all matters of day to day functioning of the Office of the Registrar
- 3.3.2. He/she shall maintain the daily official schedule of meetings and other important official programmes to be attended by the Registrar
- 3.3.3. He/ she shall minute the proceedings of official meetings of the University as and when required
- 3.3.4. He/she shall maintain liaison with the Government/ non-government departments/ organisations, including all academic departments/administrative sections of the University and take follow up action as and when necessary
- 3.3.5. He/she shall be responsible for arranging the travel and accommodation of the Registrar for his official visits
- 3.3.6. He/she shall attend the dignitaries visiting the University and arrange for the hospitality of all official guests of the Registrar
- 3.3.7. He/she shall maintain complete confidentiality of work while dealing important, confidential matters of the University.
- 3.3.8. He/she shall be a part of the recruitment cell of the University and organise the interviews of various teaching/non-teaching posts of the University. He/she shall on the advice of the Registrar contact the selection committee members and arrange for their travel and hospitality and also ensure timely payment of the TA and honorarium of the selection committee members.
- 3.3.9. He/she will carry out all the duties and functions assigned to him/her by the Registrar.

### 3.4. Method of Appointment

- 3.4.1. The **PS to Registrar** shall be appointed by the Executive Council on the recommendation of the Selection Committee constituted for the purpose;
- 3.4.2. Selections must be made after an all-India advertisement for the position.



#### 4. THE COMPUTER SYSTEM MANAGER/ADMINISTRATOR

(PAY SCALE - Rs.12,000 - 40,000 + G.P. - 6300)

(7<sup>th</sup> CPC revised Pay Band Rs.30000 - 110000 Grade Pay -14500 )

##### 4.1. Term of Office

4.1.1. The Computer System Manager/Administrator shall be a full-time Officer of the University who shall hold office till he/she attains the age of superannuation. . He/ She shall be under the direct administrative control of the Registrar

4.1.2. Minimum Qualifications: A B.E./ B.Tech. degree in Computer Science/Information Technology, or an MCA/MSc degree in Computer Science/Information Technology from a recognized University with at least 55 per cent marks or its equivalent in the CGPA scale; along with at least 5 years of experience in a reputed firm or institution of higher education/research in at least the next lower position; should be knowledgeable about different operating systems including linux-based ones; must be able to plan and execute the overall need of computers and computing requirements of the University, including networks, internet operations, all hardware, systems software, and applications software that may be required for research, teaching and administration; must also be able to maintain the security of the network; have a thorough knowledge of programming and systems analysis.

##### 4.2. Conditions of Service

4.2.1. The Computer System Manager/Administrator shall retire on the date he/she attains the age of superannuation as per Government of Assam norms.

4.2.2. The emoluments and other terms and conditions of service shall be determined by the Executive Council as per Government of Assam norms.

4.2.3. A new appointment of Computer System Manager/Administrator will be on probation for one year; his/her performance will be reviewed before the probationary period is over, after which he/she could be confirmed, terminated or his/her probationary period extended if necessary.

4.2.4. Whenever the Computer System Manager/Administrator is unavailable by reasons of leave, illness or other causes, the Vice Chancellor shall make such arrangements as he/she may think fit for exercising the powers and performing the duties of the Computer System Manager/Administrator during his/her absence.

##### 4.3. Powers and Duties

The Computer System Manager/Administrator should

4.3.1. Plan and execute the overall need of computers and computing requirements of the University, for research, teaching and administration;

4.3.2. Determine the specifications for all hardware and software requirements of the University, indent for these, and ensure that the delivered products are as per the specifications;

4.3.3. Set up and maintain networks, and internet connectivity; maintain security of the University machines and networks;

4.3.4. Set up e-classrooms, video conferencing facilities;



- 4.3.5. Install and maintain all essential software for the University required for student registration, admission and examination processes, establishment, finance, purchase and stores and any other administrative matters;
- 4.3.6. Aid and advice research groups in the procurement and installation of specialized software;
- 4.3.7. Install and maintain the essential software required for the Libraries of the University and its Constituent College(s).
- 4.3.8. He/she shall be responsible for designing and maintaining the University web pages.

