

**ORDINANCE NO. 24**

**CADRE RECRUITMENT RULES INCLUDING MANNER OF APPOINTMENT, OTHER SERVICE CONDITIONS AND EMOLUMENTS OF EMPLOYEES OTHER THAN TEACHERS AND OTHER ACADEMIC STAFF**

*(Statute 23(1 & 2) read with Section 28(2) of the Central Universities Act 2009)  
(Approved by the 44th Executive Council meetings held on 31st December, 2019 respectively)*

**1. SHORT TITLE AND COMMENCEMENT:**

- 1.1 These rules shall be called the Cadre Recruitment Rules including Manner of Appointment, other Service Conditions and Emoluments of Employees other than Teachers and other Academic Staff.
- 1.2 These rules shall come into force with the effect from the date of notification of these rules by the University.

**2. DEFINITIONS:**

- 2.1 "Act" means the Central Universities Act, 2009 as amended from time to time.
- 2.2 "CUHP" means the Central University of Himachal Pradesh
- 2.3 "Government" means the Central Government/State Government.
- 2.4 "Non-Teaching Employee" means a person who is a member of a University Service or holds a regular post in the University not engaged in teaching and includes any such person on foreign service or whose services are temporarily placed at the disposal of an organisation, institution, a local or other authority.
- 2.5 "Limited Department Examination" or "Test" means a competitive test limited to certain category or categories of holders of posts as per their eligibility in the Annexure - 1, conducted by the University for Promotion to a higher post specified in these rules.
- 2.6 "Department Candidate" means those employees working on regular basis in the University but does not include employees working on ad-hoc, daily wages or contract basis.
- 2.7 "Regular Service" means service rendered by an employee in the Cadre on a regular basis other than the service on contract or daily wages and appointment in a cadre post through due procedure followed by regularization to the extant approved by the competent authority.
- 2.8 "DPC" means Departmental Promotion Committee.
- 2.9 "Statutes", "Ordinance" and "Regulation" means, respectively, the Statutes, Ordinances and Regulations of the University made under Central Universities Act, 2009.
- 2.10 "Appointing Authority", in relation to a Government servant, means:
  - (i) the authority empowered to make appointments to the Service of which the Government servant is for the time being a member or to the grade of the Service in which the Government servant is for the time being included, or
  - (ii) the authority empowered to make appointments to the post which the Government servant for the time being holds, or
  - (iii) the authority which appointed the Government servant to such Service, grade or post, as the case may be, or
  - (iv) where the Government servant having been a permanent member of any other Service or having substantively held any other permanent post, has been in continuous employment of the Government, the authority which appointed him to that Service or to any grade in that Service or to that post.
- 2.11 "Disciplinary Authority" means the authority competent under this Ordinance to impose on a Government servant any of the penalties.

- 2.12 "Appellate Authority" means the authority competent under this Ordinance to hear an appeal and review evidence and testimony to determine the facts of the case.
- 2.13 "Equivalent of post" means the post(s) shall be determined in terms of the original duties assigned to the post and the pay scales/pay matrix attached to the post based on job functions and the placement in the hierarchy, only. Any additional responsibilities discharged other than original job functions assigned to the post(s) shall not be considered as equivalent to the full experience required in the specified position. By mere carrying the same Grade Pay/Pay Level/ Pay Matrix or being placed at the same level in hierarchy cannot be considered as a factor for equivalence. For example: the post of Security Officer/Medical Officer/ Engineers/ Assistant Librarian/ Technical Officer/ IT Managers /Language Officers/ Telecom Sales Officers/ Marketing Officers/ Banking & Insurance specialists/ Financial or Insurance or Manufacturing Production Promotion Officers/ Workshop Superintendents, etc. in PB-III, GP-Rs.5400/- or Pay Matrix Level-10 cannot be considered as equivalent post(s) for Assistant Registrar with GP-Rs.5400/- in PB-III or Pay Matrix Level-10. Post(s) with original responsibilities such as Stores & Purchase Officer, Administrative Officers, Assistant Finance & Accounts Officer, Academic Officer, Assistant Controller of Examinations etc. in the specified GP/ Level worked in the core administrative jobs shall only be considered as equivalent to Assistant Registrar and the similar positions of that kind. The said analogy will be followed for other positions also, accordingly.

### 3. CLASSIFICATION AND SCALES OF PAY:

- 3.1 The Classification and the Scale of Pay attached thereto shall be as specified in Annexure - 1. The posts will be grouped under the following Cadres:
- A. Ministerial
  - B. Secretarial
  - C. Library
  - D. Laboratory
  - E. Engineering
  - F. Technical
  - G. Medical / Health Cadre
  - H. Hindi Cell
  - I. IT / ICT
  - J. Security
  - K. Hostel / Guest House
  - L. Public Relation
- 3.2 The University with due approval of the Executive Council may:
- (A) Create new cadre(s) as it deems fit.
  - (B) Make such alterations, variations, and other modifications in the existing cadres and their structures as it deems fit; and
  - (C) Amalgamate two or more cadres or divide one or more cadres / post(s) into such number(s), as it deems fit.
- 3.3 The Non-Teaching Employees of the University shall be grouped in to Group 'A', 'B' and 'C' category and such other categories as classified by Government of India from time to time.
- 3.4 The emoluments of Non-Teaching Employees shall be as prescribed by Government of India / University Grants Commission (UGC) from time to time.

4. METHOD OF RECRUITMENT:

- 4.1 The Recruitment to a post under the CUHP may be made by:
- A. Direct Recruitment;
  - B. Promotion of an employee of the University;
  - C. Appointment on deputation or fixed tenure;
  - D. Permanent absorption of an official from State or Central Government or any other Central / State Autonomous Bodies.
  - E. Re-employment on contract or on regular basis, of a retired person who had retired on superannuation or otherwise;
  - F. Adhoc / Temporary Appointments / Engagements on contract basis;
  - G. Appointment on compassionate ground as per the percentage fixed by the Government of India.
- 4.2 In the absence of the Cadre Recruitment Rules for any post or where a relaxation from the Rules is considered necessary, the approval of the Executive Council competent to approve the Cadre Recruitment Rules of the post in question shall be obtained for deciding the method of recruitment proposed to be followed.

5. APPOINTMENTS:

5.1 Direct Recruitment:

- (i) Direct recruitment to the post may be done from amongst candidates applying in response to any advertisement, vacancy notice; or
- (ii) Recruitment to all Group 'A' posts in the University shall be made on the recommendations of a duly constituted Selection Committee from amongst the eligible candidates as per the recommendations of Screening Committee which shall take all aspects into consideration while determining eligibility of the candidates as per the procedures mentioned below:

"In case, a large number of applications are received for a particular post/posts, the Vice-Chancellor may constitute a Screening Committee by inducting at least one outside expert in the relevant field in addition to the competent internal members. The Screening Committee shall be required to screen the applications and shortlist the candidates wherever required as per the criteria determined by it duly approved by the Vice-Chancellor. The University shall also decide the number of candidates to be called for interview by determining the ratio between the number of vacancies and number of candidates. However, it must be ensured that the ratio shall not exceed 1:20. All eligible candidates shall be invited to appear at the test to shortlist candidates. Those who clear the test by securing pre-decided qualifying marks, shall be called for interview. The relaxation in the qualifying marks will be provided to the SC/ST/PWD/Ex-serviceman and other categories as per the Govt. of India rules duly endorsed by Selection Committee."

- (iii) Recruitment to all the posts of Group 'B' & Group 'C' categories and all such equivalent posts shall be done by holding the written test in Hindi/English or both mediums of Reasoning Ability, Mathematics or Simple Arithmetic, General Knowledge, General English/General Hindi, Noting and Drafting or any other subject or professional test/skill test/ physical test. However, professional tests/skill test/physical test will only be of qualifying nature. Assessment will be done on the basis of marks of written test.
- (iv) Reservation to the SCs, STs and OBCs in case of Direct Recruitment on all India basis by open competition is given at the rate of 15%, 7.5% and 27% respectively. In case of Direct Recruitment on all India basis otherwise than by open competition, reservation for SCs, STs and OBCs is 16.66%, 7.5% and 25.84% respectively.
- (v) In case of Direct Recruitment to Group 'C' posts which normally attract candidates from a locality or a region, percentage of reservation for SCs / STs is generally fixed in proportion to the population of SCs and STs in the respective States / UTs. For OBCs it is fixed keeping in view the proportion of their population in the concerned States / UTs and the fact that total reservation for SCs/STs/OBCs remains within the limit of 50% and reservation for OBCs remains within the limit of 27%(Reference No. - 1).
- (vi) Appointing Authority, Disciplinary Authority and Appellate Authority in respect to various Non-Teaching posts of Group 'A', 'B' & 'C' shall be as under:

Classification	Appointing Authority	Disciplinary Authority	Appellate Authority
Group A	Executive Council	Vice-Chancellor	Executive Council
Group B	Vice-Chancellor	Registrar	Vice-Chancellor
Group C	Vice-Chancellor	Registrar	Vice-Chancellor

- (vii) In case of statutory positions, if the Executive Council is unable to accept the recommendations made by the Selection Committee, it shall record its reasons and submit the case to the Visitor for his final orders. So far as the recommendations of the Selection Committee for non-statutory positions are concerned, the decision of the Executive Council shall be final.
- (viii) A candidate belonging to SC / ST / OBC who is selected on the same standard as applied to general candidates and who appears in the general merit list is treated as own merit candidate. Such candidate is adjusted against unreserved point of the reservation roster. In other words, when a relaxed standard is applied in selecting and SC / ST / OBC candidate, for example in the age limit, experience qualification, permitted number of chances in written examination, extended zone of consideration larger than what is provided for general category candidates, etc., the SC / ST / OBC candidates are to be counted against reserved vacancies. Such candidates would be deemed to be unavailable for consideration against unreserved vacancies.

- (ix) The reservation policy of Government of India as amended from time to time for the purpose of reservation/benefits to the candidates belonging to EWS category shall apply mutatis-mutandis.
- (x) It shall remain the responsibility of the candidate to assess/ascertain his/her own eligibility to the post(s) for which he/she is applying in accordance with the advertisement. If it is found or detected at any time in future, during the process of selection/recruitment or even after the appointment that the candidate was not eligible as per the prescribed Recruitment Rules which could not be detected or found at the time of selection for whatever reasons; his/her candidatures/ appointment shall be liable to be cancelled / terminated immediately.
- (xi) The crucial date for determining all the requisite qualifications, experience and age limit will be the closing date of advertisement i.e. last date for receipt of application form.
- (xii) The University shall verify the qualifications/experience/antecedents and documents submitted by the applicant at the time of appointment or during the tenure of service. In case, it is detected that the documents submitted are fake or the candidate has clandestine antecedents / background and has suppressed the said information, his / her services shall be terminated forthwith. In case of working experience in private organization/firm/company/sole proprietorship, etc. is claimed by the applicant in the application form, the University shall verify the authenticity of experience certificate from the related Government Institutes of the region i.e. Labour Office/EPFO/ESIC, etc.

## **5.2 Recruitment by Promotion**

### **5.2.1 Promotion Procedures**

1. Appointment to the post in any grade by promotion shall be made, whether in permanent or officiating capacity, from amongst employees serving in a post in next lower grade. Every appointment by promotion shall be on the basis of suitability, as per criteria laid down for the post having due regard to seniority.
2. For candidates to be considered for promotion must comply with the prescribed eligibility criteria for holding the meeting of the Departmental Promotion Committee.
3. Promotion is earned by dint of hard work, good conduct and result oriented performance as reflected in the APARs. Only performance reported above "Average" i.e. 'good' consistently for the preceding five years shall be taken into consideration by the DPC. While "average" is not an adverse remarks, it cannot be regarded as complimentary.
4. 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 five preceding years. The concession of lower qualifying marks/lesser standards of evaluation in respect of SC/ST employees shall be as per the Govt. of India rules.

5. The eligibility criteria, Vigilance Clearance Reports, APAR folders/dossiers duly completed in all respects along with the seniority list of the eligible employees to be considered for promotion with full details of the number of vacancies, number of posts reserved for SCs/STs/PH shall be provided to the DPC for consideration. The seniority list should be circulated to the persons concerned before the DPC.
6. In case of "Selection" (merit promotion), the zone of consideration of eligible officers with extended zone for SCs/STs to ensure the promotional chances against the reserved quota shall be decided by the DPC on the basis of the service record of the officers. The normal zone and the extended zone will be as prescribed under the Govt. of India rule.
7. The assessment of each officer should be made on evaluation of their Confidential Reports for the preceding five years as specified above. The DPC should make its own assessment of the officers and shall determine the merit of those being assessed for promotion with reference to the benchmark "Good" or "Very Good" and accordingly grade the officers 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 availability of vacancies. Those employees who are graded 'unfit' by the DPC shall not be included in the Select panel. There shall be no supersession in promotion among those who are graded 'fit'.
8. Crucial date for eligibility of the candidates will be first January, in all cases irrespective of whether the CR's are written calendar year wise or financial year wise.
9. The Departmental Promotion Committee will meet at least once a year in January or February. The administrative authorities shall ensure that the information furnished to the Departmental Promotion Committee is accurate and in proper order in all cases and a certificate to this effect shall form a part of the note for the DPC.
10. Penalties of any kind major or minor shall constitute a bar to one's eligibility for promotion or confirmation. However, minor penalty of "censure" would not constitute a bar to eligibility and consideration for the purposes of promotion/confirmation unless otherwise mentioned specifically in the order about such a bar to eligibility.

