

## **General Rules**

***“DOCTOR HARISINGH GOUR VISHWAVIDYALAYA, SAGAR, M.P.”***

### **CADRE RECRUITMENT RULES**

#### **NON-TEACHING AND OTHER ACADEMIC POSTS 2022**

The Executive Council of the ***“Doctor Harisingh Gour Vishwavidyalaya, Sagar, Madhya Pradesh”***, in exercise of the powers conferred under Section-28(2) and Section 12 (2) (i) & (iv) of the Central Universities Act, 2009, read with Statutes 22 and 23 (2) of the Second Schedule contained in “The Central Universities Act, 2009” and in supersession of existing Recruitment Rules (Non-teaching & Other Academic posts) 2018, hereby frames the following rules for regulating the recruitment to the Non-Teaching and Other Academic Posts in the University under **Revised Ordinance No.17.**

#### **1. SHORT TITLE AND COMMENCEMENT:**

1.1 These Rules shall be called Central University Non-teaching and Other Academic Posts Recruitment Rules 2022 of ***“Doctor Harisingh Gour Vishwavidyalaya, Sagar, Madhya Pradesh”***.

1.2 These Rules shall come into force with effect from the date of issue of notification by the University.

#### **2. DEFINITION:**

In these Rules, unless the context otherwise requires:

- 2.1 ‘Act’ shall mean the “Central Universities Act, 2009” as amended from time to time.
- 2.2 ‘Executive Council’ shall mean the Executive Council of ***“Doctor Harisingh Gour Vishwavidyalaya”***.
- 2.3 ‘Appointing Authority’ in relation to any post in the University shall imply the authority competent to make appointment to that post under the Act / Statute / Ordinances /CRRs/Regulations of the University as amended from time to time.
- 2.4 ‘Cadre’ shall mean the strength of service or a part of service sanctioned as a separate unit.
- 2.5 ‘Departmental Candidate’ shall mean the employee working on regular basis in the ***“Doctor Harisingh Gour Vishwavidyalaya”*** against a substantive post in the University but does not include an employee working on ad-hoc, daily wage, contract, or temporary basis.
- 2.6 ‘Direct Recruitment’ shall mean the recruitment made other than by promotion, deputation or absorption.
- 2.7 ‘Government’ shall mean the Government of India.
- 2.8 ‘Non-Teaching Employee’ shall mean an employee of the University other than the teachers of the University.
- 2.9 ‘Other Academic Staff’ shall mean the other academic staff as defined in the “UGC Regulations on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Other Measures for the Maintenance of Standards in Higher Education, 2018” and as amended from time-to-time, which includes the cadres of Librarians, Directors of Physical Education and Sports.
- 2.10 ‘Regular Service’ shall mean the service rendered by an employee in the cadre on regular basis and shall not include the service on contract/daily wage/temporary/ad-hoc basis

- 2.11 'Schedule' shall mean the Schedule(s) appended to these Rules.
- 2.12 'Selection Committee' shall mean a composition of members of Selection Committee as specified in the Act, Statutes, Ordinances, UGC Regulations, Guidelines or the Cadre Recruitment Rules of the University.
- 2.13 'Departmental Promotion Committee and Departmental Confirmation Committee' shall mean departmental Promotion Committee and Departmental Confirmation Committee respectively, as defined in the Schedule-II.
- 2.14 'Statutes', 'Ordinances' and 'Regulations' shall mean, respectively, the 'Statute', 'Ordinance' and 'Regulations' of the University under "**Central Universities Act, 2009**", for the time being in force and as amended from time to time.
- 2.15 'University' shall mean **Doctor Harisingh Gour Vishwavidyalaya** established under "**Central Universities, Act, 2009**".
- 2.16 'Age' shall mean the upper age limit as specified in the Schedule-I.
- 2.17 'Notified date' shall mean the date specified in the Notification.
- 2.18 'UGC' shall mean the University Grants Commission established under the UGC Act, 1956.
- 2.19 'SC' shall mean Scheduled Caste, 'ST' shall mean Scheduled Tribe, 'OBC' shall mean Other Backward Class, 'PwBD' shall mean Persons with Benchmark Disability, EWS shall mean Economically Weaker Sections.
- 2.20 'On Probation' with relation to a person shall mean a person appointed to any post on probation as specified in these rules.
- 2.21 'Substantive appointment' shall mean appointment on a substantive post on regular basis including on probation followed by confirmation.
- 2.22 (a) 'Service or Experience' wherever prescribed under these rules for direct recruitment shall mean a condition for appointment to any post shall include the period which the person has worked on such lower post.  
(b) 'Service or Experience' wherever prescribed under these rules for promotion shall mean a condition for promotion to any higher post, shall include the period which the person has continuously worked on such lower post on regular basis.
- 2.23 'Competent Authority' shall mean the authority competent to exercise different powers and functions under these Rules.
- 2.24 All other words and expressions, used herein, but not defined in these Rules, unless the context otherwise requires, shall have the same meaning as they have been assigned in the "**Central Universities Act, 2009**", Statutes, Ordinances and Regulations made there under or in the relevant rules framed by the Government of India as amended from time to time.

### 3. **EXTENT OF APPLICATION:**

- 3.1 These Rules shall apply to all appointments of non-teaching posts including Other Academic Staff on regular/tenure/deputation/promotion basis by the University as the case may be.
- 3.2 Instructions issued by the Govt. of India/UGC regarding appointment, conditions of service and admissible emoluments etc. of the non-teaching employees and other academic staff from time to time shall apply mutatis mutandis with due approval of the Executive Council.

### 4. **CLASSIFICATION OF POSTS:**

- 4.1 Group 'A' (Pay Level 10 and above)
- 4.2 Group 'B' (Pay Level 6 to 9)
- 4.3 Group 'C' including Multi-Tasking Staff (MTS) (Pay Level 1 to 5)

## 5. **SCHEDULE:**

The number of posts, with classification, Pay-Matrix, details of qualification, experience, method of recruitment, age limit, etc. for various posts and any other information relevant to these posts are specified under Schedule-1.

## 6. **APPOINTING AUTHORITY:**

The Appointing Authority in respect of various posts in the University shall be asunder:

	<b>Appointing Authority</b>	<b>Posts</b>
A.	Executive Council	Permanent appointment to all Group 'A' posts
B.	Vice-Chancellor	(i) Permanent appointment to all Group 'B' posts (ii) Temporary appointment to all Group 'A'/Group 'B' posts
C.	Registrar	(i) Permanent appointment to all Group 'C' posts. (ii) Temporary appointment to all Group 'C' posts.

## 7. **METHOD OF RECRUITMENT:**

The recruitment to various posts shall be made by the Appointing Authority by the following methods:

1. Direct Recruitment
2. Promotion
3. Deputation / Absorption
4. Tenure Appointment

## 8. **AUTHORIZED SANCTIONED STRENGTH OF POSTS UNDER VARIOUS CADRES:**

- 8.1 The authorized sanctioned strength of the posts under each of the cadres as on the date of notification shall be as specified in Scheduled-I under these rules.
- 8.2 After notification of these rules, any new post sanctioned by the UGC/MOE from time to time shall be added to the authorized sanctioned strength of posts under respective cadres with due approval of the Executive Council of the University.

## 9. **FUTURE MAINTENANCE OF THE CADRE/POSTS:**

- 9.1 All the appointments made through the method of recruitment, mentioned under Rule-7 above, in the University after notification of these rules, shall be made only in accordance with the provision of these rules. The Executive Council may add any other posts and/or Cadre as and when any new post/cadre is sanctioned by UGC / MOE. In case of sanction of new post(s) by UGC/MOE, necessary procedural formalities such as framing of recruitment rules of such posts (wherever necessary) have to be made and approval of the Ministry of Education is required to be obtained. The Executive Council may abolish any post under intimation to UGC. However, for conversion of any post to another post prior approval of UGC shall be required.
- 9.2 The seniority of the employees borne in each cadre/post specified in these rules shall be maintained by the Registrar of the University and/or other officer authorized for the purpose by the Competent Authority. Notwithstanding anything contained herein, any class or category of posts and incumbents thereof may be placed in any of the offices or establishments, as the case may be, by general or specific order(s) of the Vice-Chancellor or the Registrar.

## 10. **INITIAL CONSTITUTION:**

10.1 The employees holding the posts on regular basis in accordance with the prevailing rules i.e. prior to the commencement of these rules shall be deemed to have been appointed in accordance with the provisions of these rules.

10.2 The regular continuous service of the personnel mentioned under sub-rule (1) prior to the initial constitution shall count for the purpose of probation period, qualifying service for promotion, confirmation and pension scheme as applicable in the service.

## 11. **PROCEDURE TO BE ADOPTED FOR RECRUITMENT:**

### I. **ISSUE OF ADVERTISEMENT:**

The vacant posts of permanent nature, posts approved under specific schemes of permanent nature, the posts of temporary nature likely to continue, tenure /deputation posts, etc. shall be advertised at an appropriate time, giving at least one insertion in any of the national dailies and one insertion in the University website. The candidates may fill up the prescribed application forms along with the details of qualifications, experience and other requirements as per the procedures to be prescribed by the university and submit the applications duly completed in all respects along with the prescribed application fees, if any, within the stipulated time.

#### **Note:**

- (a) *In order to reduce the cost of advertisement, only essential details of the recruitment including the closing date of the application shall be indicated in the advertisement. The closing date may be extended at the discretion of the Vice-Chancellor depending on the exigency of the situation, by notifying on the website only, for which the interested candidates have to be in constant touch with the website of the university.*
- (b) *In addition to the provisions mentioned at Para 11 (I) above, the University at its discretion, may request the Employment Exchange to sponsor candidates for posts as per the prescribed educational qualifications, experience etc.*

### II. **TIME LIMIT FOR RECRUITMENT PROCESS:**

The university may ensure that the entire recruitment process including and starting from advertisement, conducting written examination or holding the interview may be completed within six months. (Ref: DoPTO.M.No.Misc.14017/15/2015-Estt.(RR) dated 11.01.2016 duly forwarded by UGC to all central universities vide letter No.F.74-1/2017(CU) dated 16<sup>th</sup> October, 2017).

Provided that, if in the opinion of the Vice-Chancellor, the circumstances so warrant, he/she may extend the time limit for the recruitment process by a maximum period of six months.

### III. **APPLICATION FORM**

- (a) Candidates shall be required to download the application forms from the website of the University or submit the applications in the prescribed format online.
- (b) Applications for all the posts shall be entertained only in the prescribed format (Online/Offline), along with the prescribed fee, payable in favour of the **Registrar, Doctor Harisingh Gour Vishwavidyalaya** through online/offline payment.
- (c) The schedule of charges for the application form and the prescribed fee shall be determined by the Vice-Chancellor, from time to time. Concessions in application/ processing fee, wherever provided, shall be as per Govt. of India norms.

**(d) Receipt of applications after the closing date:**

- The closing date for receipt of applications shall ordinarily be 30 days from the date of release of advertisement on the university website or from the date of publication in the employment news, whichever is later. However, the Vice-Chancellor may, at his discretion, decide the extension of the closing date for receipt of applications, keeping in view the exigency of the situation before the closing date is over. Incomplete applications, and the applications received after the due date, shall not be entertained.
- The Vice-Chancellor may, however, allow the acceptance of any application received after the closing date, subject to production of proof to his/her satisfaction that the application along with the enclosures and the remittance details, if any was posted by the candidate on or before the closing date.
- In case the closing date is a holiday, the next working day shall be treated as the closing date. Incomplete applications and applications not submitted in the prescribed format, not with the prescribed fee, self-certified enclosures, etc. shall be summarily rejected.

**(e)** The application should be addressed to “The Registrar, *Doctor Harisingh Gour Vishwavidyalaya*” in a closed cover super-scribing "Application for the post of -----".

**(f) Holding of Written/Skill Tests:**

- While filling up the posts under direct recruitment, the University shall hold the written and/or Skill tests for all Group “B” and “C” Non-Teaching posts.
- The written test may comprise Reasoning Ability, Simple Arithmetic, General Knowledge, Domain Knowledge of the Establishment, Accounts, Examinations, Language proficiency in English and Hindi, etc. wherever applicable, noting and drafting etc. and/or skill tests, or any other type of test depending upon the job requirements (such as posts under Technical/Laboratory services, Engineering, Information and Communication Technology, Library services etc.) to be decided by the University.
- The University may conduct written tests in two stages (i) an objective type test (Paper I) carrying 100 marks, and (ii) a descriptive-type test (Paper II) carrying 100 marks.
- The minimum qualifying marks to be secured in Paper I shall be 40%. The answer scripts of the candidates for the descriptive test shall be evaluated only in respect of those candidates who secure the minimum qualifying marks in Paper I. The candidates who secure 50% marks in Paper II shall be called for the skill test/interview, wherever applicable.
- The marks allocated for the skill test, wherever applicable, shall be 50 and the minimum qualifying marks in the skill test shall be 25. The merit list of the candidates shall be drawn based on the performance in Paper I (Objective Type Test) and Paper II (Descriptive test) and Interview (wherever applicable) subject to qualifying the skill test, wherever applicable.

Notwithstanding the above, the University at its discretion may hold single written test (Descriptive Test) and skill test, wherever applicable, depending upon the number of candidates, job requirements (such as posts under Technical/Laboratory services, Engineering, Information and Communication Technology, Library services etc.)

- (g)** The marks allocated for the interview wherever applicable shall be 20% of the total marks and shall be added to the marks scored in Paper I and Paper II or single written (descriptive test) test as the case may be for the preparation of the merit list.
- (h)** The competent authority to frame the syllabi for the tests, skill tests, modalities for carrying out the tests, evaluation, etc., shall be the Vice-Chancellor.
- (i)** Relaxation in qualifying marks or any other relaxation in the test, if any for the reserved

categories shall be extended as per the Govt. of India guidelines as amended from time to time.

- (j) The University may at its discretion adopt appropriate procedures for recruitment to Group 'A' non-teaching posts on similar lines as given above.