#### 4.4. Method of Appointment

- 4.4.1. The **Computer System Manger/Administrator** shall be appointed by the Executive Council on the recommendation of the Selection Committee constituted for the purpose;
- 4.4.2. Selections must be made after an all-India advertisement for the position.

### 5. THE STORES OFFICER (PAY SCALE - Rs.12,000 - 40,000 + G.P. - 6300) (7<sup>th</sup> CPC revised Pay Band Rs. 30000 - 110000 Grade Pay - 14500 )

#### 5.1. Term of Office

- 5.1.1. The Stores Officer shall be a full-time Officer of the University who shall hold office till he/she attains the age of superannuation. . He/ She shall be under the direct administrative control of the Registrar
- 5.1.2. Minimum Qualifications: A post-graduate degree from a recognized University with at least 55 per cent marks or its equivalent in the CGPA scale; service experience for at least 07 (seven) years in the line of general administration, out of which 5(five) years must be in a responsible post in the rank of Superintendent or equivalent or still higher post in Govt./ Semi Govt. or recognized Public Institutions/ Undertakings; functional computer literacy.

#### 5.2. Conditions of Service

- 5.2.1. The Stores Officer shall retire on the date he/she attains the age of superannuation as per Government of Assam norms.
- 5.2.2. The emoluments and other terms and conditions of service shall be determined by the Executive Council as per Government of Assam norms.
- 5.2.3. A new appointment of Stores Officer will be on probation for one year; his/her performance will be reviewed before the probationary period is over, after which he/she could be confirmed, terminated or his/her probationary period extended if necessary.
- 5.2.4. Whenever there is any temporary vacancy in the Office of the Stores Officer by reasons of leave, illness or other causes, the Vice Chancellor shall make such arrangements as he/she may think fit for exercising the powers and performing the duties of the Stores Officer during the absence.



### 5.3. Powers and Duties

- 5.3.1. The Stores Officer will look after the purchase and storing of goods bought by the University and issuing these out to the indenters.
- 5.3.2. He/she will receive indents for the purchase of goods from all authorized members of staff, including teaching faculty.
- 5.3.3. After receiving the indents, he/she will obtain the necessary approvals, if required, as per the Rules and Regulations of the University.
- 5.3.4. He/she will invite quotations from approved vendors and also issue tender notices as per the prevailing Rules and Regulations; he/she should prepare and suggest names of vendors and maintain a list of approved vendors for goods required by the University.
- 5.3.5. He/she will maintain a record of all items received and issued out.
- 5.3.6. He/she will help the Finance Officer maintain an up-to-date Capital Items or Assets Register of all goods of the University, and also in the physical stock-verification of equipment and other non-consumable materials.
- 5.3.7. He/she will raise purchase orders for often-required goods that are not available in the Stores.

### 5.4. Method of Appointment

- 5.4.1. The **Stores Officer** shall be appointed by the Executive Council on the recommendation of the Selection Committee constituted for the purpose;
- 5.4.2. Selections must be made after an all-India advertisement for the position.

## 6. THE ASSISTANT LIBRARIAN (PAY SCALE - Rs.12,000 - 40,000 + G.P. – 6300)

(7<sup>th</sup> CPC revised Pay Band Rs.30000 – 110000 Grade Pay -14500 )

### 6.1. Term of Office

- 6.1.1. The Assistant Librarian shall be a full-time Officer of the University who shall hold office till he/she attains the age of superannuation.
- 6.1.2. Minimum Qualifications: A post-graduate in Library Science/Information Science/Documentation Science from a recognized University with at least 55 per cent marks or its equivalent in the CGPA scale;

Qualifying in National Level Test (NET) conducted for the purpose by UGC or any other agency approved by UGC. However candidate who have been awarded Ph.D. degree in accordance with the UGC (minimum standard and awards of Ph.D. degree) or its equivalent from Universities outside India shall be exempted from the above requirement

### 6.2. Conditions of Service

- 6.2.1. The Assistant Librarian shall retire on the date he/she attains the age of superannuation as per Government of Assam norms.
- 6.2.2. The emoluments and other terms and conditions of service shall be determined by the Executive Council as per Government of Assam norms.