The following cases will be brought to the notice of DPC:-

- (a) Employees under suspension;
- (b) In respect of whom a charge sheet has been issued and disciplinary proceedings are pending; and
- (c) In respect of whom prosecution for a criminal charge has been pending.

The DPC will assess their suitability without regard to the disciplinary aspect. The DPC findings and grading shall be kept in a sealed cover and the fact recorded in the DPC proceedings. The same procedures shall be followed by the subsequent DPCs till the disciplinary/criminal cases are concluded. On the conclusion of the case, sealed cover will be opened. In case the officer is completely exonerated with honour, the due date of his promotion will be determined and he will be promoted with reference to the date of promotion of his junior and if necessary by reverting the junior most officiating person. The appointing Authority shall decide whether and to what extent arrears of salary are to be paid. Where arrears are denied reasons are to be recorded. If not exonerated, the findings of the sealed cover shall not be acted upon.

The cases of officers under cloud after clearance by the DPC shall be settled in accordance with the Government of India rules.

5.2.2 Mode of Promotion, Zone of Consideration, Benchmark and Functions of the Departmental Promotion Committee (DPC)

1. Mode of Promotion:

There will be two modes of promotion in the University as under:

- (i) SELECTION – will be applicable (i) When Promotion is from a lower group to a higher group (e.g. promotion from Group 'C' to Group 'B' post, or from Group 'B' to Group 'A' post) and (ii) Promotion within Group 'B' and Group 'A' except where it is to a Non-functional grade.

Zone of Consideration and Benchmark for Promotion in case of Selection Method:

The zone of consideration shall be Govt. of India Rules as applicable from time to time. The DPC shall grade the officers in the zone of consideration as 'FIT' or 'UNFIT' only with reference to the ACRs. The officers considered 'FIT' will be enlisted in order of their inter se seniority in the feeder grade and will consider these cases only to prepare the select panel. The Select Panel may be prepared as per the modus operandi as under:

- (a) The promotion will be granted on SENIORITY-CUM-SELECTION basis where minimum average grading of ACR of the preceding 5(five) years must be to term an officer 'FIT.' For determining Fitness, ACRs of preceding 5(five) years must not have any remark below 'GOOD' for each year, marks may be granted on the basis of grading in the ACR as under:

- (i) 12 marks for the grading OUTSTANDING.
- (ii) 10 marks for the grading VERY GOOD.
- (iii) 5 marks for the grading GOOD.

- (b) For the purpose of drawing the panel a merit list may be prepared by the DPC. The merit list may be drawn by granting marks (i) on the basis of grading in the ACR (ii) on the basis of weightage of seniority and (iii) on the basis of performance in the personal interview.

(c) A total marks of 100 may be allocated, the distribution of which may be as under:

- (i) For grading ACR – 60 marks - to be granted for each year of ACR under consideration as per distribution as at (a)-(i), (ii) & (iii).
- (ii) For seniority in the cadre of Group 'A' – 20 marks weightage @2 marks per year of service rendered in excess of the minimum eligibility period of promotion subject to a maximum of 20 marks. For this, the broken period in excess of 1 year may be treated as under:
  - Six months and above to be treated as full one year.
  - Less than six months to be ignored. For the purpose of these clauses, the service will be counted up to the last date of the month preceding the month in which a DPC sits.
- (iii) For performance in the personal interview – 20 marks – Marks out of the total marks of 20 may be granted on the basis of the performance in the personal interview. The Chairperson and members of the DPC will decide the details of personal interview / marking etc.

The sum total of the marks scored by each out of the total 100 marks as in (c) – (i), (ii) & (iii) above will determine the merit position, accordingly panel may be drawn.

- (ii) Non-Selection – will be applicable in the rest of the promotion cases. Zone of Consideration and Benchmark for Promotion in case of Non-Selection method:

The zone of consideration shall be Govt. of India Rules as applicable from time to time. The DPC shall grade the officials in the zone of consideration as 'FIT' or 'UNFIT' only with reference to ACRs for the preceding 5 years. Where the minimum benchmark shall be 'GOOD'. The officials considered 'FIT' will be enlisted in order of their inter se seniority in the feeder grade and will be considered these cases only to prepare the Select Panel.

2. Confirmation of the non-teaching employees on their respective posts subject to satisfactory completion of probation period.

While considering the promotion cases, the DPC shall consider and assess the following:

- (a.) Provisions of the Ordinance, Act, Statute and the guidelines of the UGC/GOI as applicable.
- (b.) Eligibility & Relaxations
- (c.) Work & Conduct Reports



- (d.) APARs for the last 5 years. While screening the Annual Performance Appraisal Reports, the DPC may also fix the bench marks/or any other criteria for consideration as per the provisions of these bye-laws.
- (e.) Vigilance Clearance Report
- (f.) Roster points of the cadres as per the reservation policy of the Govt. of India/UGC.
- (g.) Performance in the interview/skill test/test, if conducted by the DPC as per the recruitment rules.

5.2.3 Adhoc Promotion:

1. In case there is no eligible employee available in the feeder channel for promotion, ad-hoc promotion may be given by the competent authority after providing the necessary relaxation in experience under exceptional circumstances subject to compliance of all formalities as applicable to the eligible candidates. In such cases, the candidate must have maintained at least three outstanding reports consecutively in the last 3 years prior to the date of eligibility of such ad-hoc promotion. Provided that the orders of promotion clearly specify that(Reference No. - 2);
  - (a.) the promotion is ad-hoc and will not confer on the person any claim for regular appointment / promotion; and
  - (b.) the service rendered on the ad-hoc basis in the grade concerned would not count for length of service or seniority in that grade at any future date or for eligibility for promotion to any higher post. However, the incumbent may be given annual incremental benefit in respect of higher post/grade in case there is no break between the period of adhoc and regular promotion of that post/grade.
2. Adhoc promotion shall not be continued beyond one year.

5.2.4 Other conditions of Promotion:

1. In addition to the eligibility criteria to be specified in the Cadre Recruitment Rules, the University may decide itself the method and procedures to be followed by the DPC for any category of posts. The University at its discretion may hold the written tests, interview or other trade/professional tests and fix qualifying marks for any post to assess the competence in an objective manner. For this purpose, association of at-least one or two external experts shall also be mandatory.
2. Mere possession of eligibility conditions shall not entitle an employee to be promoted to the next higher post from the date of his/her eligibility. After completion of formalities such as performance appraisal reports, vigilance clearance reports, the departmental promotion committee shall evaluate and assess the eligibility of the

employees. The employees will be considered for promotion based on the recommendations of the DPC/Selection Committee duly approved by the Competent Authority of the University. All promotions of the non-teaching staff shall take effect from the date of the meeting of the DPC/Selection Committee.

3. The qualifying of skill test on computers shall be the compulsory requirement for promotion to the Administrative and Secretarial Cadre posts or other positions including officers as identified from time to time. Relaxation in the same shall be applicable as per prevailing Government of India Rules.

#### **5.3 Appointment on Deputation or fixed tenure:**

In case the appointment is made on deputation basis, the incumbent may be allowed to continue maximum for a period of five years or till he/she attains the age of the superannuation prescribed for that particular cadre whichever is earlier. The appointment on deputation may be made initially for a period of two years which may be extended on yearly basis up to a maximum period of five years subject to satisfactory performance, good behaviour and high integrity. The University, however, shall have the right to repatriate the incumbent any time even before the prescribed period in case his/her performance or integrity or conduct is found to be unsatisfactory at any stage according to the opinion of the competent authority or the repatriation of the officer from any other organization against whose vacancy the deputationist was working.

#### **5.4 Permanent absorption of an official from a State or Central Government or any Central / State Autonomous Bodies:**

Ordinarily no deputationist shall be absorbed in any cadre of the University after expiry of his/her deputation period. In case, it is decided in the interest of the University to absorb any such person, then the University Administration may take up the matter with his parent organization for concurrence after obtaining the option of the deputationist concerned. After obtaining the consent of the parent department, the case shall be placed before the Executive Council for a final decision. In cases in which absorbees are not strictly in public interest, the transferred officers will be placed below all officers appointed regularly to the grade on the date of absorption.

#### **5.5 Re-employment on contract or on regular basis, of a retired person who had retired on superannuation or other-wise:**

Nothing in these rules shall be construed to limit or abridge the powers of the Executive Council to reemploy persons in the service of the University beyond the date of superannuation prescribed by the Executive Council. Generally, no proposal for re-employment beyond the age of superannuation should ordinarily be considered. Re-employment can be justified only in very rare and exceptional circumstance, if such re-employment is certified by the Vice-Chancellor to be in the interest of the University as per Govt. of India rules. The following pre-requisite conditions must be satisfied before considering any case for re-employment:

- (a) The re-employment shall be allowed upto the age of 62 years.
- (b) That other officers are not ripe enough to take over the job; or that the retiring officer is of outstanding merit.
- (c) For other special circumstances to be recorded in writing and approved by the Vice-Chancellor.
- (d) The pay and allowances etc. of such re-employment shall be decided by the Vice-Chancellor with the approval of the Executive Council in accordance with the Government of India rule.

**5.6 Ad-hoc / Temporary appointments / Engagements on Contract basis:**

1. The appointment / engagement(s) on temporary / ad-hoc / contract basis in the University or under any Project/Scheme shall be made as per the terms and conditions of the Recruitment Rules of the University or the guidelines of the UGC / Govt. of India rule as amended from time to time.
2. Appointment on ad-hoc / contract basis for specific assignments shall be made by the University on certain monetary consideration taking into consideration the nature of assignments and work load involved, and the terms and conditions as may be agreed to between the Appointing Authority and the person appointed on contract / adhoc basis. The adhoc / contractual appointment shall be given for a specified time period at a time which may be extended as per the recruitment rules of the University. However, the total period of adhoc / contractual appointment shall not exceed one year unless approved by the Executive Council. No claim for regularisation / seniority shall be considered by the University on such adhoc / contractual appointment. Such incumbents shall be considered at par with the outsiders in case of any vacancy arises and all prescribed procedures shall be strictly followed.
3. The University shall ordinarily explore the possibilities of making engagement of workers in the sectors like the security, horticulture, casual labour, sanitation, hostel, mess, transportation and other areas where-ever possible through agencies by entering into contract for a specified period. For this purpose, the University has to follow the prescribed procedures of hiring of services such as issue of tender etc. after examining the justification, exigencies and financial implication followed by budget allocations. The selection of agencies has to be made based on competitive rates, efficiency, reputation, past record, client feedbacks and compliance to the requirements of the regulatory authorities under the appropriate Government.
4. Where the hiring of services in any area/sector is not feasible, the University may consider engagements on temporary basis/ad-hoc/contract basis on the recommendation of a duly constituted committee provided that the candidates fulfil the eligibility criteria for the post as per the Recruitment Rules and have applied in response to the advertisement issued by the University on its web-site. The afore-mentioned appointments/engagements shall be considered only against the existing vacancies of the university.
5. Notwithstanding anything contained in the above-mentioned rule, the Executive Council, may by a general or a special order, and subject to such conditions as it may specify in such an order delegate to any officer in the University the power to make adhoc appointments.

**5.7 Compassionate Appointment:**

The Vice-Chancellor shall be competent to consider the case of the spouse, son and daughter of an employee who dies while in service, or who retires on medical grounds provided that the family in either case is in extremely indigent circumstances and distress and does not have the capability of minimum sustenance, for appointment on compassionate grounds only in Group 'C' posts subject to the terms and conditions existing under the Government of India rule(Reference No. - 3).

**5.8 Engagement of Consultants:**

The Consultants may be engaged by the University to undertake high quality of services for which the concerned department of the University does not have requisite expertise. The approval of the competent authority should be obtained before engaging consultants. The strength and other terms & conditions for engagement of Consultants shall also be decided by the Competent Authority of the University keeping in view the provisions of GFR of the Govt. of India.

**5.9 Modified Assured Career Progression Scheme (MACP) / Dynamic Assured Career Progression Scheme:**

The Modified Assured Career Progression Scheme (MACP) or the Dynamic Assured Career Progression Scheme for the employees of the University will be governed by the orders/guidelines issued by UGC/Government of India from time to time. Any ambiguity in the MACP guidelines, must be referred to the UGC and its decision shall be final (Reference No. - 4).

**6. APPOINTMENTS IN THE PLACE OF EMPLOYEES DISMISSED, REMOVED OR REDUCED:**

When an employee is dismissed/removed/reduced from any post held by him/her due to the disciplinary action taken against him/her, the post in question shall not be filled up until/unless the limitation period of appeal expires or the appeal is decided against him/her by the competent authority of the University. This rider shall however not apply in case the affected person files a writ petition in the Court of Law against the order of the disciplinary authority unless there is an interim order issued by the Court to that effect.