## **12. COMPOSITION AND FUNCTIONS OF THE SELECTION COMMITTEE:**

- 12.1 The Composition of Selection Committee shall be as prescribed in the Statutes/ Ordinances /UGC Regulations/ Notifications/ Guidelines/ Schedule-II of CRR.
- 12.2 The recommendations of the Selection Committee shall be submitted to the Appointing Authority for consideration and approval.
- 12.3 If two or more candidates are recommended by the Selection Committee, the recommendations shall be made in order of merit.
- 12.4 No recommendation shall be made by the selection committee with any condition attached to it.

## **13. QUALIFICATION AND EXPERIENCE:**

The qualification (essential and desirable) and experience required shall be as indicated in the Schedule. The qualification prescribed in the schedule for each of the post shall be the minimum qualification.

## **14. AGE LIMIT:**

The upper age limit for appointment to various posts shall be as specified in the Schedule. The crucial date for determining the age shall be the closing date of the application.

## **15. RESERVATION OF POSTS:**

15.1 The University shall strictly follow the instructions of the Government of India in respect of reservation/relaxation/concessions to various categories in recruitment/ promotions, etc., pertaining to age, qualifying marks, experience/ fees, etc. as amended from time to time.

15.2 The candidate belonging to the reserved categories shall enclose self-attested copies of the caste/class certificate and/or medical certificate (pertaining to the determination of degrees of disability in case of PwBD candidates) from the competent authority in the format prescribed by the Government of India (subject to verification at a later date), failing which the application shall be rejected.

15.3 A candidate belonging to SC/ST/OBC who has been selected on the same standard as applied to the General candidates and who appears in the general merit list is to be treated as own merit candidate. Such candidate will be adjusted against unreserved point of the reservation roster. In other words, a candidate applying against the unreserved vacancy cannot be considered for any relaxation.

15.4 When a relaxed standard is applied in selecting an SC/ST/OBC candidate, for example in the age limit, experience, qualification, extended zone of consideration larger than what is provided



for un-reserved candidates etc., the SC/ST/OBC/PwBD candidates are to be counted against reserved vacancies. Such candidates would be deemed as un-available for the consideration against un-reserved vacancies. However, age relaxation given to PwBD candidates will not be considered as relaxed standard for the above purpose.

***Note:** Nothing in these Rules shall affect the reservations, relaxation of age limit and other concessions required to be provided to the Scheduled Castes and Scheduled Tribes and other special categories of persons in accordance with the instructions issued by the Central Government from time to time.*

**Payment of TA:** A candidate shall attend the interview at the designated place and time at his own expenses. However, the outstation candidates belonging to the SC & ST categories shall be reimbursed to and fro rail fare (sleeper class) for self only by the shortest route. In case any station is not connected by rail, ordinary bus fare shall be paid by the shortest route on production of ticket. The above-mentioned concessions shall not be admissible to those SC/ST candidates who are already in Central/ State Government Service/or holding any other employment under PSUs/Local Governments/ Panchayats.

#### **16. CONSTITUTION AND ROLE OF SCREENING COMMITTEE:**

- The Vice-Chancellor may constitute a Screening Committee by including at least one outside expert in the relevant field, in addition to the internal members.
- The Member-Secretary to the Screening Committee shall be nominated by the Vice-Chancellor. It shall be the duty of the Member-Secretary to place the relevant documents/rules/guidelines, etc., relating to the selection before the Screening Committee.
- The Screening Committee shall screen the applications and shortlist the candidates in accordance with the eligibility criteria, prescribed in the advertisement and as per recruitment rules. Except for the posts of Registrar, Finance Officer, Controller of Examinations, Librarian, Director of Physical Education, it must be ensured that the ratio of the number of vacant posts to be filled and the number of candidates to be called for interview does not exceed 1:15. In order to comply with this requirement of maximum ratio, the Screening Committee may fix higher criteria at its discretion for the candidates.
- If minimum three eligible applicants are not available for any vacancy to appear for the written test/interview, the post shall be re-advertised at-least twice after which the University may take appropriate action with regard to the selection.
- This condition shall not be insisted upon in case of selection on deputation (without absorption). In case of posts in which there is a provision for holding a common written test, all the eligible candidates, subject to the minimum 3, may be called for the written test notwithstanding the maximum prescribed ratio. However, the successful candidates in the written test may be called for interview, wherever required in order of merit subject to maximum ratio of 1:15.
- The Screening Committee(s) may at its discretion, recommends the candidate for the post on conditional basis and the conditions must be complied with, by the candidate before the written test/skill test/interview as the case may be. Till such time, the candidature of the candidate shall continue to remain provisional.

***Note:** The Acting/In-charge Vice-Chancellor shall not make any appointment to permanent non-teaching positions. However, the Acting/In-charge Vice-Chancellor may constitute a Screening Committee/Selection Committee for the appointment of temporary posts as per MHRD (now MoE) letter F. No. 19-58/2014-Desk (U) dated 09/01/2014 subject to approval of the Executive Council.*

#### **17. CONSTITUTION OF SELECTION COMMITTEES/ DEPARTMENTAL PROMOTION COMMITTEES/ DEPARTMENTAL CONFIRMATION COMMITTEES\***

The Constitution of the Selection Committees and Departmental Promotion Committees (DPC)/ Departmental Confirmation Committees\* are specified in the Schedule-II. The Vice-Chancellor, at his discretion, may include the Head or any other senior member of the unit Concerned (in the absence of the Head of the Unit) in the Selection Committee/ Departmental Promotion Committee at the time of selection/promotion to any post in the University. Any other member/members can also be included in the Selection Committee/Departmental Promotion Committee as per the GoI /UGC guidelines.

(\*Ref: DoPTO.M.No.AB.14017/21/2011-Estt. (RR) dated 10<sup>th</sup> May, 2013)

A person shall be disqualified for sitting as a member of any Selection/Departmental Promotion Committee and Departmental Confirmation Committee and from taking part in any selection/promotion process under these Rules, if he/she is related to any candidate or there would be any conflict of interest in case of his association with the selection process. For this purpose, the University shall obtain an undertaking to this effect from the member concerned prior to the commencement of the selection process as per Govt. of India norms.

## **18. QUORUM:**

18.1 The Quorum for the Selection Committee/ Departmental Promotion Committee/Departmental Confirmation Committee prescribed under the UGC Regulations/Notifications/Statutes of the University/Instructions shall be applicable *mutatis mutandis* as amended from time to time.

18.2 For other posts, two-thirds of the members present shall form the quorum for the meeting of a Selection Committee, which shall include the Chairperson, the Visitor's nominee (wherever applicable), at least one external expert out of the two Experts or at least two external experts out of three Experts and one representative from the respective prescribed category as per GOI norms.

## **19. DIRECT RECRUITMENT BY OPEN SELECTION:**

19.1 Wherever the UGC guidelines in respect of any particular non-teaching post are not available or framed, the University shall frame its own recruitment rules, laying down the qualifications, experience and nature of duties, etc., according to the requirements and suitability of the post.

19.2 Recruitment to any regular post in the University shall be made on the recommendations of a duly-constituted Selection Committee, as prescribed under these rules.

19.3 The Chairman shall be entitled to vote at the Selection Committee meeting and, in case of a tie, shall have a casting vote.

19.4 In case two or more candidates are recommended for appointment, the recommendation shall be in order of merit.

19.5 The recommendations of the Selection Committee for Statutory posts and other Group 'A' academic posts covered under the UGC Regulations, 2018 as amended from time to time (such as Librarian, Deputy Librarian, Assistant Librarian, Director of Physical Education, Assistant Director of Physical Education, etc.) shall be placed before the Executive Council for approval. If the Executive Council is unable to accept the recommendations made by a Selection Committee, it shall record its reasons and submit the case to the Visitor for final orders as prescribed under Statutes.

19.6 The recommendations of the Selection Committee for non-statutory Group 'A', 'B' & Group 'C' posts shall be placed before the competent authority as prescribed under these rules for consideration and approval. In case the recommendations of the Selection Committee are not accepted, the reason(s) for non-acceptance of such recommendations shall be recorded and submitted to Executive Council.



The power to reject the recommendations of the Selection Committee shall rest with the Executive Council and the decision of the Executive Council shall be final.

## **20. SENIORITY:**

The seniority of each candidate in the respective cadre shall be determined on the basis of his/her position in the merit list recommended by the Selection Committee and in accordance with the relevant rules of the Govt. of India/UGC.

## **21. APPOINTMENT AND JOINING TIME:**

21.1 The appointment of a candidate shall be subject to the verification of antecedents, educational qualifications, experience and medical fitness.

21.2 An offer of appointment issued by the University should clearly specify the period (which shall not normally exceed one or two months) after which the offer would lapse automatically if the candidate did not join within the specified period.

21.3 If, however, within the specified period, a request is received from the candidate for extension of time, it may be considered by the University but extension beyond three months shall not be ordinarily granted. It may however be granted by the competent authority only as an exception where facts and circumstances so warrant. In any case extension may be given only up to a maximum of six months from the date of issue of the original offer of appointment. An offer of appointment would lapse automatically after expiry of six months from the date of issue of the original offer of appointment. The candidate who joins within the above-mentioned period of six months shall have his seniority fixed under the seniority rules applicable to the service/post concerned to which he/she is appointed, without any depression of seniority.

## **22. GENERAL TERMS AND CONDITIONS OF RECRUITMENT:**

22.1 Candidate who is already in service shall submit his application through proper channel along with vigilance clearance certificate from the competent authority. However, he may send an advance copy of his application and in case his application is not forwarded due to whatever reasons till the time of written test or interview as the case may be, he/she, should produce a "No Objection Certificate along with the Vigilance Clearance Certificate in a sealed cover" from the employer.

22.2 The application for appointment on deputation shall be forwarded by the employer along with the Annual Performance Appraisal Reports (APARs)/ACR for the preceding five years and Vigilance Clearance Certificate, duly certified by the Competent Authority.

22.3 It shall be the responsibility of the candidate to ascertain his/her own eligibility for the post for which he/she is applying in accordance with the prescribed qualifications, experience, etc., and submit his application duly filled-in, along with the desired information and documents as per the advertisement. Suppression of factual information, supply of fake documents, providing false or misleading information or canvassing in any manner on the part of the candidates shall lead to his disqualification. In case, it is detected at any point of time in future, even after appointment, that the candidate was not eligible, his appointment shall be liable to termination forth with as per this clause. This must be mentioned in the letter of offer and appointment clearly.

22.4 Acceptance of documents submitted by an applicant shall be subject to verification by the

competent authority at any point of time even after joining the employment. If any document is found to be false/fake/incorrect either before or after appointment, the document shall be summarily rejected or action may be initiated against the candidate which shall lead to cancellation of his appointment, as the case may be.

22.5 The person appointed against any post shall be governed by the Act/Statutes/Ordinances/Rules of the University and also the CCS (Conduct) Rules, 1964, CCS (CCA) Rule, 1965 or any other rules of the Government of India, as amended from time to time and any other rule/resolution prescribed specifically for maintaining the conduct of the employees by the Executive Council of the University.

22.6 The appointment of a candidate shall be subject to verification of character and antecedents by the competent authority. Until the verification of character and antecedents reports are received, the appointment shall be treated as provisional. In case the report/s with regard to his conduct, character, antecedents, etc., is found to be unsatisfactory, the appointment shall be cancelled/terminated forth with.

22.7 Canvassing in any form on behalf of any candidate shall be treated as a disqualification which shall lead to cancellation of candidature.

22.8 In pursuance of the Letter No. 19-50/2015-Desk-U, dated 22.12.2015, of the M.H.R.D (Now MoE), there shall be no interview for appointment to the Group 'C' and 'B' posts. Accordingly, no interview shall be held for appointment to the Group 'C' and Group 'B' posts.

22.9 The selected candidate shall produce a medical fitness certificate issued by a Govt. Hospital/or Govt. /CGHS empanelled Hospital duly countersigned by the concerned civil surgeon or the Medical Superintendent/Director of the concerned hospital for Group B and C post and certificate from the Medical Board issued by a Govt. Hospital/or Govt. /CGHS empanelled Hospital for Group A post as the case may be prior to his joining.

22.10 The terms and conditions of appointment shall be communicated to the candidate in the form of 'Offer of Appointment' to the selected candidates. If the candidate does not accept the terms and conditions mentioned in the offer of appointment within the stipulated time, the offer shall be treated as withdrawn.

22.11 The selected candidates shall be required to perform duties as per the Rules of the University, as amended from time to time. The University shall be free to assign any duty as per the exigency of the situation at any time even during non-working hours/holidays which the employee shall have to perform without fail to avoid any disciplinary action.

**22.12** The minimum educational qualification and experience, constitution of Selection Committee, prescribed quota, method of recruitment or any other eligibility criteria, etc. for direct recruitment or promotion/under career progression scheme, wherever applicable on the posts of Registrar, Finance Officer, Controller of Examinations, Librarian, Deputy Registrar, Assistant Registrar, Assistant Librarian, etc. and equivalent posts shall be governed strictly as per the UGC's guidelines/regulations. Any amendment to the Notification/ Regulations/ Guidelines of the UGC/Government of India in future shall be adopted *mutatis-mutandis* by the University for implementation in supersession of the

existing provisions already adopted and incorporated in these Rules.

**22.13** At the time of recruitment, a 'Service Agreement' shall be executed between the University and the employee concerned and a copy of the same shall be kept with the Registrar. Such service agreement shall be duly stamped as per the rates applicable.

**22.14** The candidate shall bring all original certificates relating to his age, qualifications, experience, etc. at the time of tests or interview wherever applicable. In case the candidate fails to submit the original documents for verification of the certified photocopies of the enclosures to his application, he may not be allowed to appear at the tests/interview and his candidatures may be treated as cancelled without any further communication in this regard.

**22.15(i)** The details of the vacancies shall be indicated in the advertisement. The University may also include the details with regard to anticipated vacancies arising due to retirement of employee(s) of that particular year or any case of voluntary retirement or resignation for which the employee has served notice prior to the issue of advertisement shall be included in the instant advertisement. The University reserves the right to fill or not to fill up the posts advertised for any reasons whatsoever. However, the number of posts filled up shall not exceed the number of posts advertised including anticipated vacancies.

(ii) The University may draw a reserved panel to fill up a post. In case a candidate on higher merit regrets to join within a period of six months or resigns/dies after joining, within a period of one year, the offer shall be made to the next candidate in the merit list, (if otherwise in order), to reduce the delay in filling up of the vacancies. Such a vacancy should not be treated as fresh vacancy.

