



**Policy Document for Appointment and Promotion of
Teaching and Non-Teaching Staff
Aryabhata College, University of Delhi**

The process of appointment, performance appraisal, and promotion is an integral part of every organization and Aryabhata College attempts to systematically evaluate the functioning of each appointed employee and reward their abilities for further growth. However, being a constituent college of the University of Delhi, all appointments, evaluations of performances, and promotions or career advancements in the college are guided by the rules and regulations of the University of Delhi based on merit and qualifications.

1. **Appointment Policy:** All vacant positions are advertised or posted on the college website and the appointment process begins with the scrutiny of the application forms before the final interview.

Teaching and Non-Teaching Staff: The appointment of staff members in the college is made according to the guidelines updated continually for the scheme of employment by University of Delhi. For latest details on appointment policy, link is provided below:
<http://www.du.ac.in/index.php?page=guidelines-and-notifications>.

2. **Promotion Policy:** The promotions in this college are made according to the University guidelines that are based on seniority, merit and performance appraisal.

Teaching Staff: The promotions for teaching staff are based on the CAS-2018 guidelines. For details see: http://www.du.ac.in/du/uploads/27082020_CAS-colour.pdf

Non-Teaching Staff: The promotion of Non-Teaching employees in the college are made in accordance with the notification by the University Non-Teaching Employees (Terms and Conditions of Service) Rules. For details see:

http://www.du.ac.in/du/uploads/Rules_Policies_Ordinances/Non_teaching/71013_New%20Terms%20&%20Conditions%20of%20non%20teaching%20employees%2020131%20.pdf