

6. Conduct Rules

[Swamy's — CCS (Conduct) Rules]

1. Do's and Don'ts — for you

Do's.—

1. Maintain absolute integrity at all times..
2. Maintain absolute devotion to duty at all times..
3. Those holding responsible posts — maintain independence and impartiality in the discharge of your duties.
4. Maintain a responsible and decent standard of conduct in private life..
5. Render prompt and courteous service to the public.
6. Observe proper decorum during lunch break..
7. Report to superiors the fact of your arrest or conviction in a Criminal Court and the circumstances connected therewith, as soon as it is possible to do so.
8. Keep away from demonstrations organized by political parties in the vicinity/neighbourhood of Government offices.
9. Maintain political neutrality.
10. Manage private affairs in such a way as to avoid habitual indebtedness or insolvency.
11. If any legal proceedings are instituted for the recovery of any debt due from you or for adjudging you as an insolvent, report the full facts of such proceedings to the Competent Authority.
12. Act in accordance with Government policies.
13. Observe courtesy and consideration to Members of Parliament and State Legislatures.
14. In performance of duties in good faith, communicate information to a person in accordance with the 'Right to Information Act, 2005' (22 of 2005) and the rules made thereunder.
15. Commit yourself to and uphold the supremacy of the Constitution and democratic values;
16. Defend and uphold the sovereignty and integrity of India, the security of the State, public order, decency and morality;
17. Maintain high ethical standards and honesty;

18. Promote the principles of merit, fairness and impartiality in the discharge of duties;
19. Maintain accountability and transparency;
20. Maintain responsiveness to the public, particularly to the weaker section;
21. Maintain courtesy and good behaviour with the public;
22. Take decisions solely in public interest and use or cause to use public resources efficiently, effectively and economically;
23. Declare any private interests relating to your public duties and take steps to resolve any conflicts in a way that protects the public interest;
24. Make choices, take decisions and make recommendations on merit alone;
25. Act with fairness and impartiality and not discriminate against anyone, particularly the poor and the under-privileged sections of society;
26. Refrain from doing anything which is or may be contrary to any law, rules, regulations and established practices;
27. Maintain discipline in the discharge of your duties and be liable to implement the lawful orders duly communicated to you;
28. Maintain confidentiality in the performance of your official duties as required by any laws for the time being in force, particularly with regard to information, disclosure of which may prejudicially affect the sovereignty and integrity of India, the security of the State, strategic, scientific or economic interests of the State, friendly relation with foreign countries or lead to incitement of an offence or illegal or unlawful gain to any person;
29. Perform and discharge your duties with the highest degree of professionalism and dedication to the best of your abilities.

— Rule 3.

Don'ts.—

1. Do not make joint representations in matters of common interest.
2. Do not indulge in acts unbecoming of a Government servant.
3. Do not be discourteous, dishonest and partial.
4. Do not adopt dilatory tactics in your dealings with the public.
5. Do not convey oral instructions to subordinates. (If done for unavoidable reasons, confirm them in writing as soon as possible.)
6. Do not practise untouchability.
7. Do not associate yourself with any banned organizations.
8. Do not join any association or demonstration whose objects or activities are prejudicial to the interest of the sovereignty and integrity of India, public order or morality.

9. Do not give expression to views on Indian or foreign affairs, while visiting foreign countries.
10. Do not get involved in unauthorized communication of any official document or any part thereof or classified information to any Government servant or any other persons to whom you are not authorized to communicate such document or classified information.
11. Do not join or support any illegal strike.
12. Do not enter into any private correspondence with Foreign Embassies or Missions/High Commissions.
13. Do not accept lavish or frequent hospitality from any individual, industrial or commercial firms, organizations, etc., having official dealings with you.
14. Do not accept any offer of the cost of passage to foreign countries or hospitality by way of free board and lodging there, if such offers are from foreign firms contracting with Government.
15. Do not accept invitations to you and members of your family for free inaugural flights offered by Air India, Indian Airlines Corporation or Foreign Airliners.
16. Do not give or take or abet giving or taking of dowry or demand any dowry directly or indirectly from the parent or guardian of a bride or bridegroom.
17. Do not accept any gift from any foreign firm which is having official dealings.
18. Do not engage yourself in canvassing business of Life Insurance Agency, Commission Agency or Advertising Agency owned or managed by the members of your family.
19. Do not lend money to or borrow money from or deposit money as a member or agent, with any person, firm or private company with whom you are likely to have official dealings. Do not otherwise place yourself under pecuniary obligation with such person, firm or private company.
20. Do not approach your subordinates for standing surety for loans taken from private sources either by you/your relations/friends.
21. Do not undertake private consultancy work.
22. Do not speculate in any stock, share or other investment.
23. Do not purchase shares out of the quota reserved for friends and associates of Directors of Companies.
24. Do not bid at any auction of property where such auction is arranged by your own officers.