(Reference: DoPTOMNo.41010/18/97-Estt (B) dated 13<sup>th</sup> June, 2000)

The University reserves the right to withdraw an advertisement, either partly or wholly, at any time without assigning any reason.

(iv) If any advertisement for any post is withdrawn by the University, the application fee collected from the candidates shall be refunded within a reasonable period of time. In case of any ambiguity pertaining to the eligibility criteria for any post, the decision of the Executive Council shall be final.

## **23. PROMOTION:**

23.1 The candidates to be considered for promotion must comply with the prescribed eligibility criteria as on the date of issue of the notification.

23.2 Promotion is earned by dint of hard work, good conduct, and result-oriented performance, as reflected in the APARs. Only performance reported "Good (Grade Point 5)" carrying Pay Level 11, consistently for the preceding five years shall be taken into consideration by the DPC. In case of Group 'A' post carrying Pay Level 12 or above, persons reported "Very Good" (Grade Point 7) shall only be considered. Those with "Average Performance", which is not an adverse remark, shall not be considered for promotion by the DPC. The University may hold the written/skill tests at the time of promotion of the employees of the University and fix qualifying marks as per the schedule appended herewith, in addition to the screening the Annual Performance Appraisal Reports (APAR) for preceding years, depending upon the length of Qualifying Service. While screening the Annual Performance Appraisal Reports, the University may also fix any other criteria for consideration of the DPC.

23.3 The DPC should assess the suitability of the employees for promotion on the basis of their service records and the Annual Performance Appraisal Reports for the preceding five years, as

specified above at clause 23.2.

23.4 In case there is any adverse entry in the APAR, or for want of prescribed score in the APAR, the case of promotion shall not be considered unless and until the competent authority expunges such adverse entry. If the competent authority does not expunge the adverse entry or does not increase the score after review of performance as per procedures, the employee concerned may have to wait for the required number of reports carrying the prescribed benchmarks as required for the post under these Rules.

23.5 The eligibility criteria, Vigilance Clearance Reports and APAR dossiers, duly completed in all respects along with the seniority list and results of the written test (if conducted by the University) of the eligible employees to be considered for promotion, with details of the number of vacancies, number of posts reserved for SCs/STs/PwBDs, etc. shall be provided to the DPC for consideration as per GoI rules.

23.6 In the case of "Selection", the zone of consideration of eligible employees extended zone for SCs/STs/PwBDs to ensure the promotional chances against the reserved quota shall be decided by the DPC on the basis of the service records of the employees. The normal zone and the extended zone will be as per the Govt. of India rules.

23.7 The departmental test shall only be qualifying in nature. The DPC shall make its own assessment of the employees and shall determine the merit of those being assessed for promotion with reference to the benchmark "Good" i.e. minimum score 5 for all employees up to the Pay Level 11 and "Very Good", i.e. a minimum score of 7 for all Group 'A' posts up to the Pay Level 12 and above, accordingly, grade the employees as 'fit' or 'unfit' only. Those who are graded as 'fit' shall be included in the select panel in order of their inter-se-seniority in the feeder grade, subject to the availability of regular vacancies. Those employees who are graded 'unfit' by the DPC shall not be included in the selection panel. There shall be no supersession in promotion among those who are graded 'fit'. The grading and score are quoted below:

S. No.	Grading System and Score in APAR
(i)	Grade "between 8-10 "shall be rated as 'outstanding' and shall be given a score of 9 for the purpose of calculating average scores for appointment/promotion.
(ii)	Grade "between 6 and short of 8 "shall be rated as 'very good' and will be given a score of 7 for the purpose of calculating average scores for appointment/promotion.
(iii)	Grade "between 4 and short of 6 "shall be rated as 'good' and shall be given a score of 5 for the purpose of calculating Average scores for appointment/promotion.
(iv)	Below 4 shall be given a score of 'zero'.

- (a) The meeting of the Departmental Promotion Committee (DPC) shall ordinarily be convened at least once a year, which shall depend upon the availability of vacancy.
- (b) The administrative authorities shall ordinarily ensure that the information furnished to the Departmental Promotion Committee are accurate and in proper order in all cases and a certificate to this effect duly signed by the officer designated for the purpose shall form a part of the note for the DPC.
- (c) Penalties of any kind (major) shall constitute a bar to one's eligibility for promotion or confirmation as per DoPT guidelines. However, minor penalty of "censure" would not constitute a bar on the eligibility and consideration for the purpose of promotion/confirmation unless otherwise mentioned specifically in the order about such a bar on the eligibility.

- (d) The following cases shall be brought to the notice of the DPC:
  - (i) Employees under suspension;
  - (ii) In respect of whom a charge-sheet has been issued and disciplinary proceedings are pending; and
  - (iii) In respect of whom prosecution for a criminal charge has been pending in the Court of Law.

The DPC shall assess their suitability without regard to the disciplinary aspect. The findings of the DPC shall be kept in a sealed cover as per the fact recorded in the proceedings of the DPC. The same procedures shall be followed by subsequent DPCs till the disciplinary/criminal cases are concluded. On conclusion of the case, the sealed cover will be opened. In case the employee is completely exonerated, the due date of his promotion shall be determined and he will be promoted notionally with reference to the date of promotion of his junior and if necessary by reverting the junior most officiating person. If not exonerated, the recommendations of the DPC in sealed cover shall not be acted upon.

- (e) The cases of employees under cloud after clearance by the DPC shall be settled in accordance with the Government of India rules.

## **24. FUNCTIONS OF THE DPC:**

24.1 The Departmental Promotion Committee (DPC) shall consider and make recommendations in all cases of Group A, B and C employees. The constitution of DPC for various categories of posts shall be as prescribed under the Cadre Recruitment Rules of the University.

24.2 While considering the promotional cases, the Departmental Promotion Committee shall consider the following:

- (i) Provisions of the Rules/Act/ Statutes/ Ordinances/ University Regulations/ UGC Regulations/guidelines and GOI Rules as applicable from time to time.
- (ii) Eligibility criteria and relaxations/concessions applicable to the SC/ST/PwBD categories.
- (iii) Work and Conduct Reports
- (iv) The Annual Performance Appraisal Reports (APARs) for the preceding five years along with the Annual Property Returns (APRs) as available with the competent authority. While screening the Annual Performance Appraisal Reports (APARs), the DPC may also adopt the criteria with regard to the bench marks as mentioned in the Statutes/Ordinances/Govt. of India rules.
- (v) Vigilance Clearance Report
- (vi) Roster points of the cadre(s) as per the reservation policy of the Govt. of India/UGC.
- (vii) Performance in the interview/skill test/written test, if conducted by the University as per rules.
- (viii) The DPC is expected to screen the cases and decide the eligibility based on the aforementioned documents like APARs, Vigilance Clearance Report, Roster, Recruitment Rules etc.

**Note:** *In case APAR(s) for any particular period has not been written/endorsed by the designated authority despite the fact that the employee concerned produces the proof of submission of self-appraisal report(s) duly filled-in for that particular period(s) to the concerned section, the DPC/Screening Committee shall ignore the report(s) of that particular period(s) and shall take into account the report(s) of the immediately preceding period(s). It is mandatory on the part of the designated officer to make entry in the relevant register to be maintained for this purpose and issue proper receipt to the employee concerned as a proof of submission of the appraisal reports. There shall be proper entry in the relevant register with regard to each movement of the APAR till the completion of its process.*

## **25. MODE OF PROMOTION:**

**25.1** The university should strictly adhere to the quota prescribed for Promotion of the eligible internal candidates as per the Recruitment Rules. In case candidates are not available under the internal quota and the posts are filled up through direct recruitment in the interest of the university, future vacancy may be shifted proportionately to the Promotion quota and filled up out of the eligible internal candidates from the feeder cadre. In the light of the above, the DPC shall be required to ensure the number of available vacancies under the promotion quota.

**25.2** In addition to the conditions for promotion for the posts, as specified at 23 above, University may decide the method and procedure to be followed for promotion in respect of any category of posts. For this purpose, the University, at its discretion, may opt the fitness-cum-seniority or hold written test or other trade/professional tests and fix qualifying marks for any post to assess the competence in an objective manner. In such cases, association of at least one external expert shall be mandatory.

**25.3** Mere possession of eligibility conditions shall not entitle an employee to be promoted to the next higher post from the date of his eligibility. After completion of formalities such as Annual Performance Appraisal Reports (APARs)/ACRs, Vigilance Clearance Report, the Departmental Promotion Committee may be constituted to evaluate and assess the eligibility of the employees. The employees shall be considered for promotion based on the recommendations of the DPC duly approved by the Competent Authority of the University.

**25.4** All promotions of the non-teaching staff belonging to Group 'A', 'B' and Group 'C' shall take effect from the date of joining.

**25.5** Qualifying in Typing Test/Skill Test with knowledge of computers shall be the compulsory requirement for promotion to the post of Lower Division Clerk, Upper Division Clerk, Assistant, Semi-Professional Assistant, Library Assistant and other positions as identified from time to time. Further, qualifying in Typing Test/Skill Test with knowledge of computers shall be the compulsory requirement for all Personal Assistants of the University who shall be considered for promotion as Private Secretary as per the eligibility criteria prescribed in these Rules as prescribed for direct recruitment. The University may impose any condition to be complied with at a future date failing which the competent authority may order for stoppage of increment.

## **26. AD-HOC PROMOTIONS:**

In case there is an existing vacancy and no eligible employee is available in the feeder Cadre for promotion, the competent authority may consider relaxation by a maximum period of one year at its discretion to promote an employee on ad-hoc basis after completing all procedural formalities, as laid down under Rule 22 above. However, this arrangement shall not be allowed to continue beyond one year in case the employee concerned is not considered for regular promotion.

## **27. PANEL:**

The panel drawn for promotion/direct recruitment shall be valid for a period of one year from the date of the meeting of the DPC/ date of approval of the recommendations, respectively.



## **28. MODIFIED ASSURED CAREER PROGRESSION SCHEME (MACP)/ CAREER ADVANCEMENT SCHEME (CAS)/ DYNAMIC ASSURED CAREER PROGRESSION SCHEME**

The financial up-gradation under the Career Advancement Schemes such as MACP/CAS/DACP Scheme in respect of non-teaching staff of the University shall be allowed as per the provisions of the Act/Statutes/Ordinances, Rules of the University and orders/guidelines of UGC/Government of India (as amended from time to time) duly adopted by the University.

- (a) The Modified Assured Career Progression Scheme (MACPs) of the Govt. of India, duly communicated for implementation by the UGC in respect of Non-Teaching employees, shall be effective from 15.01.2009 (i.e. the date of establishment of Central University), or as per the eligibility criteria prescribed by the GOI/UGC from time to time, whichever is later. Similarly, in case of Medical Officer, Dynamic Assured Career Progression Scheme (DACPs) shall be applicable as prescribed by the Govt. Of India/UGC from time-to-time.
- (b) In case of up-gradation of pay scale, up to the level of Joint Registrar or equivalent, the Registrar shall chair the meeting of the Screening Committee. The Vice-Chancellor shall nominate at least one external expert and other members representing SC/ST/OBC/PwBD/Minorities etc. wherever required as per the guidelines of the UGC /GoI.
- (c) Any dispute in implementation of the aforementioned Career Advancement Schemes shall be referred to the University Grants Commission, and the decision of the UGC shall be final.

## **29. DEPUTATION:**

The University may fill up any post on deputation by drawing officers from Govt. of India/Autonomous Bodies/PSUs as per UGC/GOI Rules. The officer to be considered for deputation against any post below Pay Level-14 must be less than 56 years of age and Pay Level-14 and above must be less than 58 years of age. In case the appointment is made on deputation by following the due process of selection prescribed for the post under the Cadre Recruitment Rules, the incumbent may be allowed to continue for the period as prescribed by the Govt. of India from time to time or till he attains the age of superannuation prescribed for that particular cadre, whichever is earlier. An appointment on deputation may be made initially for a period of three years (except statutory posts) which may be extended further at the discretion of the Competent Authority subject to satisfactory performance. The University, however, shall have the right to repatriate all incumbents, including the incumbents holding the statutory posts, at any time even before the prescribed period in case his performance, integrity or conduct are found to be unsatisfactory at any stage, in the opinion of the competent authority.

Ordinarily, no person working on deputation shall be absorbed in any post of the University after expiry of his period of deputation. In case, it is decided in the interest of the University to absorb any such person, then the University may take up the matter with his parent organization for concurrence after obtaining the option of the employee concerned subject to the condition that the matter of absorption is specifically mentioned in the advertisement. After obtaining the consent of the parent department, the case shall be placed before the Competent Authority for a final decision. In case he is absorbed in the University, he shall be assigned the bottom seniority of that particular cadre as per the Govt. of India rules.

## **30. PROBATION:**

30.1 In case of direct recruitment, the selected candidate shall be kept on probation for a period as specified in these rules. The date from which confirmation should be given effect is the date following the date of satisfactory completion of the prescribed period of probation or the extended period of probation, as the case may be. The decision to confirm the probationer or to extend the period of

probation as the case may be communicated to the probationer normally within 6 to 8 weeks prior to the completion of Probation period. Probation should not be extended for more than a year and, in no circumstances, an employee should be kept on probation for more than double the normal prescribed period of probation. The officer will be deemed to have successfully completed the probation period if no order confirming, discharging or reverting the officer is issued within eight weeks after expiry of double the normal period of prescribed probation. On completion of the probation period or any extension thereof, employees shall, if considered fit for permanent appointment, be retained in the appointments on regular basis and be confirmed against the available substantive vacancies as the case may be. In case there is no perceivable improvement despite all this, his/her services shall be discharged by giving him/her one month's notice in advance or on payment of one month's salary in lieu of notice. The employee concerned may also exercise his/her option to resign by giving one month's notice.

As regards other matters relating to probation, the employee will be governed by the instructions issued by the Government of India in this regard from time to time.

