

VARDHAMAN MAHAVEER OPEN UNIVERSITY: KOTA  
(REGISTRAR OFFICE)

No.F.2/VMOU/Estt/T/07/

14839-845

Dated: 03/08/2009

OFFICE-ORDER

(34)

On the recommendation of the Selection Committee and approved by the Board of Management in its meeting held on 01<sup>st</sup> August 2009 vide resolution No. 74/12, the Hon'ble Vice-Chancellor is pleased to appoint **Dr. (Mrs.) Keerti Singh** W/o Sh. Himmat Singh (D/o Sh. Mohan Singh), date of birth 10/08/1979 on the post of **Assistant Professor in Education** on a fixed remuneration Rs. 7950/- p.m. (Seven thousand nine hundred fifty rupees only) in pay scale 8000-275-13500 as per State Govt. notification No.F.12(6)FD (Rules) /05 Jaipur, dated 13-3-2006 as probationer trainee for a period of two years on the following terms & conditions:-

1. She will not be entitled to other allowances like Special Pay, Dearness Pay, Dearness Allowance, House Rent Allowance, City Compensatory Allowance, Bonus, or any other allowance(s) called by whatever name similarly.
2. No Travelling Allowance shall be admissible for joining as a Probationer-trainee. In case of journey on duty, she shall be allowed T.A. as on tour and in case of transfer only Mileage Allowance and incidental on the basis of fixed remuneration shall be admissible.
3. No deduction towards Employee Provident Fund shall be made from the fixed remuneration.
4. Probationer- trainee shall be eligible for Casual Leave of 12 days in a calendar year and for period of less than a calendar year, it shall be admissible in proportion on the basis of the completed months. Other leaves shall not be permitted in probation training period.
5. No deputation allowance shall be admissible to a probationer -trainee, if, deputed.
6. For an existing employee already in service prior to 20.1.2006 an option shall be given to opt either for the "fixed remuneration" or the existing pay scale (not the scale of her new appointment), whichever is beneficial to her while she is under probation training. After successful completion of probation training period, pay may be fixed as per rules, where such a Government servant will get due advantage of being in a regular pay scale earlier, and will get due protection of her pay.
7. Medical facilities shall be permitted as per new medical rules of Govt. of Rajasthan.
8. New contributory pension scheme shall apply as per Govt. of Rajasthan notification no. F-13(1)FD/Rules/2003 dated 27.3.2004 and University order no. F-2/VMOU/Estt/vividh-Pension/06/802-829 dated 6/5/06.
9. Probation training period shall not be counted for Annual Grade Increment.
10. If the work of the candidate is not found satisfactory in the period of probation training, her services shall be terminated without any notice.
11. The appointment is subject to production of certificates of Physical fitness from competent Medical Officer (C.M.H.O./P.M.O./Superintendent of Medical College)
12. The candidate has to produce a Character Certificate from two reputed persons at the time of joining her duty.

13. The candidate is responsible for specific job requirements of teacher in the Open University System. The key elements of teaching work are listed as below.
- Planning and Designing of Curriculum and Programme
  - Writing/Rewriting, Editing, Revision, Translation of Unit
  - Vetting of Translation and Copy editing
  - Adaptation of a Unit
  - Audio, Video Programme
  - Radio Conferencing/Tele-Conference
  - Maintenance of a Course (Updating, Correcting Errors, Supplementary Material, Revision of Programme Guide & Prospectus, Assignment etc.)
  - Coordination of a Course/Programme
  - Designing, Establishing, Monitoring Student Support Services
  - Professional Development (Seminars etc.)
  - Research & Self Development
  - Developing electronic media based materials and electronic media based counselling
14. She is responsible for participation in contact programmes, workshops, week-end programmes, summer institutes, face to face teaching etc.
15. The candidate shall be responsible for any other work assigned by the University.
16. She may be transferred to any Regional / Study Centre of the University as and when it is deemed necessary.
17. She is directed to report on duty to Office of the Registrar, Vardhaman Mahaveer Open University, Kota within a period of 30 days from the date of issuing of the order; otherwise the appointment order will be treated as cancelled. She will be governed by the terms and conditions of the Service rules and the contract as may be specified by the Statute and the Ordinance of the University from time to time. Amended Service Rules shall apply to the appointment on or after 20.1.2006 as per the direction of Govt. of Rajasthan.

sd -  
REGISTRAR

Copy to the following for information & necessary action:-

- The Principal Secretary, Hr. Education, Govt. of Raj., Jaipur
- OSD, Hr. Edu. (Gr.-4) Deptt., Govt. of Raj., Jaipur
- Director Academic, Vardhaman Mahaveer Open University, Kota.
- Finance Officer, Vardhaman Mahaveer Open University, Kota.
- Secretary to V.C., Vardhaman Mahaveer Open University, Kota.
- Dr. (Mrs.) Keerti Singh W/o Sh. Himmat Singh C/o Dy. Superintendent office, Bhawani Mandi, Dist. Jhalawar (Rajasthan)
- Personal File of Dr. (Mrs.) Keerti Singh
- Bill Clerk, Accounts & Finance, VMOU, Kota.

  
REGISTRAR



वर्धमान महावीर खुला विश्वविद्यालय, कोटा  
(कुलसचिव कार्यालय)

क्रमांक - एफ.2/वमखुवि/स्था0/26/4064

दिनांक 11.05.2026

संशोधित कार्यालय आदेश

विश्वविद्यालय द्वारा संचालित दूरस्थ शिक्षा पाठ्यक्रम (बी.एड) के संचालन संबंधी शैक्षणिक कार्यों को करने हेतु निम्नलिखित सेवानिवृत्त शिक्षकों की सेवाएं वर्धमान महावीर खुला विश्वविद्यालय, कोटा में अग्रिम आदेश तक उनके नाम के सम्मुख अंकित विषयों में मानद शिक्षक के रूप में सेवायें देने हेतु स्वीकृति प्रदान की जाती है। साथ ही पाठ्यक्रमों के संचालन संबंधी शैक्षणिक कार्यों के लिए नियुक्त किये गये मानद शिक्षकगण पूर्णकालीन सेवायें (Full time dedicated) देंगे। :-

क्र.स.	शिक्षक का नाम	विषय
1	डॉ० सुमित्रा आर्य	शिक्षा
2	डॉ० रणवीर सिंह	शिक्षा

उक्त मानद शिक्षकों को वेतन भत्ते के रूप में किसी प्रकार का मानदेय देय नहीं होगा।

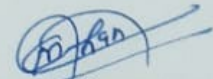
उक्त आदेश संबंधित पत्रावली पर कुलगुरु महोदय की आज्ञा व निर्देशों के अन्तर्गत जारी किये जाते हैं।

यह आदेश पूर्व कार्यालय आदेश क्रमांक 4061 दिनांक 11.05.2026 के अधिक्रमण में जारी किये जाते हैं।

  
कुलसचिव

प्रतिलिपि निम्नलिखित को आवश्यक कार्यवाही एवं सूचनार्थ प्रेषित है :-

1. सचिव, कुलगुरु, वर्धमान महावीर खुला विश्वविद्यालय, कोटा।
2. निदेशक, संकाय/समस्त विद्यापीठ/क्षेत्रीय सेवाएं प्रभाग/एमपी एण्ड डी, वमखुवि, कोटा।
3. संबंधित शिक्षक

  
उप कुलसचिव, स्था0