- 6.2.3. A new appointment of Assistant Librarian will be on probation for one year; his/her performance will be reviewed before the probationary period is over, after which he/she could be confirmed, terminated or his/her probationary period extended if necessary.
- 6.2.4. Whenever there is any temporary vacancy in the Office of the Assistant Librarian by reasons of leave, illness or other causes, the Vice Chancellor shall make such arrangements as he/she may think fit for exercising the powers and performing the duties of the Assistant Librarian during the absence.

### 6.3. Powers and Duties

- 6.3.1. The Assistant Librarian's immediate reporting officer is the Librarian; the Assistant Librarian will assist the Librarian, and carry out the specific responsibilities assigned to him/her by the Librarian.
- 6.3.2. The division of responsibilities between the Librarian and the Assistant Librarian may be discussed and recommended by the Library and Information Services Committee, for approval by the Vice Chancellor.
- 6.3.3. In the event of the absence of the Librarian due to leave, illness or other causes, the Assistant Librarian may be asked to assume the charge of the Librarian temporarily. In this case, he/she will be required to carry out all the responsibilities of the Librarian.

### 6.4. Method of Appointment

- 6.4.1. The Assistant Librarian shall be appointed by the Executive Council on the recommendation of the Selection Committee constituted for the purpose;
- 6.4.2. The appointment of the Assistant Librarian must be as per any prevailing norms of the University Grants Commission

## 7. THE ASSISTANT CONTROLLER OF EXAMINATIONS

(PAY SCALE - Rs.12,000 - 40,000 + G.P. - 5400)

(7<sup>th</sup> CPC revised Pay Band Rs.30000 - 110000 Grade Pay -12700 )

### 7.1. Term of Office

- 7.1.1. The Assistant Controller of Examinations shall be a full-time Officer of the University who shall hold office till he/she attains the age of superannuation.
- 7.1.2. Essential Qualifications: A post-graduate degree from a recognized University with at least 55 per cent marks or its equivalent in the CGPA scale. Knowledge of computer office applications.

### 7.2. Conditions of Service

- 7.2.1. The Assistant Controller of Examinations shall retire on the date he/she attains the age of superannuation as per Government of Assam norms.



- 7.2.2. The emoluments and other terms and conditions of service shall be determined by the Executive Council as per Government of Assam norms.
- 7.2.3. A new appointment of Assistant Controller of Examinations will be on probation for one year; his/her performance will be reviewed before the probationary period is over, after which he/she could be confirmed, terminated or his/her probationary period extended if necessary.
- 7.2.4. Whenever there is any temporary vacancy in the Office of the Assistant Controller of Examinations by reasons of leave, illness or other causes, the Vice Chancellor shall make such arrangements as he/she may think fit for exercising the powers and performing the duties of the Assistant Controller of Examinations during his/her absence.

### 7.3. Powers and Duties

- 7.3.1. The Assistant Controller of Examinations' immediate reporting officer is the Controller of Examinations; the Assistant Controller of Examinations will assist the Controller of Examinations, and carry out the specific responsibilities assigned to him/her by the Controller of Examinations.
- 7.3.2. The division of responsibilities between the Controller of Examinations and the Assistant Controller of Examinations may be discussed and recommended by the Examination Committee, for approval by the Vice Chancellor.
- 7.3.3. In the event of the absence of the Controller of Examinations due to leave, illness or other causes, the Assistant Controller of Examinations may be asked to assume the charge of the Controller of Examinations temporarily. In this case, he/she will be required to carry out all the responsibilities of the Controller of Examinations. The Vice Chancellor may ask the Registrar, or any other suitable Officer to temporarily take charge as the Controller of Examinations.

### 7.4. Method of Appointment

- 7.4.1. The Assistant Controller of Examinations shall be appointed by the Executive Council on the recommendation of the Selection Committee constituted for the purpose;
- 7.4.2. The appointment of the **Assistant Controller of Examinations** must be as per any prevailing norms of the University Grants Commission.

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Registrar  
Cotton University  
Panbazar, Guwahati-781001, Assam