30.2 In the case of promotion to the next higher group, the employee(s) shall be kept on probation for a period of two years from the date of joining. The appointing authority may at its discretion, extend the period of probation by one year on ground of non-performance, misconduct or misbehavior or if he/she fails to comply with the terms and conditions of the appointment to the post to which he/she was promoted. In case there is no perceivable improvement despite all this, he shall be reverted to his parent post, with immediate effect, and consequently all the employees promoted against the consequential vacancies due to the promotion of this employee shall be reverted to their respective parent posts, in case they cannot be adjusted in any other similar vacant posts. However, there shall not be any probation for promotion within the same group.

**Note:**

- (i) *If an employee who has been recruited/promoted to any post, avail himself of leave on a piecemeal basis, or at a time for a period of two months or more during the period of probation, his probation shall be extended proportionately, i.e., equal to the total period of leave availed by the employee concerned.*
- (ii) *In order to avoid any anomalous situation, all cases of probation of the officials should be reviewed in every six months. In case, the result of review of performance of an official is found to be unsatisfactory, or not up to the mark, he shall be apprised of the consequences of unsatisfactory performance during the period of probation. Such an appraisal should be issued in advance after which the performance of the official concerned should be continuously kept under observation.*
- (iii) *Notwithstanding anything contained in the above-mentioned provision, if a probationer is placed under suspension during the period of probation, the period of probation may be extended till such period as the appointing authority deems fit in the circumstances.*
- (iv) *As for temporary Government servants they should, as a matter of rule, be asked to resign from the parent department/ office at the time of release from the parent department/office. An undertaking to the effect that he/she will resign from the parent department/office, in the event of his/her selection and appointment to the post applied for may be taken from his/her at the time of forwarding the application. This procedure is to be followed even in case of a temporary Government servant applying as a direct recruit for a post in the same organization.*
- (v) *An employee of the University shall be confirmed through Departmental Confirmation Committee.*

- (vi) *An employee of the University shall not be confirmed on his post unless and until he signs the 'Service Agreement'.*
- (vii) *There shall be no probation in the case of an employee appointed to a post on deputation, tenure or on re-employment after superannuation.*
- (viii) *The appointing authority shall record the reasons in writing while terminating the appointment of a probationer or extension of the normal period of probation.*

### **31. APPLICATION OF GOVT.OF INDIA RULES/ UGC REGULATIONS:**

If any particular provision concerning the qualifications for recruitment and promotion or seniority under these Rules is silent ,the corresponding rules operating in the Govt. of India/UGC, or the qualifications prescribed by the Govt. of India/ UGC shall apply *mutatis-mutandis*.

Further, the Pay Matrix contained in the Schedules for various posts shall be revised as per the GOI/UGC regulations/guidelines as amended from time to time.

### **32. POWER TO RELAX:**

32.1 Relaxation in age, experience, qualifying marks, etc., may be granted to the candidates belonging to the Schedule Caste/Schedule Tribes/OBC/PwBD or any other reserved category for reserved posts as per the UGC/Govt. of India guidelines. A certificate to this effect issued from the competent authority should be attached with the prescribed application form. Wherever a relaxation of qualification, including percentage of marks, is permitted under the UGC/Govt. of India guidelines, such relaxation shall also be considered in appropriate cases subject to recommendations of the Screening Committee.

32.2 The relaxation in age shall also be given in respect of the following categories as mentioned against each:

S. No.	Category of Persons	Extent of age relaxation
1.	Regular Employees of the Central Govt./State Govt./Central Universities/UGC maintained deemed to be Universities/other Central/State Autonomous bodies/organizations /Institutions.	As per Government of India rules.
2.	Ex-Servicemen	

The upper age limit for appointment of Group 'C' posts is relaxable for Group 'C' and erstwhile Group 'D' departmental candidates upto 40 years in case of General candidates and 45 years in case of candidates belonging the SC/ST who has rendered three years continuous regular service in university in accordance with the instructions or orders issued by the Govt. of India.

### **33. DISQUALIFICATION:**

The following categories of persons shall not be eligible to apply for any position in the University:

- 33.1 Who has been convicted by any Court of Law or any criminal proceedings are pending against him;
- 33.2 Who is a person of unsound mind and question able conduct or not medically fit to perform his duties.
- 33.3 Who has entered into or contracted a marriage with a person having a living spouse;

- Provided that the Competent Authority of the University may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for doing so, exempt any person from the operation of these rules;
- 33.4 Who is not a citizen of India; and
- 33.5 Any other category of person disqualified for appointment by the Govt. Of India/State Govt./UGC from time to time.

#### **34. VIGILANCE CLEARANCE:**

34.1 Candidate who is already in service shall submit the Vigilance Clearance Certificate from the employer or his authorized officer, to the effect that no disciplinary/criminal proceedings are pending or contemplated against him. It shall be directly sent by the parent department or be handed over to the employee concerned in sealed cover at the time of written/skill test/interview as applicable or along with the application.

34.2 Willful suppression of factual information or any document relating to the eligibility or otherwise as a candidate, followed by supply of fake documents or misleading statement or information in the application or tampering with the documents or providing such information relating to the achievements, caste, educational qualifications, experience or domicile, etc., the Chief Vigilance Officer of the University shall have the powers to investigate/inquire into the matter and submit his report to the Vice-Chancellor for further action at any stage of recruitment process or employment. If any of these acts is found to be true, the candidate shall be disqualified for appointment to the post or if already appointed, his/her services shall be liable to be terminated, with immediate effect after adhering to the procedures.

4.3 Notwithstanding the provisions of para 10 in Schedule-II of the CRR, wherever, there is only one sanctioned post in any cadre, the post shall be filled through direct recruitment only.

#### **35. REMOVAL OF DIFFICULTIES:**

If any difficulty arises in the implementation or operation of any of the provision of these rules, the Vice-Chancellor may, from time to time issue with the approval of the Executive Council, such general or specific directions but not in consistent with the provisions of the Act, Statutes, Ordinances or directives of the Government of India, Ministry of Education/University Grants Commission, which appear to be necessary for the purpose of removing such difficulty.

#### **36. INTERPRETATION:**

Any ambiguity or lack of clarity with regard to any clause of the Rules, the matter may be referred to UGC for clarification.

#### **37. AMENDMENT OF RULES:**

Amendment, modification, changes, withdrawal, suspension and relaxation in any or all of provisions of these Rules shall be done with prior approval of Govt. of India/UGC.

#### **38. RESIDUARY MATTERS:**

In regard to the matters not specified or referred to in these rules, the corresponding provisions as provided by the UGC for their employees or as prescribed by the Govt. of India relating to its employees, as amended from time to time, shall be followed. In case any particular provision in these Rules is in conflict with any provision of the UGC Regulations/guidelines or Govt. of India Orders, the provisions of the UGC Regulations/guidelines or Govt. of India Orders shall prevail.

### **39. LIABILITY OF OFFICERS TO SERVE ANYWHERE IN INDIA:**

The non-teaching employees and other academic staff shall be liable to serve anywhere in India within the jurisdiction of the University.

### **40. TERRITORIAL JURISDICTION:**

In case of any dispute, the territorial jurisdiction for adjudication shall be the “*High Court of Madhya Pradesh at Jabalpur*”

### **41. REPEAL:**

All the existing rules and orders in relation to the matters covered under these rules shall stand repealed but any action already taken pursuant to such existing rules and orders shall be deemed to have been taken under these rules.

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**Selection Committee for Direct Recruitment /Departmental Promotion**  
**Committee/Departmental Confirmation Committee**  
**of Non-Teaching Employees**

**(1) Following shall be the constitution of the Selection Committees:**

- (a) For **Group ‘A’** posts (other than statutory posts and those covered under UGC Regulations):

1.	Vice-Chancellor/Pro Vice-Chancellor* (*in the absence of Vice-Chancellor)	:	Chairperson
2.	Two experts, not in service of the University, nominated by the Vice-Chancellor out of the panel approved by the EC.	:	Member
3	Head of the Unit/Department	:	Member
4	One member of the EC nominated by it.	:	Member
5	A representative of SC/ST/OBC/Minority <sup>#</sup> /Women/PwBD, if any of the candidates belonging to these categories, to be nominated by the Vice-Chancellor, if any of the above members of the Selection Committee do not belong to the same category.	:	Member
6	Registrar	:	Member

- (b) For **Group ‘B’** posts:

1.	Pro Vice-Chancellor/Registrar* (*in the absence of Pro Vice-Chancellor)	:	Chairperson
2.	Two experts, not in the service of the University, nominated by the Vice-Chancellor out of the panel approved by the EC.	:	Member
3	Head of the Unit/Department	:	Member
4	A representative of SC/ST/OBC/Minority <sup>#</sup> /Women/PwBD, if any of the candidates belonging to these categories, to be nominated by the Vice-Chancellor, if any of the above members of the Selection Committee do not belong to the same category.	:	Member
5	Registrar/Joint Registrar/Deputy Registrar	:	Member



(c) For **Group ‘C’** posts:

1.	Registrar	:	Chairperson
2.	Two experts, not in service of the University, nominated by the Vice-Chancellor out of the panel approved by the EC.	:	Member
3	Head of the Unit/Department	:	Member
4	A representative of SC/ST/OBC/Minority/Women/PwBD, if any of the candidates belonging to these categories, to be nominated by the Vice-Chancellor ,if any of the above members of the Selection Committee do not belong to the same category.	:	Member
5	Joint Registrar/Deputy Registrar	:	Member

**(2) Following shall be the constitution of the Departmental Promotion Committee:**

(a) For **Group ‘A’** posts (other than statutory posts):

1.	Vice-Chancellor/Pro Vice-Chancellor*(*in the absence of Vice Chancellor)	:	Chairperson
2.	One expert, not in service of the University, nominated by the Vice-Chancellor	:	Member
3.	Head of the concerned Unit/Department	:	Member
4.	A representative of SC/ST/OBC/Minority/Women/PwBD ,if any of the candidates belonging to these categories, to be nominated by the Vice-Chancellor, if any of the above members of the Selection Committee do not belong to the same category.	:	Member
5	Registrar	:	Member

(b) For **Group ‘B’**:

1.	Pro Vice-Chancellor/Registrar* (*in the absence of Pro Vice-Chancellor)	:	Chairperson
2.	One expert, not in service of the University, nominated by the Vice-Chancellor	:	Member
3.	Head of the concerned Unit/Department	:	Member
4.	A representative of SC/ST/OBC/Minority/Women/PwBD, if any of the candidates belonging to these categories, to be nominated by the Vice-Chancellor, if any of the above members of the Selection Committee do not belong to the same category.	:	Member
5.	Registrar/Joint Registrar/Deputy Registrar		Member

(c) For **Group ‘C’**:

1.	Registrar	:	Chairperson
2.	One expert, not in service of the University, nominated by the Vice-Chancellor	:	Member
3.	Head of the concerned Unit/Department	:	Member
4.	A representative of SC/ST/OBC/Minority <sup>#</sup> /Women/PwBD, if any of the candidates belonging to these categories, to be nominated by the Vice-Chancellor, if any of the above members of the Selection Committee do not belong to the same category.	:	Member
5	Joint Registrar/Deputy Registrar of the unit concerned	:	Member

**(3) Following shall be the constitution of the Departmental Confirmation Committee:**

(a) For **Group ‘A’** posts (other than statutory posts):

1.	Vice-Chancellor/Pro Vice-Chancellor*(*in the absence of Vice Chancellor)	:	Chairperson
2.	Head of the concerned Unit/Department	:	Member
3.	A representative of SC/ST/OBC/Minority/Women/PwBD, if any of the candidates belonging to these categories, to be nominated by the Vice-Chancellor, if any of the above members of the Selection Committee do not belong to the same category.	:	Member
4	Registrar	:	Member

(b) For **Group ‘B’** posts:

1.	Pro Vice-Chancellor/Registrar*(*in the absence of Pro Vice-Chancellor)	:	Chairperson
2.	Head of the concerned Unit/Department	:	Member
3.	A representative of SC/ST/OBC/Minority/Women/PwBD, if any of the candidates belonging to these categories, to be nominated by the Vice-Chancellor, if any of the above members of the Selection Committee do not belong to the same category.	:	Member
4.	Registrar/Joint Registrar/Deputy Registrar		Member

(c) For **Group ‘C’** posts:

1.	Registrar	:	Chairperson
2.	Head of the concerned Unit/Department	:	Member
3.	A representative of SC/ST/OBC/Minority/Women/PwBD, if any of the candidates belonging to these categories, to be nominated by the Vice-Chancellor ,if any of the above members of the Selection Committee do not belong to the same category.	:	Member
4	Joint Registrar/Deputy Registrar of the unit concerned	:	Member

*# The representative of the Minority shall be associated in the Selection Committee if the number of vacancies is 10 or more than 10.*

**Quorum:**

Two-thirds of the members shall form the quorum for the meeting of a Selection Committee, which shall include the Chairperson, the Vice-Chancellor's nominee (wherever applicable), at least one external expert out of the two experts and one representative from the respective reserved category as per requirement.

Two-thirds of the members shall form the quorum for the meeting of a Departmental Promotion Committee/Departmental Confirmation Committee.

