

# **Association of Indian Universities (AIU)**

## **NOMINATIONS ARE INVITED FOR THE POST OF SECRETARY GENERAL, AIU**

Nominations are invited from the Vice Chancellors/Directors of Member Universities/Institutes for consideration by the Search Committee for recommending names for the post of the **Secretary General, AIU** as laid down in the Bye Laws 5.1(a) and (b).

Nominations along with detailed Bio Data and brief write up on the suitability for the post and initiatives and innovations made by the nominee(s) in discharge of his/her functions may please be sent latest by **18th March 2019** in a sealed cover scribing **“Nomination(s) for the post of Secretary General, AIU”** at the following address:

Prof. Sandeep Sancheti  
President  
Association of Indian Universities  
AIU House, 16-Comrade Indrajit Gupta (Kotla) Marg  
New Delhi - 110002

### **PROVISION OF AIU BYE LAWS**

#### **Composition of the Search Committee & Conduct of Business:**

5.1 (a) For the appointment of Secretary General, the President shall invite nominations from the Vice Chancellors/Directors of Member Universities/Institutes. A member of AIU can nominate any other person having requisite qualification for the position of Secretary General. However, self-nomination will not be entertained. A nomination received from ineligible member will not be considered.

5.1 (b) The Search Committee for the post of Secretary General shall consist of:

1. President, ex-officio Chairman
2. Immediate Past President
3. Vice President
4. Five senior most member Vice Chancellors/Directors, one from each zone
5. One Nominee of UGC not below the rank of the Vice Chancellor

The following will regulate the conduct of business of the Search Committee:

- i. In case of any vacancy in the Search Committee due to death, resignation, completion of term or any other reason, the President shall be empowered to fill up the vacancy, as per rules.
- ii. Invitation for the meeting of the Search Committee shall be sent at least two weeks in advance by registered post to the members.
- iii. Four members including the President shall form the quorum of the meeting of the Search Committee.
- iv. Every member of the Search Committee including the President shall have one vote. In case of division of opinion, the decision shall be taken by majority vote. In case of a tie, the President shall have casting vote.
- v. The Search Committee shall recommend a Panel of three names to the President in alphabetical order.

#### **24. Secretary General**

##### **24.1. Power and Responsibilities:**

- i. The Secretary General shall be the Principal Executive Officer of the Association. He/she shall implement the policies and programmes laid down by the Association and for this purpose he/she shall work under the direct control of the President;
- ii. Secretary General shall be engaged on whole time basis. He/she would be required to implement the policies and programmes of the Association and for this purpose he/she shall work under the general guidance of the President and the Governing Council of the Association.
- iii. Secretary General shall be the custodian of the records and properties of the Association. He/she shall also act as Member Secretary of Governing Council and other Committees constituted by the Governing Council/Association. He/she shall also perform such other work as may be entrusted to him by the President or the Governing Council/Association. It shall be ensured by the Secretary General that an annual audit is carried out by an approved Chartered Accountant.
- iv. He/she shall bring any matter which he/she considers necessary in the interest of the Association to the notice of the Governing Council through the President for guidance and decision.
- v. The Secretary General shall be eligible for PF Contribution/Gratuity as may be admissible to the employees of the Association from time to time as per Bye Laws.
- vi. Secretary General shall be Treasurer of the Association and responsible to maintain accurate accounts of the Association. He/she shall receive and disburse funds on behalf of the Association in accordance with its Bye Laws.