**7. EMPLOYEES ABSENT FROM THE DUTY:**

- 7.1. Unless the authority competent to grant leave extends the leave, an employee who remains absent after the end of leave is entitled to no leave salary for the period of such absence and that period shall be debited against his leave account as though it were half pay leave, to the extent such leave is due, the period in excess of such leave due being treated as extraordinary leave.
- 7.2. Willful absence from duty after the expiry of leave or unauthorized absence from duty renders an employee liable to disciplinary action under the CCS CCA(Rules), 1965.
- 7.3. The period of absence not covered by grant of leave shall have to be treated as dies non for all purposes, viz, increment, leave and pension. Such absence without leave where it stands singly and not in continuation of any authorized leave of absence will constitute an interruption of service for the purpose of pension and unless the pension sanctioning authority exercises its powers to treat the period as leave without allowance, the entire past service will stand forfeited.

8. PROBATION AND CONFIRMATION:

- 8.1 Every person appointed permanently to a post in the University after the commencement of the rules, whether by promotion or by direct recruitment, shall be on probation in such a post for a period of one/two years in the first instance as the case may be provided that the appointing authority may, in any individual case, extend or reduce the period of probation to such extent or terminate the service or reverted to his parent post as it may deem necessary and, the reason thereof to be recorded in writing as per the following procedures:-
- (i) In case of direct recruitment: the selected candidate will be kept on probation for a period of one/two years as the case may be. The appointing authority may at its discretion extend the period of probation by one year in case of unsatisfactory performance, misconduct or on ground of misbehavior. In case there is no perceptible improvement despite all this, his/her services shall be terminated by giving one month's notice or on payment of one month's salary in lieu of notice. The employee concerned may also exercise his option to quit by giving one month's notice or deposit one month's salary in lieu of notice.
- (ii) In case of promotion: No Probation from one grade to another within the same Group (e.g. from Group C to Group C, Group B to Group B) and 2 years' Probation from a lower group to a higher group (e.g. from Group B to Group A). 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 fails to comply with the terms and conditions of the appointment to the post to which the employee was promoted. In case there is no perceivable improvement despite all this, he/she 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 parent posts, in case they cannot be adjusted in any other similar vacant posts available at that point of time.
- 8.2 On the expiry of the period of probation, steps should be taken to obtain the assessment reports on the probationer and to (i) confirm the probation/issue orders regarding satisfactory termination of probation, as the case may be, if the probation has been completed to the satisfaction of the competent authority; or (ii) extend the period of probation or discharge the probationer or terminate the services of the probationer, as the case may be, in accordance with the relevant rules and orders, if the probationer has not completed the period of probation satisfactorily. The decision to confirm a probationer or to extend the period of probation, as the case may be, should be communicated to the probationer normally within six to eight weeks. In order to ensure that delays do not occur in confirmation, timely action must be initiated in advance so that time-limit is adhered to.
- 8.3 Confirmation of the probationer after completion of the period of probation is not automatic but is to be followed by formal orders. As long as no specific orders of confirmation or satisfactory completion of probation are issued to a probationer, such probationer shall be deemed to have continued on probation.
- 8.4 There will be no probation in the case of an employee appointed to various posts on contract basis, deputation, tenure basis, re-employment after superannuation.
- 8.5 There will be 2 years' probation in case of officers re-employed before age of superannuation.
- 8.6 Confirmation will be made only once in the service of an official which will be in the entry grade. Confirmation is delinked from the availability of permanent vacancy in

the grade. In other words, an officer who has successfully completed the probation may be considered for confirmation.

- 8.7 No employee of the University shall be confirmed on his post unless and until he signs the service agreement given at ANNEXURE - 2.
- 8.8 All other Central Government rules on probation and confirmation shall be applicable mutatis mutandis.

## 9. SENIORITY:

Relative seniority of employee of the University shall be determined keeping in view of the following principles:

- 9.1 Direct Recruits - The relative seniority of all direct recruits is determined by the order of merit in which they are selected for such appointment on the recommendations of the Selection Committee or other selecting authority. The persons appointed as a result of an earlier selection shall be senior to those appointed as a result of a subsequent selection.
- 9.2 Delay in joining duty - Persons selected are required to join duty within a specified time (not exceeding one or two months). Offer letter will make it clear that the offer will lapse, if they do not join within that time. Seniority will not be affected, if persons join before the specified date. In exceptional cases, the time limit may be extended up to six months. In that case also seniority shall not be affected.
- 9.3 On revival of the lapsed offer - Alapsed offer may be reviewed in the public interest in exceptional circumstances only with the approval of the Executive Council of the University.
- 9.4 Promotees: Where promotions are made on the basis of selection by a DPC, the seniority of such promotees shall be in the order in which they are recommended for such promotion by the Committee. Where promotions are made on the basis of seniority, subject to the rejection of the unfit, the seniority of persons considered fit for promotion at the same time shall be the same as the relative seniority in the lower grade from which they are promoted. Where, however, a person is considered unfit for promotion and is superseded by a junior, such persons shall not, if he is subsequently found suitable and promoted, take seniority in the higher grade over the junior persons who had superseded him.
- 9.5 Where persons recruited or promoted initially on a temporary basis are confirmed subsequently in an order different from the order of merit indicated at the time of their appointment, seniority would be determined by the order of merit indicated at the time of initial appointment and not according to the date of confirmation.
- 9.6 Where promotions are made from different feeder cadres - If separate quotas are fixed for different feeder cadres, separate select lists should be prepared for each feeder cadre and selection made from each list to the extent of quota. Selected candidates will be placed in a consolidated list in the order of merit keeping in view the prescribed quota.
- 9.7 Relative seniority of Direct Recruits and Promotees - The relative seniority of direct recruits and of promotees shall be determined according to the rotation of vacancies between direct recruits and promotees which shall be based on the quota of vacancies reserved for direct recruitment and promotion respectively in the Recruitment Rules.

- 9.8 If adequate number of direct recruits does not become available in any particular year, rotation of quotas for the purpose of determining seniority would take place only to the extent of the available direct recruits and the promotees.
- 9.9 Adhoc/Temporary appointment: Service rendered in a cadre as a result of temporary appointment or ad-hoc promotion will not confer any right for regularization or for benefit such as seniority, etc. for all future appointments/promotions.
- 9.10 Seniority of Absorbees: The relative seniority of persons appointed by absorption in the university service from the subordinate offices of the government or other departments of the government or a state government shall be determined in accordance with the order of their selection for such absorption.
- 9.11 Deputationist absorbed subsequently - In the case of a person who is initially taken on deputation and absorbed, his seniority in the grade in which he is absorbed will normally be counted from the date of absorption. If he has, however, been holding already the same or equivalent grade on regular basis in his parent department, such regular service in the grade shall also be taken into account in fixing his seniority, subject to the condition that he will be given seniority from - the date he has been holding the post on deputation or the date from which he has been appointed on a regular basis to the same or equivalent grade in his parent department, whichever is earlier. The fixation of seniority of an absorbee in accordance with the above principle will not, however, affect any regular promotions to the next higher grade made prior to the date of such absorption. In other words, it will be operative only in filling up of vacancies in higher grade taking place after such absorption. In cases in which absorbtees are not strictly in public interest, the transferred officers will be placed below all officers appointed regularly to the grade on the date of absorption.
- 9.12 Seniority on reversion to parent department - Persons sent on deputation to other departments are entitled to original seniority in the department on reversion.
- 9.13 Persons who have refused promotions and promoted after one year - Persons on refusal of promotion will lose seniority and will be shown junior those promoted prior to their subsequent promotion.
- 9.14 Re-employed pensioners: Those re-employed after superannuation will not form part of the cadre. Those retired/discharged before superannuation and re-employed, the posts will be treated as direct recruits and their seniority fixed accordingly.
- 9.15 Persons under suspension/disciplinary proceedings: Original seniority will not be affected, if an employee is completely exonerated and the suspension held unjustified. Promotion will be given against the first available vacancy. An employee will be deemed to have been promoted from the date the junior was promoted, for the purpose of counting service in the higher post for eligibility for promotion to the next higher post.
- 9.16 Person undergoing minor penalty - An employee should be considered for promotion by the DPC which meets after the imposition of the penalty and if he is considered fit for promotion, he may be promoted after the expiry of the currency of the penalty. His seniority should be fixed according to his position in the panel on the basis of which he is promoted. His pay in the promoted post will be fixed with effect from the date of actual promotion and his eligibility service in the promoted post for further promotion will commence from the date of actual promotion.
- 9.17 Seniority delinked from confirmation - Seniority of regularly appointed persons will be in the order of selection.
- 9.18 In case the afore-mentioned guidelines are not comprehensive enough to cover any particular case/cases, the University shall follow the Govt. of India rules in toto.

**10. POWER TO RELAX:**

- 10.1 Relaxation in age and experience etc. may be granted to the candidates belonging to the Schedule Caste/Schedule Tribes/OBC/PH/Ex-servicemen categories 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, relaxation of qualification including percentage of marks is permitted under the Government of India rules, such relaxation shall also be considered in appropriate cases subject to recommendations of the Screening Committee.
- 10.2 In other cases, age and experience may be relaxed by the Vice-Chancellor on the recommendations of the Screening Committee in the case of candidates with exceptional merit which must be recorded in writing by citing justifiable reasons as per the recruitment rules. However, in such cases offer of appointment shall be issued after the relaxation of age and experience done by the Vice-Chancellor is ratified by the Executive Council. In case, the Executive Council does not ratify the action of the Vice-Chancellor in relaxing the age and experience etc. of a candidate, then the orders of the Vice-Chancellor based on the recommendation of the Screening Committee/Selection Committee in respect of the candidate concerned shall be treated as null and void under the orders of the Competent Authority on ground of eligibility and the candidate shall not be appointed under any circumstances.

**11. AGE LIMIT:**

- 11.1 The upper age limit for appointment to various posts shall be as prescribed by the Executive Council in the Cadre Recruitment Rules scheduled to this Ordinance from time to time keeping in view the guidelines of the UGC / DOPT.(Reference No. - 5)
- 11.2 The relaxation in age, qualification shall be applicable to SC/ST/OBC/Physically challenged and in service candidates, etc. as per Govt's orders as amended from time to time.
- 11.3 The age condition shall not be applicable to the Employees of this University who apply for direct recruitment. However, they have to fulfil the eligibility criteria in respect of qualification and experience prescribed for Direct Recruitment.

**12. RESERVATIONS OF POSTS:**

The policy of the Government of India with regard to the reservation for various categories of posts in recruitment / promotion etc. shall be followed(Reference No. – 6).

“Saving:-Nothing in these rules shall affect the reservations, relaxation of age – limit and other concessions required to be provided for Scheduled Castes and Schedules Tribes and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.”

**13. PAYMENT OF TRAVELLING ALLOWANCE (TA):**

The candidate will have to present himself / herself for an interview, if called for, at the place and time mentioned at his own expenses. However, the out-side candidates belonging to SC / ST categories will be defrayed sleeper class rail fare, and in case any station is not connected by rail, ordinary bus fare shall be paid by shortest route, if called for interview against the reserved positions only of the University as per the Govt. of India rule. No extra charges, if any, incurred for reserving seat / sleeping berth in the train will, however, be reimbursed to the candidates. The above-mentioned conditions are not admissible to those SC / ST candidates who are already in Central / State Government service / or holding any other employment.



14. CONSTITUTION OF SELECTION COMMITTEE/ RECRUITMENT COMMITTEE / DEPARTMENTAL PROMOTION COMMITTEES :

- 14.1 For appointment to Group 'A' posts (other than Statutory positions) against direct recruitment / open selection, the composition of the Selection Committee will be as given in Appendix – 1 to the Schedule. Every appointment through direct recruitment / open selection shall invariably be made only after making an open advertisement as prescribed under clause 15 of this Ordinance.
- 14.2 For appointment to Group 'B' and 'C' posts against direct recruitment / open selection, the composition of the Recruitment Committee will be as given in Appendix – 1 to the Schedule. Every appointment through direct recruitment / open selection shall invariably be made only after making an open advertisement as prescribed under clause 15 of this Ordinance.
- 14.3 For Promotion including Limited Departmental Examination or Test to various posts, the composition of the Departmental Promotion Committee for difference categories of posts will be as given in Appendix – 2 to the Schedule.
- 14.4 The Group - B & C employees desirous of mobility of their cadre shall be permitted to the Entry Grade/Lowest Cadre through Limited Departmental Examinations and will be placed below in seniority to all the employees appointed regularly to the grade on the date of such mobility subject to fulfilment of following conditions:
- (a) The employee should have cleared his probation period and confirmed in the University services.
  - (b) The employee should possess minimum educational qualifications and have to pass the skill test, if any, as prescribed in the Recruitment Rules attached to the post to which he/she intends to move.

For the above purpose the University employee has to submit written application through proper channel to the Registrar of the University.

- 14.5 The Vice-Chancellor at his discretion may include the Head or any other senior member of the unit concerned in the Selection Committees / Departmental Promotion Committees at the time of selection / promotion to any post of the University.
- 14.6 In addition to the above, the nominee(s) of the SC / ST / OBC / PH / Minorities / Women categories to be nominated by the Vice-Chancellor shall be included in the Selection Committees / Recruitment Committee / Departmental Promotion Committees in case these categories of employees are to be considered for interview / promotion.
- 14.7 Any other member / members shall also be included in the Selection Committees/ Departmental Promotion Committees as per the directives of the Ministry of Human Resource Development (Government of India) / University Grants Commission (UGC) issued from time to time.