**DOCTOR HARISINGH GOUR VISHWAVIDYALAYA, SAGAR (M.P.)**

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**ADMINISTRATIVE / MINISTERIAL SERVICES**

**PAY STRUCTURE**

**SUMMARY OF POSTS**

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			Pay Band (Rs.)	Grade Pay (Rs.)		
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4.	Deputy Registrar	A	15600-39100	7600	Level 12	31
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Name of Post		Group	Core Pay Scale as per 6 <sup>th</sup> CPC		7 <sup>th</sup> CPC Pay Matrix	Page Nos.
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26.	Technical Assistant	C	5200-20200	2800	Level 5	54
27.	Laboratory Assistant	C	5200 – 20200	2400	Level 4	55
28.	Laboratory Attendant	C	5200 – 20200	1800	Level 1	56
<b>INFORMATION AND COMMUNICATION TECH. SERVICES</b>						
29.	Senior System Analyst	A	15600 – 39100	7600	Level 12	57
30.	System Analyst	A	15600-39100	5400	Level 10	58
31.	Senior Technical Assistant	B	9300 – 34800	4200	Level 6	59
32.	Technical Assistant	C	5200-20200	2800	Level 5	60
<b>ENGINEERING SERVICES</b>						
33.	Executive Engineer (Civil)	A	15600-39100	6600	Level 11	61
34.	Executive Engineer (Electrical)	A	15600-39100	6600	Level 11	62
35.	Assistant Engineer (Civil/Electrical)	B	9300 – 34800	4600	Level 7	63
36.	Junior Engineer (Civil/Electrical)	B	9300 – 34800	4200	Level 6	64
<b>RAJBHASHA SERVICES</b>						
37.	Hindi Officer	A	15600 – 39100	5400	Level 10	65
38.	Hindi Translator	B	9300 – 34800	4200	Level 6	66
39.	Hindi Typist	C	5200-20200	1900	Level 2	67
<b>SECURITY SERVICES</b>						
40.	Security Officer	B	9300 – 34800	4600	Level 7	68
41.	Security Inspector	C	5200 – 20200	2800	Level 5	69
<b>GUEST HOUSE/HOSTEL SERVICES</b>						
42.	Guest House Manager	B	9300 – 34800	4200	Level 6	70
43.	Cook	C	5200 – 20200	1900	Level 2	71
<b>TRANSPORT SERVICES</b>						
44.	Driver	C	5200-20200	1900	Level 2	72

## REGISTRAR

1	Name of Post	<b>Registrar</b>
2	Number of Post	1 (One)
3	Classification	Group 'A'
4	Scale of Pay/Pay Band / Grade Pay	Level 14
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	Preferably below 57 years
7	Educational and other qualifications required for direct recruits	<p><b>Essential:</b></p> <p>i) Master's degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.</p> <p>ii) At least 15 years of experience as Assistant Professor in the Academic Level 11 and above or with 8 years of service in the Academic Level 12 and above including as Associate Professor along with experience in educational administration</p> <p style="text-align: center;"><b>or</b></p> <p>Comparable experience in research establishment and/ or other institutions of higher education,</p> <p style="text-align: center;"><b>or</b></p> <p>15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.</p>
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	Not Applicable
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	<p>Direct/Deputation for a tenure of five years or till attaining the age of superannuation i.e. 62 years, whichever is earlier</p> <p>(Eligible for reappointment after observance of due selection process)</p>
11	In case of recruitment by promotion/ deputation / absorption, grades from which promotion / deputation / absorption to be made	<p><b>Deputation:</b></p> <p>Qualifications &amp; Experience: As indicated at col. 7.</p> <p>Grade: Holding analogous post or eight years' experience at Pay Level-12</p> <p>Selection Committee: As at column 12.</p>
12	Composition of DPC or Selection Committee	As per Act/Statutes /UGC Notification

## FINANCE OFFICER

1	Name of Post	<b>Finance Officer</b>
2	Number of Post	1 (One)
3	Classification	Group 'A'
4	Scale of Pay/Pay Band / Grade Pay	Level 14
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	Preferably below 57 years
7	Educational and other qualifications required for direct recruits	<p><b>Essential:</b></p> <p>i) Master's degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.</p> <p>ii) At least 15 years of experience as Assistant Professor in the Academic Level 11 and above or with 8 years of service in the Academic Level 12 and above including as Associate Professor along with experience in educational administration</p> <p style="text-align: center;"><b>or</b></p> <p>Comparable experience in research establishment and/ or other institutions of higher education,</p> <p style="text-align: center;"><b>or</b></p> <p>15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.</p>
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	Not Applicable
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	<p>Direct/Deputation for a tenure of five years or till attaining the age of superannuation i.e. 62 years, whichever is earlier</p> <p>(Eligible for reappointment after observance of due selection process)</p>
11	In case of recruitment by promotion/ deputation / absorption, grades from which promotion / deputation / absorption to be made	<p><b><u>Deputation:</u></b></p> <p>Appointment preferably by drawing officers not below the Level 12 belonging to the Indian Audit and Accounts services or other similar organized Services in Central/ State Govt.</p> <p style="text-align: center;"><b>or</b></p> <p>University System/ Other organisation subject to fulfilment of qualification as indicated under col. 7 on Deputation for a tenure of 5 years or till attaining the age of 62 years, whichever is earlier.</p> <p>Note: The Selection Committee for deputation shall be the same as at column 12.</p>
12	Composition of DPC or Selection Committee	As per Act/Statutes /UGC Notification

## CONTROLLER OF EXAMINATIONS

1	Name of Post	<b>Controller of Examinations</b>
2	Number of Post	1 (One)
3	Classification	Group 'A'
4	Scale of Pay/Pay Band / Grade Pay	Level 14
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	Preferably below 57 years
7	Educational and other qualifications required for direct recruits	<p><b>Essential:</b></p> <p>i) Master's degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.</p> <p>ii) At least 15 years of experience as Assistant Professor in the Academic Level 11 and above or with 8 years of service in the Academic Level 12 and above including as Associate Professor along with experience in educational administration</p> <p style="text-align: center;"><b>or</b></p> <p>Comparable experience in research establishment and/ or other institutions of higher education,</p> <p style="text-align: center;"><b>or</b></p> <p>15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.</p>
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	Not Applicable
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	<p>Direct/Deputation for a tenure of five years or till attaining the age of superannuation i.e. 62 years, whichever is earlier</p> <p>(Eligible for reappointment after observance of due selection process)</p>
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/ absorption to be made	<p><b>Deputation:</b></p> <p>Qualifications &amp; Experience: As indicated at col. 7.</p> <p>Grade: Holding analogous post or eight years' experience at Pay Level-12</p> <p>Selection Committee: As at column 12.</p>
12	Composition of DPC or Selection Committee	As per Act/Statutes /UGC Notification

## DEPUTY REGISTRAR

1	Name of Post	<b>Deputy Registrar</b>
2	Number of Post (s)	05 (Five)
3	Classification	Group – A
4	Scale of Pay/Pay Band / Grade Pay	Level 12 Level 13 (after 05 years of service)
5	Whether Selection or non-selection post	Selection Not applicable in case of Direct Recruitment/Deputation
6	Age Limit for Direct Recruits	50 Years
7	Educational and other qualifications required for direct recruits	<b>Essential Qualifications:</b> i. Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed. ii. Five years of experience as Assistant Registrar or in equivalent post in the Pay Level 10 and above.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	<b>Age:</b> No <b>Academic Qualification:</b> Must possess at least Bachelor's degree from a recognized University.
9	Period of probation, if any	One year
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	75% by Direct Recruitment 25% by promotion, failing which by deputation. (Ref: MHRD Letter No.1-7/2015-.U.II (2) dated 02/11/2017)
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	<b>Promotion:</b> Assistant Registrar with five years regular service in Pau Level 11. <b>Deputation:</b> Officers holding analogous posts on regular basis <b>or</b> with five years regular service in Pay Level 11 <b>or</b> with eight years regular service in Pay Level 10 in the Central/State Government, Universities and other autonomous organisations.
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.

## ASSISTANT REGISTRAR

1	Name of Post	<b>Assistant Registrar</b>
2	Number of Post (s)	08 (Eight)
3	Classification	Group – A
4	Scale of Pay/Pay Band / Grade Pay	Level 10 Level 11 (after 08 years of service following the UGC norms)
5	Whether Selection or non-selection post	Selection Not applicable in case of Direct Recruitment/Deputation
6	Age Limit for Direct Recruits	40 Years
7	Educational and other qualifications required for direct Recruits	<b>Essential Qualifications:</b> I. Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed. II. The appointment under direct recruitment shall be made through an All India open competition by conducting a written test and interview.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	<b>Age:</b> No <b>Qualification:</b> No, but must possess at least Bachelor's degree from a recognized University/Institute.
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	50% by direct recruitment  50% by promotion, failing which by deputation/direct recruitment.
11	In case of recruitment by promotion/ deputation / absorption, grades from which promotion / deputation / absorption to be made	<b>Promotion:</b> 5 years of regular service as Section Officer/ Private Secretary (pay level 7 & above).  Based on merit from among the eligible candidates having requisite experience from feeder cadres on the basis of a written test.  <b>Deputation:</b> Officers holding analogous posts on regular basis or with 5 years regular service in lower grades position in Level 7/Level 8 in the Central /State Government, Universities and other autonomous organizations. Knowledge of Computer Applications
12	Composition of DPC or Selection Committee	As per schedule II of these Rules

## SECTION OFFICER

1	Name of Post	<b>Section Officer</b>
2	Number of Post (s)	31 (Thirty One)
3	Classification	Group – B
4	Scale of Pay/Pay Band / Grade Pay	Level 7
5	Whether Selection or non-selection post	Selection Not Applicable in case of Direct Recruitment/Deputation
6	Age Limit for Direct Recruits	35 Years
7	Educational and other qualifications required for direct recruits	<b>Essential Qualifications:</b> <ul style="list-style-type: none"> <li>i) A Bachelor's Degree in any discipline from any recognised Institute/ University.</li> <li>ii) Three Years' Experience as Assistant in the Level 6 or eight years as UDC in Level 4 in any Central / State Govt./ University/ PSU and other Central or State Autonomous Institutions or holding equivalent positions in any reputed Private companies/ bank with annual turnover of at least Rs.200/- Crores or more.</li> <li>iii) Proficiency in Computer Operation, noting and drafting.</li> </ul>
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Age: No Academic Qualification: Yes (As indicated at column 7)
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	75% by Promotion from the cadre of Assistant subject to qualifying the departmental test, failing which by deputation.  25% by Direct Recruitment (based on written test and skill test)
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion / deputation / absorption to be made	<b>Promotion:</b> 05 years of regular service from the feeder grade of Assistant in Level 6 subject to seniority-cum-fitness with academic qualification as in Col.7 above.  <b>Deputation:</b> Officers holding analogous post on regular basis or with three years regular service in Level 6 or equivalent in the Central/ State Govt. Universities or autonomous organisations and possess the Bachelor's degree as prescribed for direct recruits at Col.7 above.
12	Composition of DPC or Selection Committee	As per schedule II of these Rules

## ASSISTANT

1	Name of Post	<b>Assistant</b>
2	Number of Post (s)	52 (Fifty Two)
3	Classification	Group – B
4	Scale of Pay/Pay Band / Grade Pay	Level 6
5	Whether Selection or non-selection post	Non-Selection in case of promotion Not Applicable in case of Direct Recruitment/Deputation
6	Age Limit for Direct Recruits	35 Years
7	Educational and other qualifications required for direct recruits	<p><b>Essential Qualifications:</b> Bachelor Degree from a recognized University / Institution.</p> <p>Three Years of experience as UDC or equivalent in the Level 4 in Central/ State Government/ University/ PSU and other Central / State Autonomous Bodies or equivalent pay package in the reputed private Companies/ corporate banks with a minimum annual turnover of at least Rs.200/- Crores or more.</p> <p>Proficiency in Typing, Computer applications, noting and drafting.</p>
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Age: No Academic Qualification: Yes (As indicated at column 7)
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	75% by Promotion  25% by Direct Recruitment (based on written test and skill test)
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	<b>Promotion:</b> UDC with 5 years of regular service in Level 4 according to seniority-cum-fitness.
12	Composition of DPC or Selection Committee	As per schedule II of these Rules



## UPPER DIVISION CLERK

1	Name of Post	<b>Upper Division Clerk</b>
2	Number of Post (s)	65 (Sixty Five)
3	Classification	Group – C
4	Scale of Pay/Pay Band / Grade Pay	Level 4
5	Whether Selection or non-selection post	Selection Not applicable in case of Direct Recruitment
6	Age Limit for Direct Recruits	32 Years
7	Educational and other qualifications required for direct recruits	<b>Essential Qualifications:</b> 1. A Bachelor's Degree from any recognized Institute/ University. 2. Two year experience as Lower Division Clerk/ Equivalent posts in University/ Research Establishment / Central State Govt./ PSU/ Autonomous Bodies or equivalent pay package in the reputed private Companies/ corporate banks with a minimum annual turnover of at least Rs.200/- Crores or more. 3. Speed in English Typing @ 35 wpm OR Speed in Hindi Typing @ 30 wpm 4. Proficiency in Computer Operations.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	No
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	75% by Promotion  25% by Direct Recruitment (based on written test and skill test)
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	<b>Promotion:</b> Lower Division Clerk/Hindi Typist with five years regular service in Pay Level 2 according to seniority cum fitness failing which by direct recruitment.
12	Composition of DPC or Selection Committee	As per schedule II of these Rules

*\*The post of Hindi Typist is to be clubbed with LDC for the purpose of Career progression with bottomseniority in future, inter-se-seniority between the two cadre shall be maintained.*

### LOWER DIVISION CLERK

1	Name of Post	<b>Lower Division Clerk</b>
2	Number of Post (s)	127 (One Hundred Twenty Seven)
3	Classification	Group – C
4	Scale of Pay/Pay Band / Grade Pay	Level 2
5	Whether Selection or non-selection post	Selection Non-Selection for Col. 10 (iii) Not Applicable for Direct Recruitment
6	Age Limit for Direct Recruits	32 Years
7	Educational and other qualifications required for direct recruits	<b>Essential Qualifications:</b> (i) A Bachelor's Degree from any recognized Institute/ University. (ii) English Typing @ 35 wpm OR Hindi Typing @ 30 wpm(35wpm and 30wpm correspond to 10500KDPH/ 9000KDPH on an average of 5 Key depressions for each work) (iii) Proficiency in Computer Operations.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	No
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	i) 85% by Direct Recruitment through written and skill test in various components of MS Office particularly in MS Word, MS Excel, etc. ii) 10% of vacancies shall be filled up from amongst the Group 'C' employees in the Level 1 and who possess Senior Secondary (10+2) or equivalent qualification and have rendered three years regular service in the grade, on the basis of the departmental qualifying examination. The maximum age limit for eligibility for such examination is 45 Years**  Note: The panel shall be valid for a period of one year.  iii. <b>Promotion:</b> 5% of the vacancies shall be filled on seniority- cum-fitness basis from Group 'C' (MTS) employees who have five years regular service in posts in the Level 1 subject to fulfilling the educational qualification of (10+2) or equivalent.  <b>The relaxation of Skill/Typing Test for the promotion from MTS to LDC shall be governed as per DoPT OM No. F.o.14020/1/2014-Estt. (D) dated 22<sup>nd</sup> April, 2015.</b>
11	In case of recruitment by promotion/ deputation /absorption, grades from which promotion/deputation / absorption to be made	As in Column No. 10
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.