## **24.2. Appointment**

- (a) The existence of vacancy of Secretary General duly approved by the Governing Council shall be given wide publicity by uploading it on the website of AIU and one national English daily and in one Hindi paper and also in the University News.
- (b) The Secretary General shall be appointed by the Governing Council out of the panel suggested by the Search Committee as per the procedure laid down in the Bye Laws. The matter will be reported to the General Body of the Association in the next meeting.
- (c) The Secretary General shall be an eminent academician who is or has been regular full time Vice Chancellor/Director of an Institute recognized by AIU.
- (d) His/her scale of pay and other allowance shall be at par with the pay and other allowances of a Vice Chancellor of a Central University.
- (e) **a.** The tenure of the office of the Secretary General shall be 5 years in the first instance but he/she shall be eligible for re-appointment for another term of 5 years. He/she shall, however, cease to hold the office on attaining the age of 70 years or 10 years as Secretary General, whichever is earlier.  
**b.** One-month prior notice from either side shall be required for demitting the Office of the Secretary General. However, in exceptional circumstances, the notice period of one month from Secretary General may be waived off by the Governing Council.
- (f) Interim vacancy in the Office of the Secretary General shall be filled by the President on the recommendation of the Governing Council. Such appointment shall generally be for a period not exceeding one year.
- (g) The Secretary General may be removed from his/her office, if the Governing Council is satisfied that the incumbent:
  - (a) Has become insane and stands so declared by a competent court.
  - (b) Has been convicted by a court for any offence involving moral turpitude.
  - (c) Has become an undischarged insolvent and stands so declared by a competent court.
  - (d) Has been physically unfit and incapable of discharging functions due to protracted illness or physical disability.
  - (e) Has willfully omitted or refused to carry out the provisions of Rules and Regulations/Bye Laws of the Association or has committed breach of any of the terms and conditions of service contract or any other conditions prescribed by the

Governing Council/Association or has abused the powers vested in him/her or if the continuance of the Secretary General in the office is detrimental to the interest of the Association.

(f) Is a member of or be otherwise associated with any political party or any organization which takes part in politics or is taking part in it or subscribing in aid of any political movement or activity.

(g) If the Secretary General fails to perform his duties to the satisfaction of the Governing Council, the Governing Council may remove him/her by giving one month's notice/pay after giving him/her opportunity under natural justice to put forth his/her case.

#### **TERMS AND CONDITIONS OF SERVICE OF SECRETARY GENERAL, AIU**

1. The tenure of the Office of the Secretary General shall be 5 years in the first instance, but he/she shall be eligible for re-appointment for another term of 5 years. He/she shall however cease to hold the office on attaining the age of 70 years or 10 years as Secretary General, whichever is earlier.
2. His/her scale of pay and other allowances shall be at par with the pay and other allowances of a Vice Chancellor of a Central University.
3. During his/her tenure in office, the Secretary General, AIU will be entitled to rent free furnished residential accommodation, maintained by AIU.
4. The Secretary General shall be entitled to Contributory Provident Fund, as per Rules of AIU Provident Fund till the date of his/her retirement from the service of AIU.
5. The Secretary General shall be entitled to Gratuity for the period of his/her service in AIU in accordance with the Gratuity Rules of AIU.
6. The Secretary General shall be entitled to leave on full pay for 30 days in a calendar year and for half pay leave for 20 days for each completed year of service. The two types of leave will be credited and utilized as per rules of AIU.
7. The Secretary General, on relinquishing office will be entitled to receive, at the time of retirement, a sum equivalent to the leave salary, for the leave on full pay, that has accumulated to his/her credit till the time of relinquishment of charge. In accordance with income tax rules this will be subject to a maximum of 300 days including encashment benefits availed of in earlier employment/s. He/she will be entitled for encashment of unutilized leave beyond the 300 days subject to deduction of income tax.
8. The Secretary General shall be entitled to Extra-Ordinary Leave without pay for a maximum period of three months during the term.
9. The Secretary General shall be entitled to other benefits, such as those for medical reimbursement as are admissible to Vice Chancellors of Central Universities.
10. The Secretary General shall be entitled for Travelling Allowance, in accordance with those for "journeys on transfer" available to Government of India employees, for joining duties and for return to home town on his/her relinquishment of charge of Office of Secretary General.

**For further details, please visit AIU website: [www.aiu.ac.in](http://www.aiu.ac.in)**