15. PROCEDURE FOR ISSUE OF ADVERTISEMENT AND INVITING APPLICATIONS FOR ALL CATEGORIES OF POSTS:

15.1 Issue of Advertisement:

1. All vacant Non-teaching posts of permanent nature, plan posts, the posts of temporary nature likely to continue, tenure /contractual/deputation posts etc. shall be advertised in appropriate time, giving at least one insertion in any of

the popular National Dailies and one insertion each in the 'Employment News', University News and University Website also. Individuals desirous of offering their candidature for a given post may obtain the prescribed application form and particulars of qualification etc. from the designated section of the University (sales counter) or download from the website which can be submitted along with the prescribed application fees, if any within the prescribed closing date.

Note: (i) To reduce the cost on advertisements, only essential details of the posts, pay-scales, closing date, category of post(s) as un-reserved / reserved shall be indicated in the advertisement. It should be clearly mentioned that the individuals desirous of applying for any post may obtain the applications along with the detailed qualifications and necessary instructions relating to the recruitment process from the sales counter of the University or they may download the application form along with the complete details from the University Website. The closing date can be extended at the discretion of the Vice-Chancellor of the University by notifying in the website only for which the desirous candidates should be instructed through the initial public advertisement to be in constant touch with the website.

2. Applications for short term engagements may be invited through any other mode of circulation such as the Web-site and Notice Boards of the University and communication to other universities /institutions/ organizations.
3. The University may also request the local Employment Exchange to sponsor the candidates for non-teaching posts as per the educational qualifications, experience etc. mentioned in the Schedule. In case, the required numbers of candidates are not sponsored by the Employment Exchange, the University may issue advertisement also to increase the number of candidates at its discretion. Further the University may also appoint any candidate directly without going through the procedure mentioned above by exploring the possibilities for getting the candidates sponsored by the Staff Selection Commission or any other approved recruitment agencies of the Government of India, if feasible.
4. Notwithstanding the provision mentioned above, the University may at its discretion decide to fill-up any vacancy on deputation or any other mode in the interest of the University.

#### **15.2 Date of issue of Advertisement:**

In each case, the date of issue of advertisement should be decided in advance keeping in view the exigencies and requirements of the job.

#### **15.3 Validity of Advertisement:**

The validity of advertisement shall be six months. The entire recruitment process including starting from issuance of advertisement and conducting written examination or holding of interview shall be completed within six months.

#### **15.4 Application Form:**

1. Applications for all the posts shall be entertained only on the prescribed application forms, accompanied by a Bank Draft for the amount as fixed from

time to time by the University. The Bank Draft shall be made in favour of the Finance Officer, Central University of Himachal Pradesh, District – Kangra. Money Orders or Cheques shall not be accepted towards the application fee. The candidates may download the application form from the University Website and send the same duly filled-in to the concerned office of the Recruitment Cell along with the prescribed application fee as per the advertisement. The schedule of charges for the application forms and prescribed fees shall be as determined by the Vice-Chancellor from time to time.

2. Forms shall be available for sale on all working days at the Sales Counter as per the schedules decided by the University.
3. Application Fee: Rs.500/- for Unreserved and Rs. 400/- for OBC category. The SC/ST/PWD/EWS/Female candidates shall be exempted from paying the application fee. The application fee once paid shall not be refunded in any case and NO claim for refund shall be entertained. In service candidates of this University shall also be exempted to pay application fee.

**15.5 Receipt of Application after the last date:**

1. The closing date for receipt of application shall ordinarily be one month from the date of release of vacancies to the press by the University. However, the Vice-Chancellor may at his discretion decide the closing date for receipt of application keeping in view the exigencies of the situation. The last date shall be clearly specified in the advertisement. Incomplete applications and applications received after the due date shall be rejected. In case the closing date is a holiday, the next working day shall be treated as closing/last date.
2. Application should be addressed to the concerned officer of the Recruitment Cell of the University in a closed cover super-scribing "Application for the post of ....."

**NOTE:** The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of J&K State, Lahaul & Spiti District and Pangi Sub-division of Himachal Pradesh, Andaman & Nicobar Islands or Lakshadweep(Reference No. – 7).

**16. HOLDING OF WRITTEN TEST:**

For Group 'A' posts: The University may at its discretion hold written test in Hindi / English or both mediums of Reasoning Ability, Mathematics or Simple Arithmetic, General Knowledge, General English / General Hindi, Noting and Drafting or any other subject or professional tests in respect of the advertised positions for direct recruitment to Group 'A' categories depending upon the exigency of service, job requirements and number of applications. The candidates securing at least 50% of the total marks in the Written Test and qualifying other related trade tests etc. shall be eligible to be called for interview. The relaxation in the qualifying marks, if any in the written test will be granted to the SC/ST and other categories as per the Govt. of India rules. It should be noted that by getting a call for interview shall not entitle any candidate to be appointed on the post.

For Group 'B' and 'C' posts: The University will hold written tests in Hindi / English or both mediums of Reasoning Ability, Mathematics or Simple Arithmetic, General Knowledge, General English / General Hindi, Noting and Drafting or any other subject or professional

tests / skill test / physical test in respect of the advertised positions for direct recruitment to Group 'B' & 'C' categories. However, professional tests / skill test / physical test will only be of qualifying nature. Assessment will be done on the basis of marks of written test only. The relaxation in the qualifying marks, if any in the written test will be granted to the SC / ST and other categories as per the Govt. of India rules.

Note: For finalisation of questionnaire of the written test or professional test / skill test / physical test, the Vice-Chancellor shall constitute a Committee consisting of two or three members under the chairmanship of the Registrar.

**17. VENUE OF SELECTION COMMITTEE MEETING:**

The Selection Committee for various posts shall ordinarily meet at the Headquarters. In special cases, however, the Selection Committee may meet at any other place in India according to the convenience of the University.

**18. PANEL:**

18.1 The panel drawn for promotion by the Departmental Promotion Committee (DPC) will normally be valid for one year w.e.f the date of the DPC. It should cease to be in force on the expiry of a period of one year or till a fresh panel is prepared, whichever is earlier.

18.2 The panel drawn on the recommendations of the Selection Committee for any post shall be valid for a period of one year w.e.f the date of Selection Committee.

**19. AGREEMENT:**

Every member of the staff of the University shall accept in writing the terms and conditions of his appointment before joining the University and again before taking up each subsequent appointment.

At time of joining of the service of the University, the appointee is also required to sign an undertaking as annexed at ANNEXURE – 2.

**20. REFUSAL OF PROMOTION:**

20.1 An employee under orders of promotion shall (i) convey his acceptance or otherwise within one month of receipt of orders of promotion, and (ii) in case of acceptance, join duty of the new post within a maximum period of three months of the date of receipt of the said orders. When an employee does not accept a promotion (other than adhoc promotion) which is offered to him, he may make a written request that he may not be promoted. The appointing authority may, after considering the request, promote the next person in the panel for promotion, if the reasons advanced for the refusal are acceptable. No fresh offer of appointment shall be made to the employee, who refused promotion or failed to join the post on promotion, for a period of one year from the date of refusal of promotion/ date of expiry of three months or till a next vacancy arises, whichever is later. On eventual promotion to the higher grade such employee shall lose seniority vis-à-vis his erstwhile juniors promoted to the grade earlier. However if an employee refuses promotion for two consecutive times, he shall not again be considered for promotion.

- 20.2 In all cases, the Govt. of India orders relating to refusal of promotion as amended from time to time shall be applicable.
- 20.3 The University reserves the right to insist on participation of two training programmes on educational administration, university management, accounts and finance or other relevant subject(s), each of approximately four weeks duration. This provision of senior scale is applicable to all the posts at the level Assistant Registrars and equivalent in the University.

**21. MINIMUM QUALIFICATION AND EXPERIENCE:**

For recruitment to various posts the qualifications and experience, where not prescribed under these rules, shall be applicable those as prescribed by the Government of India from time to time.

**22. RESIDUARY MATTERS**

In regard to the matters not specified or referred to in these Rules, the employees in the posts specified in the Schedule shall be those as prescribed by the Government of India from time to time.

**23. REMOVAL OF DIFFICULTIES:**

The Executive Council / Vice-Chancellor as the case may be, from time to time, issue such general or specific directions as may be necessary to remove difficulties in the operation of any of the provision of these rules. The directions issued by the Vice-Chancellor, if any, shall be reported to the Executive Council, if necessary.

**24. JURISDICTION:**

In cases of any dispute(s), any suite(s) or legal proceeding(s) against the University, the territorial jurisdiction shall be restricted to the High Court in whose jurisdiction the University is located.

**ANNEXURE -1**

Sl. No.	Name of the Post	Pay Matrix Level
<b>STATUTORY POSITIONS:</b>		
1.	Registrar	Level-14
2.	Finance Officer	Level-14
3.	Controller of Examination	Level-14
<b>GROUP A:</b>		
4.	Joint Registrar	Level-13
5.	Deputy Registrar and Equivalent Positions	Level-12
6.	System Administrator	Level-12
7.	Internal Audit Officer	Level-12
8.	Executive Engineer (Civil)	Level-11
9.	Executive Engineer (Electrical)	Level-11
10.	Assistant Registrar and Equivalent Positions	Level-10
11.	Information Scientist	Level-10
12.	Medical Officer	Level-10
13.	Assistant Director (Official Language) <i>(Erstwhile: Hindi Officer)</i>	Level-10
14.	System Analyst	Level-10
15.	Public Relation Officer	Level-10
16.	Section Officer	Level-7
17.	Private Secretary	Level-7
18.	Assistant Engineer (Civil)	Level-7
19.	Assistant Engineer (Electrical)	Level-7
20.	Nurse	Level-7
21.	Security Officer	Level-7
22.	Programmer	Level-7
23.	Assistant	Level-6
24.	Personal Assistant	Level-6
25.	Professional Assistant	Level-6
26.	Senior Technical Assistant	Level-6
27.	Junior Engineer (Civil)	Level-6

28.	Junior Engineer (Electrical)	Level-6
29.	Junior Translator( <i>Erstwhile: Hindi Translator</i> )	Level-6
30.	Senior Technical Assistant (Computer)	Level-6
31.	Guest House Manager	Level-6
32.	Semi-Professional Assistant	Level-5
33.	Technical Assistant	Level-5
34.	Pharmacist	Level-5
35.	Technical Assistant (Computer)	Level-5
36.	Security Inspector	Level-5
37.	Upper Division Clerk	Level-4
38.	Stenographer	Level-4
39.	Laboratory Technician	Level-4
40.	Electrician	Level-4
41.	X-Ray Technician	Level-4
42.	Library Assistant	Level-3
43.	Laboratory Assistant	Level-3
44.	Lower Division Clerk	Level-2
45.	Hindi Typist	Level-2
46.	Receptionist	Level-2
47.	Tubewell Operator	Level-2
48.	Telephone Operator	Level-2
49.	Plumber	Level-2
50.	Driver	Level-2
51.	Cook	Level-2
52.	Multi-Tasking Staff	Level-1
53.	Dispatch Rider	Level-1
54.	Library Attendant	Level-1
55.	Laboratory Attendant	Level-1
56.	Medical Attendant / Dresser	Level-1
57.	Hostel Attendant	Level-1
58.	Kitchen Attendant	Level-1

**ANNEXURE - 2**

**UNDERTAKING**

I hereby undertake that:-

1. The certificates of educational qualifications, marks-sheets, testimonials and other documents/materials relating to my experience, research, publications etc. submitted by me along with the application or at the time of selection are genuine.
2. I had assessed my eligibility for the post of .....as per the advertisement and I am fully aware of the eligibility criteria prescribed for recruitment to the post.
3. If it is detected by the employer at any point of time in future or at any stage of my employment that my academic credentials are without standing, fake or substandard or my documents are false, fabricated, manufactured, tempered or I was not eligible for the post as per the prescribed educational qualifications and experience etc. which could not be detected at the time of selection due to whatever circumstances, my appointment shall be terminated as per rules of the University.

Signature:- .....

Name:- .....

Dated:- .....