**\*\*Only those Group-C (Level-1) employees, who are holding the posts of MTS/Isolated posts shall be considered eligible for the post of LDC through Departmental Qualifying Examination.**

## MULTI TASKING STAFF

1	Name of Post	<b>Multi-Tasking Staff (MTS)</b>
2	Number of Post (s)	83 (Eighty Three)
3	Classification	Group – C
4	Scale of Pay/Pay Band / Grade Pay	Level 1
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	32 Years
7	Educational and other qualifications required for direct recruits	<b>Essential Qualifications:</b> 10 <sup>th</sup> Pass from a recognized Board. <b>OR</b> ITI Pass.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment through Written and Trade Test.
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.

## INTERNAL AUDIT OFFICER

1	Name of Post	<b>Internal Audit Officer (On Deputation only)</b>
2	Number of Post (s)	1 (One)
3	Classification	Group – A
4	Scale of Pay/Pay Band / Grade Pay	Level 12
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	56 Years (on deputation)
7	Educational and other qualifications required for direct recruits	Not Applicable
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	Not Applicable
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Deputation
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	<p><b>Deputation:</b> By drawing officers belonging to Audit and Accounts Services or other similar organised Accounts Services in Central / State Govt., holding analogous posts on regular basis.</p> <p style="text-align: center;"><b>OR</b></p> <p>with three years regular service in Level 11 or equivalent in the area of Audit and Accounts in any Govt. Department/ Autonomous Bodies.</p> <p style="text-align: center;"><b>OR</b></p> <p>with five years regular service in Level 10 or equivalent in the area of Audit and Accounts in any Govt. Department/ Autonomous Bodies.</p>
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.

## PUBLIC RELATION OFFICER

1	Name of Post	<b>Public Relation Officer</b>
2	Number of Post (s)	01 (One)
3	Classification	Group – A
4	Scale of Pay/Pay Band / Grade Pay	Level 10
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	40 Years
7	Educational and other qualifications required for direct recruits	<p><b>Essential Qualifications:</b></p> <p>i. Masters' Degree with at least 55% of marks or its equivalent grade of B in the UGC 7 point scale in Journalism and Mass Communication from recognised University / Institute.</p> <p>ii. At least Five years experience in the editorial department/ Centre of any Central / State Govt. department / PSU / Central / State Educational Institutions established English/ regional Newspaper accredited with ABC, National News Agencies, Radio or Television, Film Media, reputed advertising agencies with excellent command of speaking in English, Hindi and Regional Language.</p> <p><b>Desirable:</b> Good working knowledge of computer applications.</p>
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.

## LAW OFFICER

1.	Name of Post	<b>Law Officer</b>
2.	Number of Post	01 (One)
3.	Classification of the post	Group 'A'
4.	Scale of Pay/Pay Band/Grade Pay/Pay Level	Level 10
5.	Selection or Non-Selection Post	Not Applicable
6.	Age limit for direct Recruits	40 Years
7.	Educational and other qualifications required for direct recruits	<b>Essential Qualification:</b> (i) LLB. from a recognized Indian Universities /Institutions with at least 7 years' experience of law practice in a Court of Law in the civil/criminal/service matter duly certified. (ii) LL.M. from the recognized Indian Universities / Institutions with at least 55% of marks or an equivalent grade point in the grade point scale.
8.	Whether age & educational qualifications prescribed for direct recruits will apply in the case of promotees?	Not Applicable
9.	Period of probation, if any.	Two Years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods.	Direct Recruitment
11.	In case of recruitment by promotion / deputation / absorption, grades from which promotion/deputation/absorption to be made.	Not Applicable
12.	If a Departmental Promotion Committee exists what is its composition.	As per Schedule II of these rules.

## PRIVATE SECRETARY

1	Name of Post	<b>Private Secretary</b>
2	Number of Post (s)	03 (Three)
3	Classification	Group – B
4	Scale of Pay/Pay Band / Grade Pay	Level 7
5	Whether Selection or non-selection post	Selection Not applicable in case of Direct Recruitment
6	Age Limit for Direct Recruits	35 Years
7	Educational and other qualifications required for direct recruits	<p><b>Qualifications:</b></p> <ol style="list-style-type: none"> <li>1. A Bachelor's Degree from a recognized University/Institute.</li> <li>2. At least 03 Years experience as Personal Assistant or 5 years as Stenographer in a University/ Research establishment/ Central/ State Govt. /PSU and other autonomous bodies.</li> <li>3. English/Hindi Stenography speed:120 wpm in English or 100 wpm in Hindi</li> <li>4. English/Hindi Typing speed: 35 w.p.m. in English or 30 w.p.m.in Hindi.</li> <li>5. Knowledge of computer applications.</li> </ol> <p><b>Skill Test Norms on Computer:</b>  Dictation: 10 minutes @ 120 w.p.m. in English/100 w.p.m. in Hindi  Transcription: 50 minutes (English)/ 60 minutes (Hindi)</p> <p><b>Desirable:</b>  Proficiency in English &amp; good communication skills.</p>
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Age: No Academic Qualification: Yes
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	i) 75% by promotion  ii) 25 % by direct recruitment failing which by deputation.
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	<p><b>Promotion:</b>  Personal Assistant with 05 (five) years regular service in Level 6on the basis of seniority-cum-fitness, subject to qualifying in the stenography test as mentioned under column 7..</p> <p><b>Deputation:</b>  Persons holding analogous posts on regular basis or with 3 years regular service as Personal Assistant in the Level 6/Level 7 of any Central/State Govt./ University/ Public Sector Undertaking as other Central or State Autonomous bodies and fulfilling the educational qualifications and other professional requirements as prescribed at column 7.</p>
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.

## PERSONAL ASSISTANT

1	Name of Post	<b>Personal Assistant</b>
2	Number of Post (s)	05 (Five)
3	Classification	Group – B
4	Scale of Pay/Pay Band / Grade Pay	Level 6
5	Whether Selection or non-selection post	Selection Not Applicable in case of Direct Recruitment
6	Age Limit for Direct Recruits	35 Years
7	Educational and other qualifications required for direct recruits	<p><b>Essential Qualifications:</b></p> <ol style="list-style-type: none"> <li>1. A Bachelor's Degree in any discipline from any recognised Institute/ University.</li> <li>2. Proficiency in Stenography in English or Hindi with minimum speed of 100wpm.</li> <li>3. Proficiency in Typing in English or Hindi with minimum speed of 35 / 30 wpm respectively.</li> <li>4. Knowledge of Computer Applications.</li> <li>5. Two years experience as Stenographer or equivalent in Central State Govt. Organisations / University Research Institution or Central / State autonomous Institution/reputed private institutions having a turnover 200 Crores.</li> </ol> <p><b>Desirable:</b> Proficiency in English and good communication skills.</p> <p><b>Skill Test Norms on Computer:</b>  Dictation: 10 minutes @ 100 w.p.m.  Transcription: 40 minutes English/55 minutes Hindi</p>
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	<ol style="list-style-type: none"> <li>i) 75% by promotion failing which by deputation.</li> <li>ii) 25 % by direct recruitment failing which by deputation.</li> </ol>
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	<p><b>Promotion:</b> Stenographer with 05 (five) years regular service in Level 4on the basis of seniority-cum-fitness, subject to qualifying in the stenography test as mentioned under column 7.</p> <p><b>Deputation:</b> Officers holding analogous post on regular basis or with three years regular service in Level 4/Level 5 or equivalent in the Central/ State Govt. Universities or autonomous organisations and possess the qualification as prescribed for direct recruits at Col.7 above.</p>
12	Composition of DPC or Selection Committee	As per schedule 2 of these Rules.



## LIBRARIAN

1	Name of Post	<b>Librarian</b>
2	Number of Post	01 (One)
3	Classification	Group – A
4	Scale of Pay/Pay Band / Grade Pay	Academic Level 14
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	Preferably below 57 Years
7	Educational and other qualifications required for direct recruits	<b>Essential Qualifications:</b> i) Master's Degree in Library Science/ Information Science/ Documentation Science with at least 55% of marks or an equivalent grade in a point scale wherever the grading system is followed. ii) At least 10 years as a Librarian at any level in University Library or ten years of teaching as Assistant/ Associate Professor in Library Science or ten years' experience as a College Librarian. iii) Evidence of innovative Library services, including the integration of ICT in a library. iv) A Ph.D. Degree in library science/ documentation/ archives and manuscript keeping.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	One Year
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct recruitment failing which by Deputation.
11	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation/absorption to be made	<b>Deputation:</b> Officers of Central/ State Governments, Universities and other Autonomous Organizations holding analogous posts on regular basis subject to possessing educational qualification and experience as prescribed in column 07.
12	Composition of DPC or Selection Committee	As per UGC Regulations 2018

## DEPUTY LIBRARIAN

1	Name of Post	<b>Deputy Librarian</b>
2	Number of Post (s)	01 (One)
3	Classification	Group – A
4	Scale of Pay/Pay Band / Grade Pay	Academic Level 13A
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	50 Years
7	Educational and other qualifications required for direct recruits	<b>Qualifications:-</b> <ol style="list-style-type: none"> <li>i. Master's degree in Library Science/ Information Science/ documentation science, with at least 55% of the marks or an equivalent grade in a point scale wherever the grading system is followed.</li> <li>ii. Eight years experience as an Assistant University Librarian/ College Librarian.</li> <li>iii. Evidence of innovative library services including integration of ICT in library.</li> <li>iv. A Ph.D. Degree in library science / information science/ Documentation Science/ Archives and manuscript keeping/ computerization of library</li> </ol>
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	One Year
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee	As per UGC Regulations 2018

## ASSISTANT LIBRARIAN

1	Name of Post	<b>Assistant Librarian</b>
2	Number of Post (s)	02 (Two)
3	Classification	Group – A
4	Scale of Pay/Pay Band / Grade Pay	Academic Level 10
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	40 Years
7	Educational and other qualifications required for direct recruits	<p><b>Qualifications:</b></p> <ol style="list-style-type: none"> <li>i. A Master's degree in Library Science, Information Science or Documentation Science or an equivalent professional degree with at least 55% of marks (or an equivalent grade in a point scale wherever grading system is followed)</li> <li>ii. A consistently good academic record with knowledge of computerization of library.</li> <li>iii. Qualifying in the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET or who are or have been awarded a Ph.D. degree in accordance with the "University Grants commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree), Regulations 2009 or 2016 and their amendments from time to time as the case may be:</li> </ol> <p>Provided that the, candidates registered for the Ph.D. programme prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances / Bye-laws / Regulations of the Institutions awarding the degree and such Ph.D. candidates shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges / Institutions subject to the fulfillment of the following conditions:</p> <ol style="list-style-type: none"> <li>a) The Ph.D. degree of the candidate has been awarded in regular mode</li> <li>b) The Ph.D. thesis has been evaluated by at least two external examiners;</li> <li>c) Open Ph.D. viva voce of the candidate had been conducted;</li> <li>d) The candidate has published two research papers from his/her Ph.D. work out of which at least one must be in a refereed journal;</li> <li>e) The Candidate has presented at least two papers based on his/her Ph.D. work in conferences/ seminars sponsored/ funded/ supported by the UGC/ ICSSR/ CSIR or any other similar agency.</li> </ol> <p>Note:</p> <ol style="list-style-type: none"> <li>(i) The fulfillment of these conditions is to be certified by the Registrar or the Dean (Academic Affairs) of the university concerned.</li> </ol>

		(ii) NET/SLET/SET shall also not be required for such Masters Programmes for which NET/SLET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	One Year
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion / deputation / absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee	As per UGC Regulations 2018

## INFORMATION SCIENTIST

1	Name of Post	<b>Information Scientist</b>
2	Number of Post (s)	01 (One)
3	Classification	Group – A
4	Scale of Pay/Pay Band / Grade Pay	Level 10
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	40 Years
7	Educational and other qualifications required for direct recruits	<p><b>Essential Qualifications:</b> First Class M.E. / M.Tech. (Computer Science) / Information Technology) Or equivalent.</p> <p style="text-align: center;"><b>OR</b></p> <p>First Class B.E. / B.Tech (Computer Science) / Information Technology) or equivalent with two years of relevant experience.</p> <p style="text-align: center;"><b>OR</b></p> <p>First Class Master in Computer Applications (MCA) or equivalent with two years of relevant experience.</p> <p style="text-align: center;"><b>OR</b></p> <p>First Class M.Sc. (Computer Science/ Information Technology) from a recognized University/ Institute with three years of relevant experience.</p> <p style="text-align: center;"><b>OR</b></p> <p>First Class Masters Degree in Library and Information Science (M.Lib. or M.LIS) and Post Graduate Diploma in Computer Applications or MCA or M.Sc. (Computer Science/Information Technology)</p> <p><b>Desirable Qualification:</b> Relevant experience in Library/office automation/server configuration/maintenance of e-resource/data base management/ content management/ programming/ development of website/ portals/information systems/gateway and networking.</p>
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment failing which by deputation
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	<p><b>Deputation:</b> Officers of the Central/ State Government, Autonomous or Statutory Organisation, PSU, University or recognised research institution;</p> <p>(i) Holding analogous post on regular basis in the parent cadre or department or</p> <p>(ii) with 5 years' service rendered after appointment to the post on regular basis in the Level 6/7 or equivalent in the parent cadre or department; and</p> <p>(iii) Possessing the qualifications and experience prescribed for direct recruitment under column 7.</p>
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.

