



Ref: NIU / NOTICE / HR – 20

Date: 01.02.19

EMPLOYMENT CONFIRMATION POLICY – FOR TEACHING & NON TEACHING STAFF OF NIU

Objective and Probation Criteria:

A new staff member (under the period of probation) may not commence full time regular & permanent employment with Noida International University until the probation criteria is fully met by the concerned probationary employee(s) and confirms in writing by the Human Resource Department.

The respective Head of the Department / Director or both will ensure that probation criteria for the concerned employee(s) are:

- Specified as definable goals
- Related to the position description for the position
- Related to the level and time frame of the appointment of the staff member
- Designed to ensure that the staff member works productively in the University.

Procedure to apply for confirmation:

A probationary employee (continuing academic / non academic staff member except Grade IV or contractual staff) who wishes to have his or her appointment confirmed will make a submission for confirmation in writing to the Head of the Department / Director and that will include an up-to-date curriculum vitae (cv) with all the credentials and of his / her last 6 months achievement done followed by the thought process of another 6 months down the line ahead setting out clearly as how all probation criteria have been met or why should he / she be considered to be a permanent employee of Noida International University.

Roles & Responsibilities of Confirmation Committee (Director / HOD or both):

Upon having every single documents scrutinized from the fellow probationary staff / applicant, the concerned HOD / Director or both (as a member of the Confirmation Committee) shall recommend that

the confirmation decision is to be made or probation period may further be extended for another 6 months or to be terminated as the cases may be deemed fit. This could be in recognition of outstanding performance, however, in exceptional circumstances, it may be because of inadequate performance or due to absolute non performance. The Head of the Department / Director or both (member of the Confirmation Committee) will provide the concerned staff member (applicant/ probationary staff) with a copy of his or her confirmation report and recommendation and an opportunity to comment on the report prior to submitting it to the Registrar. The concerned staff member will countersign the document.

The Registrar will justify / consider the recommendation made by the said Committee members and prepare his own justification / recommendation to the Vice Chancellor for:

- Confirm the appointment
- Extend the probation period (by up to 6 months further)
- Terminate the appointment

The Vice Chancellor may confirm, extend or terminate the appointment after taking into account any comment made by the Confirmation Committee & the Registrar respectively.

In the event that further extension of probation period and or termination is recommended, the staff member through Human Resource department will be:

- Advised of the grounds for further extension of probation period or termination.
- Provided minimum of one month's notice in case of termination of employment.
- Provided with a payment in lieu of notice period at the discretion / existing practices of the University.

This policy is annexed with a "Probationary Progress Review Form" to be filled & countersigned by the concerned staff member(s).

Exception:

This policy is not applicable for the post of Registrar and above.

This policy is not applicable for any staff under third party payroll.

This policy is not applicable for the staff under contract or tenure based employment at NIU.

This policy is not applicable for Grade IV staff or daily workers.

Policy Amendment:

The regulations and procedures in this policy mentioned above are subject to change with prior notice, if necessary. The Management reserves the sole discretion to make exception, change rules and other requirements as it may deem fit from time to time.

This policy shall be with effect from 1st March, 2019.

**Ashis Chakraborty
(Head – HR)**