# SCHEDULE

**MINIMUM PRESCRIBED QUALIFICATION AND EXPERIENCE FOR  
NON-TEACHING POSITIONS FOR DIRECT RECRUITMENT AND PROMOTION**

**CONTENT**

<b>SL. NO.</b>	<b>CLASSIFICATION / NAME OF THE POSTS</b>
1.	REGISTRAR
2.	FINANCE OFFICER
3.	CONTROLLER OF EXAMINATION
<b>I. MINISTERIAL</b>	
4.	JOINT REGISTRAR
5.	DEPUTY REGISTRAR
6.	INTERNAL AUDIT OFFICER
7.	ASSISTANT REGISTRAR
8.	SECTION OFFICER
9.	STATISTICAL ASSISTANT
10.	ASSISTANT
11.	UPPER DIVISION CLERK (UDC)
12.	LOWER DIVISION CLERK (LDC)
13.	RECEPTIONIST
14.	DRIVER
15.	DISPATCH RIDER
16.	MULTI-TASKING STAFF
<b>II. SECRETARIAL</b>	
17.	PRIVATE SECRETARY
18.	PERSONAL ASSISTANT
19.	STENOGRAPHER
<b>III. LIBRARY</b>	
20.	INFORMATION SCIENTIST
21.	PROFESSIONAL ASSISTANT
22.	SEMI-PROFESSIONAL ASSISTANT
23.	LIBRARY ASSISTANT
24.	LIBRARY ATTENDANT
<b>IV. LABORATORY</b>	
25.	SENIOR TECHNICAL ASSISTANT
26.	TECHNICAL ASSISTANT
27.	LABORATORY TECHNICIAN
28.	LABORATORY ASSISTANT

29.	LABORATORY ATTENDANT
<b>V. ENGINEERING</b>	
30.	EXECUTIVE ENGINEER (CIVIL)
31.	ASSISTANT ENGINEER (CIVIL)
32.	JUNIOR ENGINEER (CIVIL)
33.	EXECUTIVE ENGINEER (ELECTRICAL)
34.	ASSISTANT ENGINEER (ELECTRICAL)
35.	JUNIOR ENGINEER (ELECTRICAL)
<b>VI. TECHNICAL</b>	
36.	ELECTRICIAN
37.	X-RAY TECHNICIAN
38.	TUBEWELL OPERATOR
39.	TELEPHONE OPERATOR
40.	PLUMBER
<b>VII. MEDICAL / HEALTH CADRE</b>	
41.	MEDICAL OFFICER
42.	NURSE
43.	PHARMACIST
44.	MEDICAL ATTENDANT / DRESSER
<b>VIII. HINDI CELL</b>	
45.	ASSISTANT DIRECTOR (OFFICIAL LANGUAGE)
46.	JUNIOR TRANSLATOR
47.	HINDI TYPIST
<b>IX. IT / ICT</b>	
48.	SYSTEM ADMINISTRATOR
49.	SYSTEM ANALYST
50.	PROGRAMMER
51.	SENIOR TECHNICAL ASSISTANT (COMPUTER)
52.	TECHNICAL ASSISTANT (COMPUTER)
<b>X. SECURITY</b>	
53.	SECURITY OFFICER
54.	SECURITY INSPECTOR
<b>XI. HOSTEL / GUEST HOUSE</b>	
55.	GUEST HOUSE MANAGER
56.	COOK
57.	KITCHEN ATTENDANT

<b>58.</b>	HOSTEL ATTENDANT
<b>XII. PUBLIC RELATION</b>	
<b>59.</b>	PUBLIC RELATIONS OFFICER

1.	Name of Post	<b>Registrar</b>
2.	Number of Post	1 (One)
3.	Classification	Group A
4.	Pay Matrix Level	Level-14
5.	Whether Selection Post or Non-Selection Post	Not Applicable
6.	Age limit for direct recruits	Not exceeding 57 years
7.	Educational and other qualifications required for direct recruits	<p><b>Essential Qualifications:</b></p> <p>i. A Master's Degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC seven-point scale;</p> <p>ii. At least 15 years' of experience as Assistant Professor in AGP of `7,000.00 / Academic Pay Level-11 and above or with 8 years' of service in the AGP of `8,000.00 / Academic Pay Level-12 and above including as Associate Professor along with the experience in educational administration.</p> <p align="center"><b>OR</b></p> <p>Comparable experience in research establishment and / or other institutions of higher education.</p> <p 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> <p><b>Desirable Qualifications with anyone of the following:</b></p> <p>Preference will be given to candidates with:</p> <p>i. Experience of administrative practices, human resource management, statutory functions and academic activities of Universities / R&amp;D institutions.</p> <p>ii. Experience of handling legal matters</p> <p>iii. Experience of IT applications in administrative matters.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	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 vacancies to be filled by various methods	By Direct /Deputation for a term of five years as per GOI rules.
11.	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	As per 7 above.
12.	Composition of Selection Committee	<ol style="list-style-type: none"> <li>1. Vice-Chancellor – Convener &amp; Chairperson</li> <li>2. A nominee of the Visitor</li> <li>3. Two members of the Executive Council nominated by it.</li> <li>4. One person not in the service of the University nominated by the Executive Council.</li> </ol>
13.	Appointing Authority	Executive Council

1.	Name of Post	<b>Finance Officer</b>
2.	Number of Post	1 (One)
3.	Classification	Group A
4.	Pay Matrix Level	Pay Level-14
5.	Whether Selection Post or Non-Selection Post	Not Applicable
6.	Age limit for direct recruits	Not exceeding 57 years
7.	Educational and other qualifications required for direct recruits	<p><b>Essential Qualifications:</b></p> <p>i. A Master's Degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC seven-point scale;</p> <p>ii. At least 15 years' of experience as Assistant Professor in AGP of ` 7,000.00 / Academic Pay Level-11 and above or with 8 years' of service in the AGP of ` 8,000.00 / Academic Pay Level-12 and above including as Associate Professor along with the experience in educational administration.</p> <p align="center"><b>OR</b></p> <p>Comparable experience in research establishment and/or other institutions of higher education</p> <p 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> <p><b>Desirable Qualifications:</b></p> <p>Preference will be given to candidates with M.Com / M.B.A (Finance) / CA / ICWA / SAS and / or appropriate experience of financial management.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	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 vacancies to be filled by various methods	By Direct /Deputation for a term of five years as per GOI rules.
11.	In case of recruitment by promotion/ deputation / absorption, grades from which promotion / deputation / absorption to be made	As per 7 above.
12.	Composition of Selection Committee	<ol style="list-style-type: none"> <li>1. Vice-Chancellor – Convener &amp; Chairperson</li> <li>2. A nominee of the Visitor</li> <li>3. Two members of the Executive Council nominated by it.</li> <li>4. One person not in the service of the University nominated by the Executive Council.</li> </ol>
13.	Appointing Authority	Executive Council

1.	Name of Post	<b>Controller of Examinations</b>
2.	Number of Post	1 (One)
3.	Classification	Group A
4.	Pay Matrix Level	Pay Level-14
5.	Whether Selection Post or Non-Selection Post	Not Applicable
6.	Age limit for direct recruits	Not exceeding 57 years
7.	Educational and other qualifications required for direct recruits	<p><b>Essential Qualifications:</b></p> <p>i. A Master's Degree with at least 55% of the marks or its equivalent grade of B in the UGC seven-point scale;</p> <p>ii. At least 15 years' of experience as Assistant Professor in AGP of `7,000.00 / Academic Pay Level-11 and above or with 8 years' of service in the AGP of `8,000.00 / Academic Pay Level-12 and above including as Associate Professor along with the experience in educational administration.</p> <p align="center"><b>OR</b></p> <p>Comparable experience in research establishment and / or other institutions of higher education.</p> <p 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> <p><b>Desirable Qualifications with anyone of the following:</b></p> <p>Preference will be given to candidate with adequate experience in the pre-conduct and post-conduct of University examinations or other comparable examinations; working knowledge of examination software and results automation.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	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 vacancies to be filled by various methods	By Direct /Deputation for a term of five years as per GOI rules.

11.	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	As per 7 above
12.	Composition of Selection Committee	<ol style="list-style-type: none"><li>1. Vice-Chancellor – Convener &amp; Chairperson</li><li>2. A nominee of the Visitor</li><li>3. Two members of the Executive Council nominated by it.</li><li>4. One person not in the service of the University nominated by the Executive Council.</li></ol>
13.	Appointing Authority	Executive Council



1.	Name of Post	<b>Joint Registrar*</b>
2.	Number of Post	Not Applicable being placement cadre post
3.	Classification	Group A
4.	Pay Matrix Level	Level-13
5.	Whether Selection Post or Non-Selection Post	Not Applicable
6.	Age limit for direct recruits	Not Applicable
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 promotees	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 vacancies to be filled by various methods	100% by placement from amongst eligible Deputy Registrar(s).
11.	In case of recruitment by placement / deputation / absorption, grades from which promotion / deputation / absorption to be made	Deputy Registrar in the pay scale of ` 15600-39100 with Grade Pay of ` 7600 / Pay Level-12, on completion of 5 years is eligible to move to the Pay Level-13 and will be designated as Joint Registrar; the post will revert as Deputy Registrar when it falls vacant.
12.	Composition of DPC	Not Applicable

\*Please refer Para 1(i) of UGC letter No. 6-7/97 (JCRC) Vol. IV dated October 4, 2014 **(REFERENCE - 8)**.

1.	Name of Post	<b>Deputy Registrar</b>
2.	Number of Post	As approved by UGC from time to time
3.	Classification	Group A
4.	Pay Matrix Level	Level-12
5.	Whether Selection Post or Non-Selection Post	Selection in case of Promotion
6.	Age limit for direct recruits	Not exceeding 50 years
7.	Educational and other qualifications required for direct recruits	<p><b>For Direct Recruitment:</b></p> <p>i. A Master's Degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC seven-point scale; along with</p> <p>ii. Nine years' of experience as Assistant Professor in the AGP of ` 6,000.00 / Academic Pay Level-10 and above with experience in educational administration.</p> <p align="center"><b>OR</b></p> <p>Comparable experience in research establishment and / or other institutions of higher education.</p> <p align="center"><b>OR</b></p> <p>5 years' of administrative experience as Assistant Registrar or in an equivalent post.</p> <p><b>Desirable Qualifications with anyone of the following:</b></p> <p>i. Experience of administrative practices, human resource management, statutory functions and academic activities of Universities / R&amp;D institutions.</p> <p>ii. Experience of handling legal matter / Finance Matters / Exam Matters</p> <p>iii. Experience of IT applications in administrative matters.</p> <p>iv. The incumbent should possess good communication, managerial and leadership skills to head a division / branch and possess good drafting and noting skills. Should be conversant with official procedure and capable to moot proposals independently.</p> <p>v. Should be able to participate in discussions with senior functionaries and academicians.</p> <p>vi. The incumbent is expected to handle one or more functions independently related to educational administration / examination / general administration / purchase / establishment / accounts and finance / project management / HR and Legal.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	No
9.	Period of Probation, if any	One year for direct recruits and NIL for promotees

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	75% by Direct recruitment 25% by Promotion amongst Assistant Registrar
11.	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	<p><b>For Deputation:</b></p> <ul style="list-style-type: none"> <li>i. Master's Degree in any discipline.</li> <li>ii. Officers holding analogous post on regular basis or with 5 years regular service in the scale of `15600-39100 (PB - 3) + Grade Pay `6,600.00 / Pay Level-11 from the Central / State Government, Universities and other autonomous organisations.</li> </ul> <p><b>For Promotion:</b></p> <ul style="list-style-type: none"> <li>i. Assistant Registrar shall be eligible for the higher pay matrix level-11 after eight years of regular service in the pay Level-10 in the Central / State Governments, Universities or autonomous organisations.</li> <li>ii. Assistant Registrar with five years' regular service in the Pay Level-12 in the Central / State Governments, Universities or autonomous organisations will be eligible for promotion to the post of Deputy Registrar.</li> </ul> <p>The promotion shall be made on the recommendation of the Departmental Promotion Committee on the basis of merit cum inter-se seniority of the feeding categories.</p>
12.	Composition of DPC or Selection Committee	As per Appendix - 1 and Appendix - 2 to the Schedule

1.	Name of Post	<b>Internal Audit Officer(On Deputation)</b>
2.	Number of Post	1 (one)
3.	Classification	Group A
4.	Pay Matrix Level	Pay Level-12
5.	Whether Selection post or Non-Selection post	Not Applicable
6.	Age limit for direct recruits	Not exceeding 56 years
7.	Educational and other qualifications required for direct recruits	<p><b>Essential Qualifications:</b></p> <p>i. IA &amp; AS / SAS / CA / ICWA or equivalent Accounts qualifications;</p> <p>ii. Deputy Controller / Deputy Director (Audit) in the scale of `15600-39100/- + GP `7,600.00 / Pay Level-12.</p> <p align="center"><b>OR</b></p> <p>Assistant Controller / Assistant Director (Audit) / Senior Audit Officer or equivalent in the Scale of `15600-39100/- + Grade Pay `5,400.00 / Pay Level-10 with 5 years' experience.</p> <p><b>Desirable Qualifications:</b></p> <p>Preference will be given to candidates having experience of working in organisations having Double entry system of accounting and working in universities or similar organisations and knowledge of computer applications.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	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 vacancies to be filled by various methods	By Deputation as per Government of India rules.
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 Appendix - 1 to the Schedule

1.	Name of Post	<b>Assistant Registrar</b>
2.	Number of Post	As approved by UGC from time to time
3.	Classification	Group A
4.	Pay Matrix Level	Level-10
5.	Whether Selection Post or Non-Selection Post	Selection in case of Promotion
6.	Age limit for direct recruits	Not exceeding 45 years
7.	Educational and other qualifications required for direct recruits	<p><b>Essential Qualifications:</b></p> <ul style="list-style-type: none"> <li>i. Master's Degree with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale along with a good academic record, as laid down by UGC.</li> <li>ii. Five years experience as Section Officer in Central/State/ Autonomous Bodies</li> </ul> <p align="center"><b>OR</b></p> <p>15 years experience of service in Central/State/ Autonomous Bodies out of which atleast 03 years experience as Assistant in Central/State/ Autonomous Bodies in Level 6 of Pay Matrix.</p> <p><b>Desirable Qualifications with anyone of the following:</b></p> <ul style="list-style-type: none"> <li>i. Experience of administrative practices, human resource management, statutory functions and academic activities of Universities / R&amp;D institutions.</li> <li>ii. Experience of handling Legal Matters / Exam / Finance.</li> <li>iii. Experience of IT applications in administrative matters.</li> <li>iv. The incumbent should possess good communication, managerial and leadership skills to head a division / branch and possess good drafting and noting skills. Should be conversant with official procedure and capable to moot proposals independently.</li> </ul>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	<p><b>Age:</b> No</p> <p><b>Educational Qualification:</b> Must possess at least a Bachelor's degree in any discipline</p>
9.	Period of Probation, if any	One year for direct recruits and two years for promotees
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	<p>50% by Direct recruitment</p> <p>50% by promotion</p>