## PROFESSIONAL ASSISTANT

1	Name of Post	<b>Professional Assistant</b>
2	Number of Post (s)	03 (Three)
3	Classification	Group – B
4	Scale of Pay/Pay Band / Grade Pay	Level 6
5	Whether Selection or non-selection post	Selection Not applicable in case of Direct Recruitment
6	Age Limit for Direct Recruits	35 Years
7	Educational and other qualifications required for direct recruits	<p><b>Qualifications:</b></p> <p>1. Master's Degree in Library &amp; Information Science from any recognised University /Institution with 02 years experience in the relevant field in a University/Research establishment / Central / State Govt. / PSU and Library of other autonomous Institutions.</p> <p style="text-align: center;"><b>OR</b></p> <p>Bachelor's Degree in Library / Library and Information Science from any recognised Institute/ University with 03 years experience in the relevant field in a University / Research Establishment / Central / State Govt. / PSU and Library of other autonomous Institutions.</p> <p>2. Knowledge of Computer Applications.</p>
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Age: No Academic Qualification: Yes as at (column 7).
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	<p>i) 75% by promotion</p> <p>ii) 25 % by direct recruitment failing which by deputation.</p>
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	<p><b>Promotion:</b> Semi Professional Assistant with five years regular service in Level 5 through seniority-cum-fitness, subject to qualifying in the Computer typing test failing which by deputation / direct recruitment</p> <p><b>Deputation:</b> Employees of the Central/ State Government, Autonomous or Statutory Organisation, PSU, University or recognised research institution;</p> <p>(i) Holding analogous post on regular basis in the parent cadre or department.</p> <p>(ii) With 5 years' service rendered as Semi Professional Assistant in the Level 5 or equivalent in the parent cadre or department.</p> <p>(iii) Possessing the qualifications and experience prescribed for direct recruitment under column 7.</p>
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.

## SEMI PROFESSIONAL ASSISTANT

1	Name of Post	<b>Semi Professional Assistant</b>
2	Number of Post (s)	10 (Ten)
3	Classification	Group – C
4	Scale of Pay/Pay Band / Grade Pay	Level 5
5	Whether Selection or non-selection post	Selection Not applicable in case of Direct Recruitment
6	Age Limit for Direct Recruits	32 Years
7	Educational and other qualifications required for direct recruits	<b>Qualifications:</b> Master's Degree in Library Science and Information Science from any recognized University/Institution <p style="text-align: center;"><b>OR</b></p> Bachelor's Degree in Library/ Library and Information Science from a recognized Institute/ University with two years relevant experience in a University/ Research Establishment / Central / State Govt./ PSU Autonomous Institutions.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Age: No Academic Qualification: Yes
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	75% by Promotion failing which by direct recruitment. 25% by Direct Recruitment
11	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	<b>Promotion:</b> Library Assistant with 5 years of regular service in Level 4.
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.

## LIBRARY ASSISTANT

1	Name of Post	<b>Library Assistant</b>
2	Number of Post (s)	06 (Six)
3	Classification	Group – C
4	Scale of Pay/Pay Band / Grade Pay	Level 4
5	Whether Selection or non-selection post	Selection Not applicable in case of Direct Recruitment.
6	Age Limit for Direct Recruits	32 Years
7	Educational and other qualifications required for direct recruits	<b>Essential Qualifications:</b> i) Bachelor's degree in Library & Information Science or equivalent from a recognized University. ii) Typing speed of 30 words per minute in English. iii) Knowledge of Computer Applications.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Age: No Qualification: No. But must possess the qualification as indicated in Column 11.
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	75% by promotion 25% by Direct Recruitment
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	<b>Promotion:</b> Library Attendant possessing 10+2 qualification or equivalent and certificate in Library Science with five years regular service in Level 1.
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.



## LIBRARY ATTENDANT

1	Name of Post	<b>Library Attendant</b>
2	Number of Post (s)	14 (Fourteen)
3	Classification	Group – C
4	Scale of Pay/Pay Band / Grade Pay	Level 1
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	32 Years
	Educational and other qualifications required for direct recruits	<b>Qualifications:</b> i) 10+2 or its equivalent examination from a recognized Board. ii) Certificate course in Library Science from a recognized Institution. iii) One year experience in a University/ College/ Educational Institution Library. iv) Basic knowledge of computer applications.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.

## TECHNICAL OFFICER

1	Name of Post	<b>Technical Officer</b>
2	Number of Post(s)	04 (Four)
3	Classification	Group 'A'
4	Scale of Pay/Pay Band/Grade Pay	Level 10
5	Whether selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	40 Years
7	Educational and other qualifications required for direct recruits	<p><b>Qualifications:</b></p> <p>(i) Master's Degree with 55% marks in the relevant subject.</p> <p>(ii) 5 years' experience of maintenance / operation of sophisticated scientific Instruments in the Laboratory as Senior Technical Assistant or equivalent.</p> <p style="text-align: center;"><b>OR</b></p> <p>Researchers having 5 years experience of operation of Sophisticated scientific Instruments in the Laboratory at Post Doctoral Level will also be eligible.</p> <p>The experience should be in University/ Research establishment / Central / State Govt. / PSU and other autonomous bodies or Private organization of repute with annual turnover of at least Rs.200/- Crores or more.</p>
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/deputation/absorption to be made	NA
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.

## SENIOR TECHNICAL ASSISTANT

1	Name of Post	<b>Senior Technical Assistant</b>
2	Number of Post(s)	08 (Eight)
3	Classification	Group 'B'
4	Scale of Pay/Pay Band/Grade Pay	Level 6
5	Whether selection or non-selection post	Non-Selection Not Applicable for direct recruitment
6	Age Limit for Direct Recruits	35 Years
7	Educational and other qualifications required for direct recruits	<b>Qualifications:</b> Master's Degree in the relevant subject with at least two years experience in relevant field <p style="text-align: center;">OR</p> First Class Bachelor's Degree in the relevant subject with minimum five years of working and maintenance experience of sophisticated scientific Instruments in the Laboratory. However, the relevant subject will be as decided by the university as per the functional requirement of the department concerned. The experience should be in University/ Research establishment / Central / State Govt. / PSU and other autonomous bodies or Private organization of repute with annual turnover of at least Rs.200/- Crores or more.
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	No
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	75% by Promotion  25% by Direct Recruitment (based on written test and skill test)
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/deputation/absorption to be made	Promotion: Technical Assistant with five years regular service in the Level 5 according to seniority-cum-fitness
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.

## TECHNICAL ASSISTANT

1	Name of Post	<b>Technical Assistant</b>
2	Number of Post (s)	24 (Twenty Four)
3	Classification	Group – C
4	Scale of Pay/Pay Band / Grade Pay	Level 5
5	Whether Selection or non-selection post	Non Selection Not Applicable in case of direct recruitment.
6	Age Limit for Direct Recruits	32 Years
7	Educational and other qualifications required for direct recruits	<p><b>Essential Qualifications:</b></p> <p>Bachelor's degree with minimum three years of working and maintenance/ operation experience of Scientific Instruments in the Laboratory. However, the relevant subject will be as decided by the university as per the functional requirement of the department concerned.</p> <p>The experience should be in University/ Research establishment / Central / State Govt. / PSU and other autonomous bodies or Private organization of repute with annual turnover of at least Rs.200/- Crores or more.</p>
8	Whether Age and education qualifications prescribed for direct recruits will apply in the case of promotions	No
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	75% by Promotion. 25% by Direct Recruitment (based on written test and skill test)
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	<b>Promotion:</b> Laboratory Assistant with five years of regular service in Level 4 according to seniority-cum-fitness failing which by direct recruitment/deputation
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.

## LABORATORY ASSISTANT

1	Name of Post	<b>Laboratory Assistant</b>
2	Number of Post (s)	29 (Twenty Nine)
3	Classification	Group – C
4	Scale of Pay/Pay Band / Grade Pay	Level 4
5	Whether Selection or non-selection post	Selection Not Applicable for Direct Recruitment
6	Age Limit for Direct Recruits	32 Years
7	Educational and other qualifications required for direct recruits	<p><b>Essential Qualifications:</b> Bachelor's degree with minimum two years of working and maintenance experience of sophisticated scientific Instruments in the Laboratory. However, the relevant subject will be as decided by the university as per the functional requirement of the department concerned.</p> <p>The experience should be in University/ Research establishment / Central / State Govt. / PSU and other autonomous bodies or Private organization of repute with annual turnover of at least Rs.200/- Crores or more.</p>
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Age: No Academic Qualification: Yes
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	25% by Promotion 75% by Direct Recruitment .
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	<b>Promotion:</b> Laboratory Attendant with eight years of regular service in Level 1 with the requisite qualification prescribed at Col.No.7.
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.

## LABORATORY ATTENDANT

1	Name of Post	<b>Laboratory Attendant</b>
2	Number of Post (s)	86 (Eighty Six)
3	Classification	Group – C
4	Scale of Pay/Pay Band / Grade Pay	Level 1
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	32 Years
7	Educational and other qualifications required for direct recruits	<b>Essential Qualifications:</b> 10+2 with Science stream from any recognized Central/ State Board <b>OR</b> 10 <sup>th</sup> Pass from any recognized Central/ State Board with Science as one of the subjects and skill certificate programme in Laboratory Technology.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.

### SENIOR SYSTEM ANALYST

1.	Name of Post	<b>Senior System Analyst</b>
2.	Number of Post	01 (One)
3.	Classification of the post	Group 'A'
4.	Scale of Pay/Pay Band/Grade Pay/Pay Level	Level 12
5.	Selection or Non-Selection Post	Not Applicable
6.	Age limit for direct Recruits	50 Years
7.	Educational and other qualifications required for direct recruits	<p><b>Qualification:</b> B.E./B.Tech. (Computer Science &amp; Engineering) with at least 55% of marks and 9 years of experience of extensive programming and System Management from a recognized Public/PUS/Private organization.</p> <p style="text-align: center;"><b>OR</b></p> <p>M.Sc. (Computer Science)/MCA/M.Tech.(Computer Science &amp; Engineering) with 55% of marks and 8 years' experience of extensive programming and system management from a recognized Public/PUS/Private organization.</p>
8.	Whether age & educational qualifications prescribed for direct recruits will apply in the case of promotions?	Not Applicable
9.	Period of probation, if any.	One Year
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods.	Direct Recruitment failing which by deputation.
11.	In case of recruitment by promotion / deputation / absorption, grades from which promotion/ deputation/ absorption to be made.	<p><b>Deputation :</b> An Officer of Central Government, State Government, Union Territories, Autonomous/ Statutory Organizations, PSUs, Universities or recognized Research Institutions holding the analogous post and pay in parent cadre of department.</p> <p style="text-align: center;"><b>OR</b></p> <p>Having five years of experience in the above mentioned organization in pay level 10/11 or equivalent on regular basis in parent cadre or department.</p>
12.	Composition of DPC or Selection Committee	As per schedule II of these Rules.

## SYSTEM ANALYST

1.	Name of Post	<b>System Analyst</b>
2.	Number of Post	02 (Two)
3.	Classification of the post	Group 'A'
4.	Scale of Pay/Pay Band/Grade Pay/Pay Level	Level 10
5.	Selection or Non-Selection Post	Not Applicable
6.	Age limit for direct Recruits	40 Years
7.	Educational and other qualifications required for direct recruits	<p><b>Essential Qualification :</b></p> <ol style="list-style-type: none"> <li>1. B.E./B.Tech. in Computer Science &amp; Engineering/Electronics Engineering.</li> <li>2. 05 years programming experience in languages like C/C++/JAVA etc. databases: MySQL/ORACLE with PHP etc. Foundations and practices under WINDOWS/LINUX/UNIX platforms from a recognized Public/PUS/Private organization.</li> </ol> <p style="text-align: center;"><b>OR</b></p> <ol style="list-style-type: none"> <li>1. M.E./M.Tech. in Computer Science &amp; Engineering/Electronics Engineering/M.Sc. Computer Science/MCA.</li> <li>2. 03 years' programming experience in languages like C/C++/JAVA etc. databases: MySQL/ORACLE with PHP etc. Foundations and practices under WINDOWS/LINUX/UNIX platforms from a recognized Public/PUS/Private organization.</li> </ol>
8.	Whether age & educational qualifications prescribed for direct recruits will apply in the case of promotions?	Not Applicable
9.	Period of probation, if any.	Two Years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods.	Direct Recruitment
11.	In case of recruitment by promotion / deputation / absorption, grades from which promotion/ deputation/ absorption to be made.	Not Applicable
12.	Composition of DPC or Selection Committee	As per schedule II of these Rules.



### SENIOR TECHNICAL ASSISTANT (ICT)

1.	Name of Post	<b>Senior Technical Assistant</b>
2.	Number of Post	03 (Three)
3.	Classification of the post	Group 'B'
4.	Scale of Pay/Pay Band/Grade Pay/Pay Level	Level 6
5.	Selection or Non-Selection Post	Not Applicable
6.	Age limit for direct Recruits	35 Years
7.	Educational and other qualifications required for direct recruits	<p><b>Essential Qualification :</b></p> <p>(1) B.E./B.Tech. in Computer Science &amp; Engineering/Electronics Engineering.</p> <p style="text-align: center;"><b>OR</b></p> <p>M.C.A./M.Sc. in Computer Science</p> <p>(2) 02 years programming experience in in languages like C/C++/JAVA etc. databases: MySQL/ORACLE with PHP etc. Foundations and practices under WINDOWS/LINUX/UNIX platforms from a recognized Public/PUS/Private organization.</p>
8.	Whether age & educational qualifications prescribed for direct recruits will apply in the case of promotions?	Not Applicable
9.	Period of probation, if any.	Two Years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods.	Direct recruitment through Written Test and Skill Test (if required)
11.	In case of recruitment by promotion / deputation / absorption, grades from which promotion/ deputation/ absorption to be made.	Not Applicable
12.	Composition of DPC or Selection Committee	As per schedule II of these Rules.

## TECHNICAL ASSISTANT (ICT)

1	Name of Post	<b>Technical Assistant</b>
2	Number of Post (s)	01 (One)
3	Classification	Group – C
4	Scale of Pay/Pay Band / Grade Pay	Level 5
5	Whether Selection or non-selection post	Not applicable
6	Age Limit for Direct Recruits	32 Years
7	Educational and other qualifications required for direct recruits	<b>Essential Qualification :</b> i) Bachelor's Degree in Engineering / Technology in Computer Science and Technology / Information Technology from any recognized University or Institute. <p style="text-align: center;">OR</p> Master's Degree in Computer Science/Technology / MCA from any recognized University / Institute. ii) At least 02 years experience in relevant field in University/ Research establishment / Central / State Govt. / PSU and other autonomous bodies or Private organization of repute with annual turnover of at least Rs.200/- Crores or more.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not applicable.
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Not applicable.
12	Composition of DPC or Selection Committee	As per Schedule II of these rules.