25. Do not stay as guest with Foreign Diplomats or foreign nationals in India.
26. Do not invite any Foreign Diplomat to stay with you as your guest in India.
27. Do not accept or permit your wife or dependants to accept passage money or free air transport from a Foreign Mission/Government or Organization.
28. Do not bring any political influence in matters pertaining to your service.
29. Do not consume any intoxicating drinks or drugs while on duty.
30. Do not appear in public place in a state of intoxication.
31. Do not indulge in any act of sexual harassment of any woman at her work place.
32. Do not employ children below 14 years of age.
33. Do not accept award of monetary benefits instituted by Private Trusts/Foundations, etc.
34. Do not address the higher authority prematurely on the same issue unless it is established that all the points or submissions made earlier have not been fully considered by the immediate superior or Head of Office or any other authority at the lowest level competent to deal with that matter.
35. Do not use your official position or influence directly or indirectly to secure employment for any member of your family in any company or firm.
36. Do not place yourself under any financial or other obligations to any individual or organization which may influence you in the performance of your official duties;
37. Do not misuse your position as civil servant and take decisions in order to derive financial or material benefits for yourself, your family or your friends; — GIDs below Rules 3-A to 3-C.

2. Acts, conduct and commissions which amount to misconduct

[Swamy's — CCS (Conduct) Rules]

The following acts, conduct and commissions of a Government servant amount to misconduct:—

1. If the act or conduct is prejudicial or likely to be prejudicial to the interests of the master or to the reputation of the master.

2. If the act or conduct is inconsistent or incompatible with the due or peaceful discharge of his duty to his master.
3. If the act or conduct of a servant makes it unsafe for the employer to retain him in service.
4. If the act or conduct of the servant is so grossly immoral that all reasonable men will say that the employee cannot be trusted.
5. If the act or conduct of the employee is such that the master cannot rely on the faithfulness of his employee.
6. If the act or conduct of the employee is such as to open before him temptations for not discharging his duties properly.
7. If the servant is abusive or if he disturbs the peace at the place of his employment.
8. If he is insulting and insubordinate to such a degree as to be incompatible with the continuance of the relation of master and servant.
9. If the servant is habitually negligent in respect of the duties for which he is engaged.
10. If the neglect of the servant, though isolated, tends to cause serious consequences.
11. Wilful insubordination or disobedience, whether alone or in combination with others, to any lawful and reasonable order of a superior.
12. Infidelity, unfaithfulness, dishonesty, untrustworthiness, theft and fraud, or dishonesty in connection with the employer's business or property.
13. Strike, picketing, gherao, striking work or inciting others to strike work in contravention of the provisions of any law, or rule having the force of law.
14. Gross moral misconduct, acts subversive of discipline, riotous or disorderly behaviour during working hours at the establishment or any act subversive of discipline.
15. Riotous and disorderly behaviour during and after the office hours or in office premises.
16. Habitual late attendance.
17. Negligence or neglect of work or duty amounting to misconduct. Habitual negligence or neglect of work.
18. Habitual absence without permission and overstaying leave.
19. Conviction by a Criminal Court.

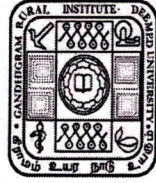
NOTE.— The terms 'servant' and 'master' have been used in Court judgments to indicate the relationship between a subordinate Government servant and his superiors in the hierarchy of all Central Government Offices.

— GID (23), Rule 3.

THE GANDHIGRAM RURAL INSTITUTE – DEEMED UNIVERSITY
GANDHIGRAM – 624 302 :: DINDIGUL DISTRICT :: TAMIL NADU

Ministry of Human Resource Development, Govt. of India
Accredited by NAAC with 'A' Grade (3rd Cycle)

All communications should be
addressed to the Registrar by
designation and not by name



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REGISTRAR i/c.