<p>11.</p>	<p>In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made</p>	<p><b>For Deputation:</b></p> <p>Officers holding analogous post on regular basis or with 3 years regular service in the Pay Level-7 or equivalent in the Central / State Governments, Universities or autonomous organisations and possessing the qualifications as prescribed for direct recruits under Row 7.</p> <p><b>For Promotion:</b></p> <p>i. A Bachelor's degree in any discipline from a recognized University / Institution.</p> <p>ii. 3 Years' experience as Section Officer / Private Secretary in the Pay Level-7 in the Central / State Governments, Universities or autonomous organisations.</p> <p><i>(The ratio for Section Officer and Private Secretary shall be 4:1 for promotion against post under promotion quota)</i></p> <p>The promotion shall be made on the recommendation of the Departmental Promotion Committee on the basis of merit cum inter-se seniority of the feeding categories.</p>
<p>12.</p>	<p>Composition of DPC or Selection Committee</p>	<p>As per Appendix – 1 and Appendix - 2to the Schedule</p>

1.	Name of Post	<b>Section Officer</b>
2.	Number of Post	As approved by UGC from time to time
3.	Classification	Group B
4.	Pay Matrix Level	Level-7
5.	Whether Selection Post or Non-Selection Post	Selection in case of Promotion
6.	Age limit for direct recruits	Not exceeding 45 years
7.	Educational and other qualifications required for direct recruits	<p><b>Essential Qualifications:</b></p> <ul style="list-style-type: none"> <li>i. Bachelor's Degree from a recognized University / Institution.</li> <li>ii. 3 years' experience in Administration / Accounts / Secretarial work at the level of Assistant in the pay band of `9300-34800 (PB - 2) + Grade Pay `4,200 / Pay Level-6 or 8 years' experience at the level of UDC in the pay band of `5200-20200 (PB - 1) + Grade Pay `2,400.00 / Pay Level-4 in the Central / State Governments, Universities or autonomous organisations.</li> </ul> <p><b>Desirable Qualifications with anyone of the following:</b></p> <ul style="list-style-type: none"> <li>i. The incumbent should possess an aptitude/ knowledge/ skill for drafting and noting.</li> <li>ii. Adequate exposure in handling one or more functions related to general administration / house-keeping / purchase / service matters / office management / establishment / accounts &amp; finance / HR legal in a computerized environment.</li> <li>iii. IT exposure</li> </ul>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	No
9.	Period of Probation, if any	One Year for Direct recruits and NIL for Promotees
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	<p>25% by Direct recruitment</p> <p>75% by promotion from amongst Assistants and/or equivalent out of which 25% by Limited Departmental Examination amongst employees having Graduation and three years' experience in the University as Assistant and 'Good' record of work.</p>
11.	In case of recruitment by promotion/ deputation/ absorption,	<b>For Deputation:</b>

	<p>grades from which promotion/ deputation/ absorption to be made</p>	<p>Officers holding analogous post on regular basis or with 5 years regular service as Assistant in the pay level-6 or equivalent in the Central / State Governments, Universities or autonomous organisations and possessing the qualifications as prescribed for direct recruits under Row 7.</p> <p><b>For Promotion:</b></p> <p>5 years of experience as Assistant in the pay level-6 in the Central / State Governments, Universities or autonomous organisations.</p> <p>The promotion shall be made on the recommendation of the Departmental Promotion Committee on the basis of merit cum inter-se seniority of the feeding categories.</p>
<p>12.</p>	<p>Composition of DPC or Recruitment Committee</p>	<p>As per Appendix – 1 and Appendix – 2 to the Schedule</p>



1.	Name of Post	<b>Statistical Assistant</b>
2.	Number of Post	As approved by UGC from time to time
3.	Classification	Group C
4.	Pay Band and Grade Pay / Pay Scale	Pay Level-05
5.	Whether Selection Post or Non-Selection Post	Non-Selection by Promotion
6.	Age limit for direct recruits	Not exceeding 45 years
7.	Educational and other qualifications required for direct recruits	<p><b>Essential Qualifications</b></p> <p>i. Master's Degree in Statistics/Applied Statistics/ Statistics and Informatics/ Statistics and Computers from a recognized University/ Institute with at least 55% marks.</p> <p>ii. *Knowledge of Computer based Data Analysis Software. *Proficiency to be evaluated and will be of qualifying nature.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	No
9.	Period of Probation, if any	One year for direct recruits and two years for promotees.
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	50% by Direct Recruitment 50% by promotion amongst
11.	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	<p><b>For Deputation:</b></p> <p>Officers holding analogous post on regular basis or with 8 years regular service as Professional Assistant in the pay band of `9300-34800 (PB - 2) + Grade Pay `4,200/ Pay Level-05 in the Central / State Governments, Universities or autonomous organisations and possessing the qualifications as prescribed for direct recruits under Row 7</p>
12.	Composition of DPC or Selection Committee	As per Appendix - 1 and Appendix - 2 to the Schedule

1.	Name of Post	<b>Assistant</b>
2.	Number of Post	As approved by UGC from time to time
3.	Classification	Group B
4.	Pay Matrix Level	Level-6
5.	Whether Selection Post or Non-Selection Post	Selection in case of Promotion
6.	Age limit for direct recruits	Not exceeding 45 years
7.	Educational and other qualifications required for direct recruits	<p><b>Essential Qualifications:</b></p> <ul style="list-style-type: none"> <li>i. Bachelor's Degree from a recognized University / Institution.</li> <li>ii. 3 years' experience in administration / accounts work of which at least two years should be as UDC or equivalent in the pay band of `5200-20200 (PB - 1) + Grade Pay `2,400.00 / Pay Level-4 or 8 years' experience as LDC or equivalent in the pay band of `5200-20200 (PB - 1) + Grade Pay `1,900.00 / Pay Level-2 in the Central / State Governments, Universities or autonomous organisations.</li> <li>iii. Good working knowledge of computer application.</li> </ul>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	No
9.	Period of Probation, if any	One year for direct recruits and two years for promotees
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	<p>25% by Direct recruitment</p> <p>75% by Promotion amongst UDC out of which 25% by Limited Departmental Examination amongst employees having Graduation and three years' experience in the University as Upper Division Clerk and 'Good' record of work.</p>
11.	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	<p><b>For Deputation:</b> Persons holding analogous post on regular basis or with 5 years regular service as UDC in the pay band of `5200-20200 (PB - 1) + Grade Pay `2,400/- or equivalent in the Central / State Governments, Universities or autonomous organisations and possessing the qualifications as prescribed for direct recruits under Row 7.</p> <p><b>For Promotion:</b> 5 years' experience as UDC in the pay band of `5200-20200 (PB - 1) + Grade Pay `2,400.00 / Pay Level-4 in the Central / State Governments, Universities or autonomous organisations.</p> <p>The promotion shall be made on the recommendation of the Departmental Promotion Committee on the basis of merit cum inter-se seniority of the feeding categories.</p>
12.	Composition of DPC or Recruitment Committee	As per Appendix - 1 and Appendix - 2 to the Schedule

1.	Name of Post	<b>Upper Division Clerk (UDC)</b>
2.	Number of Post	As approved by UGC from time to time
3.	Classification	Group C
4.	Pay Matrix Level	Level-4
5.	Whether Selection Post or Non-Selection Post	Non-Selection in case of Promotion
6.	Age limit for direct recruits	Not exceeding 45 years
7.	Educational and other qualifications required for direct recruits	<p><b>Essential Qualifications:</b></p> <ul style="list-style-type: none"> <li>i. Bachelor's Degree from a recognized University / Institution and good working knowledge of computer application.</li> <li>ii. A minimum of 3 years' experience as LDC in the pay band of `5200-20200 (PB - 1) + Grade Pay `1,900.00 / Pay Level-2 in the Central / State Governments, Universities or autonomous organisations.</li> </ul>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	No
9.	Period of Probation, if any	Two years for direct recruits and NIL for promotees
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	<p>25% by Direct Recruitment</p> <p>75% by Promotion amongst LDC and Hindi Typist out of which 25% by Limited Departmental Examination amongst employees having Graduation and three years' experience in the University as Lower Division Clerk and Hindi Typist and 'Good' record of work.</p>
11.	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	<p><b>For Deputation:</b> Persons holding analogous post on regular basis or with 5 years regular service as LDC in the pay band of `5200-20200 (PB - 1) + Grade Pay `1,900.00 / Pay Level-2 or equivalent in the Central / State Governments, Universities or autonomous organisations and possessing the qualifications as prescribed for direct recruits under Row 7.</p> <p><b>For Promotion:</b> 5 years' experience as LDC / Hindi Typist in the pay band of `5200-20200 (PB - 1) + Grade Pay `1,900.00 / Pay Level-2 in the Central / State Governments, Universities or autonomous organisations.</p> <p>The promotion shall be made on the recommendation of the Departmental Promotion Committee on the basis of inter-se-seniority of the feeding categories cum merit. Subject to suitability and fitness.</p>
12.	Composition of DPC or Recruitment Committee	As per Appendix - 1 and Appendix - 2 to the Schedule

1.	Name of Post	<b>(LDC)</b>
2.	Number of Post	As approved by UGC from time to time
3.	Classification	Group C
4.	Pay Matrix Level	Level-2
5.	Whether Selection Post or Non-Selection Post	Non-Selection in case of Promotion
6.	Age limit for direct recruits	Not exceeding 45 years
7.	Educational and other qualifications required for direct recruits	<p><b>Essential Qualifications:</b></p> <ul style="list-style-type: none"> <li>i. 10+2 or equivalent qualification from a recognized Board or University.</li> <li>ii. A typing speed of 35w.p.m. in English or 30 w.p.m. in Hindi on computer.</li> <li>iii. Good working knowledge of computer applications.</li> </ul>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	<p><b>Age:</b> No</p> <p><b>Educational Qualification:</b> Must possess at least Senior Secondary (10+2) or equivalent qualification</p>
9.	Period of Probation, if any	Two years for direct recruits and NIL for promotees
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	<ul style="list-style-type: none"> <li>i. 85% by Direct Recruitment.</li> <li>ii. 10% of vacancies shall be filled from amongst the Group 'C' staff in the Grade pay of `1,800.00 / Pay 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 departmental qualifying examination. The maximum age limit for eligibility for examination is 45 years (50 years of age for the SC / ST).</li> </ul> <p><b>Note:</b><i>If more of such employees than the number of vacancies available under Row 2 qualified at the examination, such excess number of employees shall be considered for filling the vacancies arising in the subsequent years so that the employees qualifying at an earlier examination are considered before those who qualify at a later examination.</i></p> <ul style="list-style-type: none"> <li>iii. 5% by Promotion amongst Group 'C' staff.</li> </ul>

<p>11.</p>	<p>In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made</p>	<p><b>For Promotion:</b></p> <ul style="list-style-type: none"> <li>i. At least Senior Secondary (10+2) or equivalent qualification from a recognized Board or University.</li> <li>ii. 5 years' experience as Multi-Tasking staff and equivalent positions in the pay band of ` 5200-20200 (PB - 1) + Grade Pay ` 1,800.00 / Pay Level-1 in the Central / State Governments, Universities or autonomous organisations.</li> <li>iii. Must have passed Typing test ascertaining English Typing Speed of 35 WPM or Hindi Typing Speed of 30 WPM conducted by the University.</li> <li>iv. The promotion shall be made on the recommendation of the Departmental Promotion Committee on the basis of inter-seniority of the feeding categories cum merit.</li> <li>v. Exemption in Typing test, if any shall be as per Government of India rules.</li> </ul>
<p>12.</p>	<p>Composition of DPC or Recruitment Committee</p>	<p>As per Appendix - 1 and Appendix - 2 to the Schedule</p>

1.	Name of Post	<b>Receptionist</b>
2.	Number of Post	As approved by UGC from time to time
3.	Classification	Group C
4.	Pay Matrix Level	Level-2
5.	Whether Selection Post or Non-Selection Post	Not Applicable
6.	Age limit for direct recruits	Not exceeding 45 years
7.	Educational and other qualifications required for direct recruits	<p><b>Essential Qualifications:</b></p> <ul style="list-style-type: none"> <li>i. Graduation from a recognized University / Institution with pleasing personality and good public relations skills.</li> <li>ii. Fluent in English and Hindi an ability to handle visitors and telephone calls.</li> <li>iii. Having a typing speed of 25 w.p.m in English Typewriting through computer.</li> </ul>
8.	Whether age and 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.	Composition of DPC or Recruitment Committee	As per Appendix - 1 to the Schedule