## EXECUTIVE ENGINEER (CIVIL)

1	Name of Post	<b>Executive Engineer (Civil)</b>
2	Number of Post (s)	01 (One)
3	Classification	Group – A
4	Scale of Pay/Pay Band / Grade Pay	Level 11(after 5 years of service as Executive Engineer with level 11, an incumbent shall be assessed by the Departmental Promotion Committee – DPC for moving to the level 12 in the same designation)
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	45 Years
7	Educational and other qualifications required for direct recruits	<p><b>Essential Qualifications:</b></p> <ol style="list-style-type: none"> <li>First Class Bachelor's Degree in the Civil Engineering from a recognised Institute/ University or equivalent.</li> <li>08 years of experience as Assistant Engineer in the relevant field from CPWD/State Government PWD services or similar organized services/Semi Government/ PSU/ Statutory or Autonomous organization/ University System or reputed private organizations with an annual turnover of at least Rs.200/- Crores or more</li> </ol> <p><b>Desirable Qualifications:</b></p> <ol style="list-style-type: none"> <li>Experience in construction of projects of multi-storey buildings and have experience in planning/estimation/measurement/tendering as per the CPWD/ PWD norms. Good knowledge of CPWD manuals, preparations/checking of estimates, drawings, structural details, bill of quantities, substitute/deviation items statements and other associated issues related with building and constructions.</li> <li>Knowledge of Computer Aided Design (CAD) and latest Management Technology/other relevant software.</li> </ol>
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	By promotion failing which deputation/direct recruitment
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	<p><b>Promotion:</b> Assistant Engineer having degree relevant branch of engineering with 08 years of regular services in the pay level 7based on Seniority-cum-fitness from Assistant Engineers subject to fulfilment of academic qualification mentioned at Column 7</p> <p><b>Deputation:</b> Officers holding analogous post or one below category with 3 years experience, in the CPWD/ State Government PWD services or similar organized services/ Semi Government/ PSU/ Statutory or Autonomous Organisation/ University System:</p>
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.

## EXECUTIVE ENGINEER (ELECTRICAL)

1	Name of Post	<b>Executive Engineer (Electrical)</b>
2	Number of Post (s)	01 (One)
3	Classification	Group – A
4	Scale of Pay/Pay Band / Grade Pay	Level 11 (after 5 years of service as Executive Engineer with level 11, an incumbent shall be assessed by the Departmental Promotion Committee – DPC for moving to the level 12 in the same designation)
5	Whether Selection or non-selection post	Selection
6	Age Limit for Direct Recruits	45 Years
7	Educational and other qualifications required for direct recruits	<p><b>Essential Qualifications:</b></p> <ol style="list-style-type: none"> <li>1. First Class Bachelor's Degree in Electrical Engineering from a recognised Institute/ University or equivalent.</li> <li>2. 08 years of experience as Assistant Engineer in the relevant field from CPWD/State Government PWD services or similar organized services / Semi Government / PSU / Statutory or Autonomous organization/ University System or reputed private organizations with an annual turnover of at least Rs.200/- Crores or more</li> </ol> <p><b>Desirable Qualifications:</b></p> <p>Experience in construction / maintenance of sub-stations/ multi-storey buildings, distribution system and have experience in planning / estimation / tendering as per the CPWD/ PWD norms. Good knowledge of CPWD manuals, preparations/checking of estimates, drawings, bill of quantities, substitute/deviation items statements and other associated issues related with electrical installations.</p>
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Age: No Qualification: Yes(as at column 7)
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	By promotion failing which by Deputation / Direct Recruitment
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	<p><b>Promotion:</b> Assistant Engineer having degree relevant branch of engineering with 08 years of regular services in the pay level 7 (GP 4600)based on Seniority-cum-fitness from Assistant Engineers subject to fulfilment of academic qualification mentioned at Column 7</p> <p><b>Deputation:</b> Officers holding analogous post or one below category with 3 years experience, in the CPWD/ State Government PWD services or similar organized services/ Semi Government/ PSU/ Statutory or Autonomous Organisation/ University System:</p>
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.

## ASSISTANT ENGINEER (CIVIL /ELECTRICAL)

1	Name of Post	<b>Assistant Engineer (Civil /Electrical)</b>
2	Number of Post (s)	03 (Civil-02 & Electrical-01)
3	Classification	Group – B
4	Scale of Pay	Level 7
5	Whether Selection or non-selection post	Selection
6	Age Limit for Direct Recruits	35 Years
7	Educational and other qualifications required for direct recruits	<b>Qualifications:</b> i) First Class Bachelor's Degree in relevant field from a recognized Institute/ University or equivalent. ii) Three years' experience in the relevant field as Junior Engineer or Equivalent in State Government PWD services or similar organized services/ Statutory or Autonomous organization/ University System or reputed private organizations with an annual turnover of at least Rs.200/- Crores or more.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Age: No Qualification: Yes as in (column.7)
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	50% by direct recruitment 50% by promotion NOTE: Wherever there is only one sanctioned post selection will be made by direct recruitment.
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	<b>Promotion:</b> Five years of regular service as Junior Engineer having degree in a relevant branch of engineering and technology; or 08 years of regular service having diploma in engineering. <b>Deputation:</b> Officers holding analogous post or one below category with 3 years experience, in the CPWD/ State Government PWD services or similar organized services/ Semi Government/ PSU/ Statutory or Autonomous Organization/ University System:
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.

## JUNIOR ENGINEER

1	Name of Post	<b>Junior Engineer</b>
2	Number of Post (s)	05 (Civil-03 & Electrical-02)
3	Classification	Group – B
4	Scale of Pay/Pay Band / Grade Pay	Level 6
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	35 Years
7	Educational and other qualifications required for direct recruits	<b>Essential Qualifications:</b> Bachelor's Degree of Engineering/Technology in relevant field from a recognised Institute/ University with one year relevant experience <b>OR</b> Diploma in Engineering in the relevant field and three years' experience in relevant field in CPWD / State PWD or Similar Organised Services / Statutory or Autonomous Organisations / Central / State Universities / Autonomous Institutions or reputed Private construction company with an annual turnover of at least Rs.200/- Crores or more.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.

## HINDI OFFICER

1	Name of Post	<b>Hindi Officer</b>
2	Number of Post (s)	01 (One)
3	Classification	Group – A
4	Scale of Pay/Pay Band/ Grade Pay	Level 10
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	40 Years
7	Educational and other qualifications required for direct recruits	<p><b>Essential Qualifications:</b>  Master's Degree of a recognised University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level;  <b>OR</b>  Master's Degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level;  <b>OR</b>  Master's degree of a recognised University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of examination at the degree level;  <b>OR</b>  Master's degree of a recognised University in any subject other than Hindi or English. With English Medium and Hindi as a compulsory or elective subject or as a medium of a examination at the degree level;  <b>OR</b>  Master's Degree of a recognized University in any subject other than Hindi or English, with Hindi and English as a compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at the degree level  <b>AND</b>  Three Years experience of using / applying terminology (terminological work) in Hindi and translation work from English to Hindi or vice-versa, preferably of technical or scientific literature under Central / State Govt. / Autonomous Body / Statutory Organisation / PSU / Universities or recognised research or educational institutes  <b>OR</b>  Three Years experience of teaching in Hindi and English or research in Hindi or English under Central / State Govt./ Autonomous Body/ Statutory Organisations/ PSUs/ Universities or recognised research or educational institutions.</p> <p><b>Desirable Qualifications:</b>  Studied one of the languages other than Hindi included in the 8<sup>th</sup> schedule of the Constitution at 10<sup>th</sup> level from a recognised board.</p>
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by	Direct Recruitment
	Promotion or by deputation/absorption percentage of the post to be filled by various methods.	
11	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/ absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.

## HINDI TRANSLATOR

1	Name of Post	<b>Hindi Translator</b>
2	Number of Post (s)	01 (One)
3	Classification	Group – B
4	Scale of Pay/Pay Band / Grade Pay	Level 6
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	35 Years
7	Educational and other qualifications required for direct recruits	<p><b>Qualifications:</b> Master's Degree of a recognised University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level;</p> <p style="text-align: center;"><b>OR</b></p> <p>Master's Degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level;</p> <p style="text-align: center;"><b>OR</b></p> <p>Master's degree of a recognised University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of examination at the degree level;</p> <p style="text-align: center;"><b>OR</b></p> <p>Master's degree of a recognised University in any subject other than Hindi or English. With English Medium and Hindi as a compulsory or elective subject or as a medium of a examination at the degree level;</p> <p style="text-align: center;"><b>OR</b></p> <p>Master's Degree of a recognized University in any subject other than Hindi or English, with Hindi and English as a compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at the degree level</p> <p style="text-align: center;"><b>AND</b></p> <p>Recognized Diploma or Certificate course in translation from Hindi to English &amp; vice versa or two years experience of translation work from Hindi to English and vice versa in Central or State Government office, including Government of India Undertaking.</p> <p>Studied one of the languages other than Hindi included in the 8<sup>th</sup> schedule of the Constitution at 10<sup>th</sup> level from a recognised board.</p>
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.



## HINDI TYPIST

1	Name of Post	<b>Hindi Typist</b>
2	Number of Post (s)	01 (One)
3	Classification	Group – C
4	Scale of Pay/Pay Band / Grade Pay	Level 2
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	32 Years
7	Educational and other qualifications required for direct recruits	<b>Essential Qualifications:</b> i. Bachelor's Degree from a recognized University/ Institute. ii. 30 words per minute in Hindi Typing Speed. iii. Knowledge of Computer Applications
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.

## SECURITY OFFICER

1	Name of Post	<b>Security Officer</b>
2	Number of Post (s)	01 (One)
3	Classification	Group – B
4	Scale of Pay/Pay Band / Grade Pay	Level 7
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	35 Years
7	Educational and other qualifications required for direct recruits	<p><b>Essential Qualifications:</b> Bachelor's Degree from a recognized University/ Institution with five years experience as Security Supervisor / Supervisory Position in Security in a Govt. Office, Educational Institute / Private Organisation of repute with an annual turnover of at least Rs.200/- Crores or more</p> <p style="text-align: center;"><b>OR</b></p> <p>Persons who have served in the Army or such Uniformed Service at JCO level or equivalent or above, with 10th standard pass or Army class I Examination or an equivalent examination.</p> <p style="text-align: center;"><b>AND</b></p> <p>Holding a valid Driving License (LMV/ Motor cycle).</p>
8	Whether Age and education qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment failing which by deputation.
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	<p><b>Deputation:</b> Officer from the Central/ State Govt./ Universities/ Other autonomous organizations.</p> <p>i. Holding analogous post on regular basis.</p> <p style="text-align: center;"><b>OR</b></p> <p>ii. With three years regular service in the relevant field in the Level 6.</p>
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.

## SECURITY INSPECTOR

1	Name of Post	<b>Security Inspector</b>
2	Number of Post (s)	03 (Three)
3	Classification	Group – C
4	Scale of Pay/Pay Band / Grade Pay	Level 5
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	32
7	Educational and other qualifications required for direct recruits	<p><b>Essential Qualifications:</b> Bachelor's Degree from a recognized University/ Institution with three years' experience as Security Supervisor / Supervisory Position in Security in a Govt. Office, Educational Institute / Private Organisation of repute with an annual turnover of at least Rs.200/- Crores or more.</p> <p style="text-align: center;"><b>OR</b></p> <p>Persons who have served in the Army or such Uniformed service with at least Class 10th standard pass or Army Class I examination or an equivalent examination.</p> <p style="text-align: center;"><b>AND</b></p> <p>Holding a valid Driving License (LMV / Motor cycle).</p>
8	Whether Age and education qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	100% by Direct Recruitment
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.

## GUEST HOUSE MANAGER

1	Name of Post	<b>Guest House Manager</b>
2	Number of Post (s)	01 (One)
3	Classification	Group – B
4	Scale of Pay/Pay Band / Grade Pay	Level 6
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	35 Years
7	Educational and other qualifications required for direct recruits	<p><b>Essential Qualifications:</b></p> <p>1. Bachelor's Degree in Hotel Management or allied field from a recognized University / Institution with one year relevant experience</p> <p style="text-align: center;">OR</p> <p>Diploma in Hotel Management or allied field from a recognized University / Institute with two years relevant experience</p> <p>2. Knowledge of Computer applications</p>
8	Whether Age and education qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.

## COOK

1	Name of Post	<b>Cook</b>
2	Number of Post (s)	01 (One)
3	Classification	Group – C
4	Scale of Pay/Pay Band / Grade Pay	Level 2
5	Whether Selection or non-selection post	Not applicable.
6	Age Limit for Direct Recruits	32 Years
7	Educational and other qualifications required for direct recruits	<b>Qualifications:</b> <ol style="list-style-type: none"> <li>1. 10<sup>th</sup> Class from a recognized Board.</li> <li>2. ITI Trade certificate in Bakery and Confectionery (one year duration)</li> <li>3. 03 years experience in cooking / catering services in educational institutions/ guest houses, at least 3 starred hotels or similar organisations.</li> </ol>
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct recruitment
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.

## Driver

1	Name of Post	<b>Driver</b>
2	Number of Post (s)	06 (Six)
3	Classification	Group – C
4	Scale of Pay/ Pay Band/ Grade Pay	Level 2
5	Whether Selection or non-selection post	Not applicable.
6	Age Limit for Direct Recruits	32 Years
7	Educational and other qualifications required for direct recruits	<b>Essential Qualification:</b> <ul style="list-style-type: none"> <li>i. 10<sup>th</sup> Class from a recognized Board.</li> <li>ii. Possession of a Valid Commercial Driving License for Light/Medium/ Heavy Vehicles issued by the Competent Authority having no adverse endorsement.</li> <li>iii. Knowledge of motor mechanism (the candidates should be able to remove minor defects in vehicles).</li> <li>iv. Experience of driving motor vehicles for at least 05 years in an organization.</li> </ul>
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	02 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct recruitment through driving test, knowledge of traffic rules and skill test.
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.

\*For promotion to different higher grades of Drivers, Staff Car driver rules of GoI shall be applicable.