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BY REGD. POST WITH AD
E-mail: pponnusamy56@gmail.com

Ref: Estt.2/Edu./Offer Appt./2017-18/

Date: 07.10.2017

OFFER OF APPOINTMENT

Sub: GRI-DU – Establishment – Offer of appointment for the post of **Assistant Professor in Mathematics Education (OBC Category) under XII Plan** – orders issue of – Reg.

- Ref: 1. UGC Order No.15-5/2012(CU) dated 23.03.2016
2. His application dated 23.06.2017.
3. The BoM resolution vide item No.1866/BOM.2017.X dated 07.10.2017
4. Vice-Chancellor's approval dated 07.10.2017.

Dr.P.Ponnusamy is hereby offered an appointment for the post of **Assistant Professor in Mathematics Education (OBC Category) in the Department of Education, Gandhigram Rural Institute - Deemed University, Gandhigram** subject to the following conditions:

1. He is eligible for the pay of Rs.15,600/- with AGP of Rs.6,000/-p.m. in the pay structure of Rs.15600-39100 with AGP of Rs.6,000/- p.m. with admissible allowances.
2. The appointment for the above post is subject to approval of UGC and the period of **probation shall be one year from the date of his joining the post on the basis of UGC's approval.** The period may, however be extended up to one year, in case his performance is not satisfactory.
3. He shall be confirmed and his services shall be regularized, based on the assessment of his performance during the period of probation.
4. His appointment is temporary till his services are regularized and terminable at one month notice on either side.
5. The employee shall be entitled to the **New Pension Scheme** applicable to those who enter into service on or after 01.01.2004, as per the OM of Govt. of India.
6. In case, he is already in service prior to 01.01.2004, governed by the **DEFINED BENEFIT PENSION SYSTEM of Govt. of India (or) any State Government, he is entitled to the existing Defined Benefit Pension System of Govt. of India.**
7. Job description and nature of responsibilities shall be as shown in **Annexure-1.**
8. **Medical Examination:** His appointment shall be subject to his being found physically fit, in accordance with the rules on the subject. His joining report should be accompanied by the Fitness Certificate obtained from a Medical Officer not below the rank of Civil Surgeon working in Government Hospital (**Annexure-2**).

9. **Disqualification:** He shall not be eligible for appointment to the above post (saving persons exempted by law) if,
- he has entered into or contracted a marriage with a person having a spouse living; or
 - he, having a spouse living, has entered into or contracted marriage with another person.

He shall have to give a declaration in this regard in the formats as shown in Annexure - 3 & 4.

- If he is found medically fit, based upon the medical certificate, he shall have to report for duty in this Institute on or before the due date mentioned below and produce all original certificates in support of his educational qualification, age, etc. for verification.
- If he accepts the offer of appointment on these conditions, he must join duty latest by 17.10.2017, by duly submitting his acceptance letter of this offer of appointment by return of post / fax in Annexure - 5.
- He must submit the Service Agreement (Rs.40/- Stamp Paper) in Annexure - 6 at the time of joining duty.
- He should produce the Community certificate (Photo copy) and also original certificate for verification.
- The appointment is provisional and is subject to verification of his community certificate and if the verification reveals that the claim that he belongs to SC/ST/OBC as the case may be, is false, the services shall be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under provision of the Indian Penal Code for production of false certificate. Also the change of religion, after the acceptance of the appointment, if any, should be intimated to the undersigned. This condition does not apply to the UR category.
- In case, he is now employed, he is required to bring a letter from the present employer stating that he has obtained a proper relief and that there is no objection to his appointment as Assistant Professor on probation in Gandhigram Rural Institute, Gandhigram.
- He shall have to stay in the campus, if required by the authorities.
- He should wear khadi cloth while on duty.
- No travelling allowance shall be paid for the journey performed by him to take up this appointment.

Encl: Annexure 1 to 6

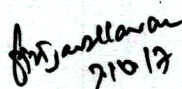
- Job Description and Nature of Responsibilities
- Certificate of Physical Fitness
- Married / Unmarried Declaration Form
- Application for Grand of Exemption
- Acceptance Letter
- Form of Written Contract

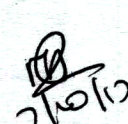
To

Dr.P.Ponnusamy
54/1, Srinivasa Nagar
4, Veerapandi Pirivu, Jothipuram (PO)
Coimbatore - 641 047

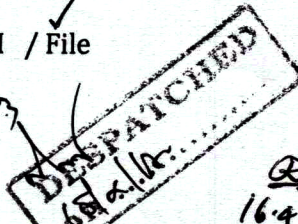
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REGISTRAR i/c.



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