1.	Name of Post	<b>Driver</b>
2.	Number of Post	As approved by UGC from time to time
3.	Classification	Group C
4.	Pay Matrix Level	Level-2
5.	Whether Selection Post or Non-Selection Post	Not Applicable
6.	Age limit for direct recruits	Not exceeding 45 years
7.	Educational and other qualifications required for direct recruits	<p><b>Essential Qualifications:</b></p> <ul style="list-style-type: none"> <li>i. Matriculate or equivalent from a recognised Board / University.</li> <li>ii. Valid driving license for light / medium vehicles.</li> <li>iii. At least 3 years' experience of driving light / medium vehicle</li> </ul> <p><b>Desirable Qualifications with anyone of the following:</b></p> <ul style="list-style-type: none"> <li>i. Certificate / Diploma in <b>Vehicle Maintenance</b> from a recognized ITI/Govt. Institute.</li> <li>ii. Knowledge of vehicle operation and maintenance and ability to rectify minor defects in the vehicle.</li> </ul>
8.	Whether age and 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	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 Recruitment Committee	As per Appendix - 1 to the Schedule

1.	Name of Post	<b>Dispatch Rider</b>
2.	Number of Post	As approved by UGC from time to time
3.	Classification	Group C
4.	Pay Matrix Level	Level-1
5.	Whether Selection Post or Non-Selection Post	Not Applicable
6.	Age limit for direct recruits	Not exceeding 45 years
7.	Educational and other qualifications required for direct recruits	<p><b>Essential Qualifications:</b></p> <ul style="list-style-type: none"> <li>i. Matriculate from a recognised Board / University.</li> <li>ii. Possession of a valid driving license for Motor Cycle / Auto-rickshaw.</li> <li>iii. Two years' experience in Motor Cycle / Auto-rickshaw.</li> <li>iv. Knowledge of Motor Cycle / Auto-rickshaw mechanism (The candidate should be able to remove minor defects in vehicle) of the motor vehicle, knowledge of motor.</li> </ul> <p><b>Desirable:</b>Relevant experience of one year</p>
8.	Whether age and 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	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 Recruitment Committee	As per Appendix - 1 to the Schedule



1.	Name of Post	<b>Multi-Tasking Staff*</b>
2.	Number of Post	As approved by UGC from time to time
3.	Classification	Group C
4.	Pay Matrix Level	Level-1
5.	Whether Selection Post or Non-Selection Post	Not Applicable
6.	Age limit for direct recruits	Not exceeding 45 years
7.	Educational and other qualifications required for direct recruits	<p><b>Essential Qualifications:</b></p> <p>Matriculate or equivalent/ITI Pass.</p> <p><b>Desirable:</b></p> <p>Relevant experience of one year</p>
8.	Whether age and 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	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 Recruitment Committee	As per Appendix - 1 to the Schedule

\*Please refer Office Memorandum No. AB-14017/6/2009-Estt. (RR) dated 30<sup>th</sup> April, 2010 issued by Ministry of Personnel, Public Grievances & Pensions, DoP&T, Government of India wherein Annexure – II indicates the categories of erstwhile Group 'D' posts which may be given designation of Multi-Tasking Staff and illustrative list of duties attached to these posts **(REFERENCE NO. - 9)**.

1.	Name of Post	<b>Private Secretary</b>
2.	Number of Post	As approved by UGC from time to time
3.	Classification	Group B
4.	Pay Matrix Level	Level-7
5.	Whether Selection Post or Non-Selection Post	Non-Selection in case of Promotion
6.	Age limit for direct recruits	Not exceeding 45 years
7.	Educational and other qualifications required for direct recruits	<p><b>Essential Qualifications:</b></p> <ul style="list-style-type: none"> <li>i. Bachelor's Degree from a recognized University / Institution along with proficiency in English and good knowledge of computer application.</li> <li>ii. English Typing Speed 40 WPM</li> <li>iii. English Stenography speed 100 WPM</li> <li>iv. 3 years' experience at the level of Personal Assistant in the pay band of `9300-34800 (PB - 2) + Grade Pay `4,200 / Pay Level-6 or 8 years' experience at the level of Stenographer in the pay band of `5200-20200 (PB - 1) + Grade Pay `2,400.00 / Pay Level-4 in the Central / State Governments, Universities or autonomous organisations.</li> </ul> <p><b>Desirable Qualifications:</b> Knowledge of Hindi Typing</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	No
9.	Period of Probation, if any	One Year for direct recruits and NIL for Promotees

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	25% by Direct Recruitment 75% by Promotion amongst Personal Assistant out of which 25% by Limited Departmental Examination amongst employees having Graduation and three years' experience in the University as Personal Assistant and 'Good' record of work.
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	<p><b>For Deputation:</b></p> <p>Officers holding analogous post on regular basis or with 5 years regular service as Personal Assistant in the pay band of `9300-34800 (PB - 2) + Grade Pay `4,200.00 / Pay Level-6 or equivalent in the Central / State Governments, Universities or autonomous organisations and possessing the qualifications as prescribed for direct recruits under Row 7.</p> <p><b>For Promotion:</b></p> <p>5 years of experience as Personal Assistant in the pay band of `9300-34800 (PB - 2)+Grade Pay `4,200.00/ Pay Level-6 in the Central / State Governments, Universities or autonomous organisations.</p> <p>The promotion shall be made on the recommendation of Departmental Promotion Committee on the basis of inter-se seniority of the feeding categories cum merit. Subject to suitability and fitness.</p>
12.	Composition of DPC or Recruitment Committee	As per Appendix - 1 and Appendix - 2 to the Schedule

1.	Name of Post	<b>Personal Assistant</b>
2.	Number of Post	As approved by UGC from time to time
3.	Classification	Group B
4.	Pay Matrix Level	Level-6
5.	Whether Selection Post or Non-Selection Post	Selection in case of Promotion
6.	Age limit for direct recruits	Not exceeding 45 years
7.	Educational and other qualifications required for direct recruits	<p><b>Essential Qualifications:</b></p> <ul style="list-style-type: none"> <li>i. Bachelor's Degree from a recognized University / Institution along with proficiency in English and good knowledge of computer application.</li> <li>ii. English Typing Speed 40 WPM</li> <li>iii. English Stenography speed 100 WPM</li> <li>iv. 3 years' experience as Stenographer or equivalent in the pay band of `5200-20200 (PB - 1) + Grade Pay `2,400.00 / Pay Level-4 in the Central / State Governments, Universities or autonomous organisations.</li> </ul> <p><b>Desirable Qualifications:</b> Knowledge of Hindi Typing</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	No
9.	Period of Probation, if any	One year for direct recruits and two years for promotees
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	<p>25% by Direct Recruitment</p> <p>75% by Promotion amongst Stenographers out of which 25% by Limited Departmental Examination amongst employees having Graduation and three years' experience in the University as Stenographer and 'Good' record of work.</p>
11.	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	<p><b>For Deputation:</b> Persons holding analogous post on regular basis or with 5 years regular service as Stenographer in the pay band of `5200-20200 (PB - 1) + Grade `2,400.00 / Pay Level-4 or equivalent in the Central / State Governments, Universities or autonomous organisations and possessing the qualifications as prescribed for direct recruits under Row 7.</p> <p><b>For Promotion:</b> 5 years' experience as Stenographer in the pay band of `5200-20200 (PB - 1) + Grade Pay `2,400.00 / Pay Level-4 in the Central / State Governments, Universities or autonomous organisations.</p> <p>The promotion shall be made on the recommendation of the Departmental Promotion Committee on the basis of merit cum inter-se seniority of the feeding categories.</p>
12.	Composition of DPC or Recruitment	As per Appendix - 1 and Appendix - 2 to the Schedule

	Committee	
1.	Name of Post	<b>Stenographer</b>
2.	Number of Post	As approved by UGC from time to time
3.	Classification	Group C
4.	Pay Matrix Level	Level-4
5.	Whether Selection Post or Non-Selection Post	Non-Selection in case of Promotion
6.	Age limit for direct recruits	Not exceeding 45 years
7.	Educational and other qualifications required for direct recruits	<p><b>Essential Qualifications:</b></p> <ul style="list-style-type: none"> <li>i. Bachelor's Degree from a recognized University / Institution and good working knowledge of computer application.</li> <li>ii. English Typing Speed 35 WPM</li> <li>iii. English shorthand speed 80 WPM</li> <li>iv. A minimum of two years' experience in Stenography</li> </ul> <p><b>Desirable Qualifications:</b> Hindi Typing Speed of 25 WPM</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	<p><b>Age:</b> No</p> <p><b>Educational Qualification:</b> Must possess at least Bachelor's Degree in any discipline with Knowledge of Computer Application"</p>
9.	Period of Probation, if any	Two Years for Direct Recruits and NIL for Promotees
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	<p>75% by Direct Recruitment</p> <p>25% by Promotion</p>
11.	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	<p><b>Promotion open to LDCs and UDCs:</b></p> <ul style="list-style-type: none"> <li>i. Bachelor's Degree in any discipline with knowledge of computer application.</li> <li>ii. English typing speed of 35WPM</li> <li>iii. English shorthand speed of 80WPM</li> </ul>
12.	Composition of DPC or Recruitment Committee	As per Appendix - 1 and Appendix - 2 to the Schedule

1.	Name of Post	<b>Information Scientist</b>
2.	Number of Post	As approved by UGC from time to time
3.	Classification	Group A
4.	Pay Matrix Level	Level-10
5.	Whether Selection Post or Non-Selection Post	Selection in case of Promotion
6.	Age limit for direct recruits	Not exceeding 45 years
7.	Educational and other qualifications required for direct recruits	<p><b>Essential Qualifications:</b></p> <p>M.E/M. Tech. (Computer Science/Information Technology) or equivalent with 55% or equivalent grade with two years of relevant experience.</p> <p align="center">OR</p> <p>B.E/B.Tech.(Computer Science/Information Technology)/MCA or equivalent with 55% or equivalent grade with two years of relevant experience.</p> <p align="center">OR</p> <p>Master's degree in Library &amp; Information Science with PG Diploma in Computer Application with 55% or equivalent grade.</p> <p><b>Desirable Qualifications:</b></p> <p>2 year relevant experience.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	No
9.	Period of Probation, if any	One year for direct recruits and two years for promotees
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	50% by Direct Recruitment 50% by promotion amongst Professional Assistant

<p>11.</p>	<p>In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made</p>	<p><b>For Deputation:</b></p> <p>Officers holding analogous post on regular basis or with 8 years regular service as Professional Assistant in the pay band of `9300-34800 (PB - 2) + Grade Pay `4,200.00 / Pay Level-6 or equivalent in the Central / State Governments, Universities or autonomous organisations and possessing the qualifications as prescribed for direct recruits under Row 7.</p> <p><b>For Promotion:</b></p> <p>8 years of experience as Professional Assistant in the pay band of `9300-34800 (PB - 2) + Grade Pay `4,200.00 / Pay Level-6 in the Central / State Governments, Universities or autonomous organisations.</p> <p>The promotion shall be made on the recommendation of the Departmental Promotion Committee on the basis of merit cum inter-se seniority of the feeding categories.</p>
<p>12.</p>	<p>Composition of DPC or Selection Committee</p>	<p>As per Appendix - 1 and Appendix - 2 to the Schedule</p>

1.	Name of Post	<b>Professional Assistant</b>
2.	Number of Post	As approved by UGC from time to time
3.	Classification	Group B
4.	Pay Matrix Level	Level-6
5.	Whether Selection Post or Non-Selection Post	Selection in case of Promotion
6.	Age limit for direct recruits	Not exceeding 45 years
7.	Educational and other qualifications required for direct recruits	<p><b>Essential Qualifications:</b></p> <p>i. M.Lib.Sc. or AIS / ALIS or PG with B.Lib Information Science with 3 years' experience.</p> <p align="center"><b>OR</b></p> <p>A Graduate with B.Lib. Information Science with 5 years' experience</p> <p>ii. Good knowledge of computer application.</p> <p>All Degrees / Diplomas shall be from recognised University / Institution with minimum 55% marks</p> <p><b>Desirable Qualifications:</b></p> <p>PG Diploma in Library Automation and Networking or PGDCA or equivalent.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	No
9.	Period of Probation, if any	One Year for direct recruits and two years for promotees
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	<p>25% by Direct Recruitment</p> <p>75% by promotion amongst Semi-Professional Assistant out of which 25% by Limited Departmental Examination amongst employees having B.Lib. Information Science and three years' experience in the University as Semi-Professional Assistant and 'Good' record of work.</p>



11.	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	<p><b>For Deputation:</b></p> <p>Persons holding analogous post on regular basis or with 5 years regular service as Semi-Professional Assistant in the pay band of `5200-20200 (PB - 1) + Grade Pay `2,800.00 / Pay Level-5 or equivalent in the Central / State Governments, Universities or autonomous organisations and possessing the qualifications as prescribed for direct recruits under Row 7.</p> <p><b>For Promotion:</b></p> <p>5 years' experience as Semi-Professional Assistant in the pay band of `5200-20200 (PB - 1) + Grade Pay `2,800.00 / Pay Level-5 in the Central / State Governments, Universities or autonomous organisations.</p> <p>The promotion shall be made on the recommendation of the Departmental Promotion Committee on the basis of merit cum inter-se seniority of the feeding categories.</p>
12.	Composition of DPC or Recruitment Committee	As per Appendix - 1 and Appendix - 2to the Schedule

1.	Name of Post	<b>Semi-Professional Assistant</b>
2.	Number of Post	As approved by UGC from time to time
3.	Classification	Group C
4.	Pay Matrix Level	Level-5
5.	Whether Selection Post or Non-Selection Post	Non-Selection in case of Promotion
6.	Age limit for direct recruits	Not exceeding 45 years
7.	Educational and other qualifications required for direct recruits	<p><b>Essential Qualifications:</b></p> <p>i. A Bachelor's degree in Library Science / Library &amp; Information Science from a recognized University / Institution.</p> <p>ii. Good working knowledge of computer applications.</p> <p><b>Desirable Qualifications:</b> M.Lib. Information Science, AIS / ALIS or PG Diploma in Library Automation and Networking or PGDCA.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	No
9.	Period of Probation, if any	Two years for direct recruits and NIL for promotees
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	25% by Direct Recruitment. 75% by promotion amongst Library Assistants out of which 25% by Limited Departmental Examination amongst employees having Bachelor's degree in Library Science / Library & Information Science and five years' experience in the University as Library Assistant and 'Good' record of work.
11.	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	<p><b>For Deputation:</b> Persons holding analogous post on regular basis or with 8 years regular service as Library Assistant in the pay band of `5200-20200 (PB - 1) + Grade Pay `2,000.00 / Pay Level-3 or equivalent in the Central / State Governments, Universities or autonomous organisations and possessing the qualifications as prescribed for direct recruits under Row 7.</p> <p><b>For Promotion:</b> 8 years' experience as Library Assistant in the pay band of `5200-20200 (PB - 1) + Grade Pay `2,000.00 / Pay Level-3 in the Central / State Governments, Universities or autonomous organisations.</p> <p>The promotion shall be made on the recommendation of Departmental Promotion Committee on the basis of inter-se seniority of the feeding categories cum merit. Subject to suitability and fitness.</p>
12.	Composition of DPC or Recruitment Committee	As per Appendix - 1 and Appendix - 2 to the Schedule

1.	Name of Post	<b>Library Assistant</b>
2.	Number of Post	As approved by UGC from time to time
3.	Classification	Group C
4.	Pay Matrix Level	Level-3
5.	Whether Selection Post or Non-Selection Post	Non-Selection in case of Promotion
6.	Age limit for direct recruits	Not exceeding 45 years
7.	Educational and other qualifications required for direct recruits	<p><b>Essential Qualifications:</b></p> <ul style="list-style-type: none"> <li>i. Bachelor of Library &amp; Information Science / Bachelor of Library Science or equivalent from a recognized University.</li> <li>ii. English Typing speed of 30 WPM</li> </ul> <p><b>Desirable Qualifications:</b></p> <p>Experience of working in computerized library.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	No
9.	Period of Probation, if any	Two years for direct recruits and NIL for promotees
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	<p>75% by Direct Recruitment</p> <p>25% by Promotion amongst Library Attendant</p>
11.	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	<p><b>For Promotion:</b></p> <ul style="list-style-type: none"> <li>i. 5 years' experience as Library Attendant in the pay band of `5200-20200 (PB - 1) + Grade Pay `1,800.00 / Pay Level-1 in the Central / State Governments, Universities or autonomous organisations.</li> <li>ii. English Typing Speed of 30 WPM.</li> <li>iii. The promotion shall be made on the recommendation of the Departmental Promotion Committee on the basis of inter-seniority of the feeding categories cum merit. <i>(A Written Test and Typing Test may be conducted to draw up merit).</i></li> </ul>
12.	Composition of DPC or Recruitment Committee	As per Appendix - 1 and Appendix - 2 to the Schedule

1.	Name of Post	<b>Library Attendant</b>
2.	Number of Post	As approved by UGC from time to time
3.	Classification	Group C
4.	Pay Matrix Level	Level-1
5.	Whether Selection Post or Non-Selection Post	Not Applicable
6.	Age limit for direct recruits	Not exceeding 45 years
7.	Educational and other qualifications required for direct recruits	<b>Essential Qualifications:</b> i. 10+2 or its equivalent from a recognized Board / University. ii. Certificate course in Library Science from a recognized Institute
8.	Whether age and 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	100% by Direct Recruitment
11.	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	No
12.	Composition of DPC or Recruitment Committee	As per Appendix - 1 to the Schedule

1.	Name of Post	<b>Senior Technical Assistant</b>
2.	Number of Post	As approved by UGC from time to time
3.	Classification	Group B
4.	Pay Matrix Level	Level-6
5.	Whether Selection Post or Non-Selection Post	Selection in case of Promotion
6.	Age limit for direct recruits	Not exceeding 45 years
7.	Educational and other qualifications required for direct recruits	<p><b>Essential Qualifications:</b></p> <ul style="list-style-type: none"> <li>i. M.Sc. degree in any discipline from a recognized University.</li> <li>ii. 3 years' experience as Technical Assistant in Central / State University or similar other Institution / Government Department.</li> </ul>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	No
9.	Period of Probation, if any	One year for direct recruits and two years for promotees
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	<p>25% by Direct Recruitment.</p> <p>75% by Promotion amongst Technical Assistant out of which 25% by Limited Departmental Examination amongst employees having Master's Degree and three years' experience in the University as Technical Assistant and 'Good' record of work.</p>
11.	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	<p><b>For Deputation:</b></p> <p>Persons holding analogous post on regular basis or with 5 years regular service as Technical Assistant in the pay band of `5200-20200 (PB - 1) + Grade Pay `2,800.00 / Pay Level-5 or equivalent in the Central / State Governments, Universities or autonomous organisations and possessing the qualifications as prescribed for direct recruits under Row 7.</p> <p><b>For Promotion:</b></p> <p>5 years' experience as Technical Assistant in the pay band of `5200-20200 (PB - 1) + Grade Pay `2,800.00 / Pay Level-5 in the Central / State Governments, Universities or autonomous organisations.</p> <p>The promotion shall be made on the recommendation of the Departmental Promotion Committee on the basis of merit cum inter-se seniority of the feeding categories.</p>
12.	Composition of DPC or Recruitment Committee	As per Appendix - 1 and Appendix - 2 to the Schedule

1.	Name of Post	<b>Technical Assistant</b>
2.	Number of Post	As approved by UGC from time to time
3.	Classification	Group C
4.	Pay Matrix Level	Level-5
5.	Whether Selection Post or Non-Selection Post	Non-Selection in case of Promotion
6.	Age limit for direct recruits	Not exceeding 45 years
7.	Educational and other qualifications required for direct recruits	<p><b>Essential Qualifications:</b></p> <p>i. B.Sc. degree from a recognized University.</p> <p align="center"><b>OR</b></p> <p>10+2 with a three years Diploma in the relevant field.</p> <p>ii. Good working knowledge of computer applications and maintenance of computer lab.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	No
9.	Period of Probation, if any	Two years for direct recruits and NIL for promotees
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	<p>25% by Direct Recruitment.</p> <p>75% by Promotion amongst Laboratory Technician out of which 25% by Limited Departmental Examination amongst employees having Graduation and two years' experience in the University as Laboratory Technician and 'Good' record of work.</p>
11.	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	<p><b>For Deputation:</b></p> <p>Persons holding analogous post on regular basis or with 3 years regular service as Laboratory Technician in the pay band of `5200-20200 (PB - 1) + Grade Pay `2,400.00 / Pay Level-4 or equivalent in the Central / State Governments, Universities or autonomous organisations and possessing the qualifications as prescribed for direct recruits under Row 7.</p> <p><b>For Promotion:</b></p> <p>3 years' experience as Laboratory Technician in the pay band of `5200-20200 (PB - 1) + Grade Pay `2,400.00 / Pay Level-4 in the Central / State Governments, Universities or autonomous organisations.</p> <p>The promotion shall be made on the recommendation of Departmental Promotion Committee on the basis of inter-se seniority of the feeding categories cum merit. Subject to suitability and fitness.</p>
12.	Composition of DPC or Recruitment Committee	As per Appendix - 1 and Appendix - 2 to the Schedule

1.	Name of Post	<b>Laboratory Technician</b>
2.	Number of Post	As approved by UGC from time to time
3.	Classification	Group C
4.	Pay Matrix Level	Level-4
5.	Whether Selection Post or Non-Selection Post	Non-Selection in case of Promotion
6.	Age limit for direct recruits	Not exceeding 45 years
7.	Educational and other qualifications required for direct recruits	<p><b>Essential Qualifications:</b></p> <ul style="list-style-type: none"> <li>i. B.Sc. degree from a recognized University</li> <li>ii. Diploma in Laboratory Technology or its equivalent from recognized Institution.</li> <li>iii. Two years' experience as Laboratory Technician in a Hospital / Clinic / Diagnostic Lab or repute with familiarity in handling sophisticated equipment's.</li> </ul>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	No
9.	Period of Probation, if any	Two years for direct recruits and NIL for promotees
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	<p>25% by Direct Recruitment.</p> <p>75% by Promotion amongst Laboratory Assistant out of which 25% by Limited Departmental Examination amongst employees having Graduation and two years' experience in the University as Laboratory Assistant and 'Good' record of work.</p>
11.	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	<p><b>For Deputation:</b></p> <p>Persons holding analogous post on regular basis or with 3 years regular service as Laboratory Assistant in the pay band of `5200-20200 (PB - 1) + Grade Pay `2,000.00 / Pay Level-3 or equivalent in the Central / State Governments, Universities or autonomous organisations and possessing the qualifications as prescribed for direct recruits under Row 7.</p> <p><b>For Promotion:</b></p> <p>3 years' experience as Laboratory Assistant in the pay band of `5200-20200 (PB - 1) + Grade Pay `2,000.00 / Pay Level-3 in the Central / State Governments, Universities or autonomous organisations.</p> <p>The promotion shall be made on the recommendation of Departmental Promotion Committee on the basis of inter-se seniority of the feeding categories cum merit. Subject to suitability and fitness.</p>
12.	Composition of DPC or Recruitment Committee	As per Appendix - 1 and Appendix - 2 to the Schedule

1.	Name of Post	<b>Laboratory Assistant</b>
2.	Number of Post	As approved by UGC from time to time
3.	Classification	Group C
4.	Pay Matrix Level	Level-3
5.	Whether Selection Post or Non-Selection Post	Non-Selection in case of Promotion
6.	Age limit for direct recruits	Not exceeding 45 years
7.	Educational and other qualifications required for direct recruits	<p><b>Essential Qualifications:</b></p> <p>i. B.Sc. from a recognized University.</p> <p align="center"><b>OR</b></p> <p>Diploma of three years in relevant field.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	No
9.	Period of Probation, if any	Two years for direct recruits and NIL for promotees
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	75% by Direct Recruitment 25% by Promotion amongst Laboratory Attendant
11.	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	<p><b>For Deputation:</b></p> <p>Persons holding analogous post on regular basis or with 5 years regular service as Laboratory Attendant in the pay band of ` 5200-20200 (PB - 1) + Grade Pay ` 1,800.00 / Pay Level-1 or equivalent in the Central / State Governments, Universities or autonomous organisations and possessing the qualifications as prescribed for direct recruits under Row 7.</p> <p><b>For Promotion:</b></p> <p>5 years' experience as Laboratory Attendant in the pay band of ` 5200-20200 (PB - 1) + Grade Pay ` 1,800.00 / Pay Level-1 in the Central / State Governments, Universities or autonomous organisations.</p> <p>The promotion shall be made on the recommendation of Departmental Promotion Committee on the basis of inter-se seniority of the feeding categories cum merit. Subject to suitability and fitness.</p>
12.	Composition of DPC or Recruitment Committee	As per Appendix - 1 and Appendix - 2 to the Schedule



1.	Name of Post	<b>Laboratory Attendant</b>
2.	Number of Post	As approved by UGC from time to time
3.	Classification	Group C
4.	Pay Matrix Level	Level-1
5.	Whether Selection Post or Non-Selection Post	Not Applicable
6.	Age limit for direct recruits	Not exceeding 45 years
7.	Educational and other qualifications required for direct recruits	<b>Essential Qualifications:</b> Matriculation from a recognised Board / University with science subjects.
8.	Whether age and 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	100% by Direct Recruitment
11.	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	No
12.	Composition of DPC or Recruitment Committee	As per Appendix - 1 to the Schedule

1.	Name of Post	<b>Executive Engineer (Civil)</b>
2.	Number of Post	As approved by UGC from time to time
3.	Classification	Group A
4.	Pay Matrix Level	Level-11
5.	Whether Selection Post or Non-Selection Post	Selection in case of Promotion
6.	Age limit for direct recruits	Not exceeding 50 years
7.	Educational and other qualifications required for direct recruits	<p><b>Essential Qualifications:</b></p> <ul style="list-style-type: none"> <li>i. Bachelor's Degree in Civil Engineering from a recognised University / Institution;</li> <li>ii. 10 years of experience in design, systems and construction of building, roads, sanitary and water supply systems including maintenance of the same, of which 5 years' experience as Assistant Engineer(Civil) or comparable post.</li> </ul> <p><b>Desirable Qualifications:</b></p> <p>PG Degree in Structures / Structural / Civil Engineering</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	No
9.	Period of Probation, if any	One year for direct recruits and two years for promotees
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	50% by Direct Recruitment 50% by Promotion amongst Assistant Engineer (Civil)
11.	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	<p><b>For Deputation:</b> Persons holding analogous post on regular basis or with 8 years regular service as Assistant Engineer (Civil) in the pay band of `9300-34800 (PB - 2) + Grade Pay `4,600.00 / Pay Level-7 or equivalent in the Central / State Governments, Universities or autonomous organisations and possessing the qualifications as prescribed for direct recruits under Row 7.</p> <p><b>For Promotion:</b>8 Years' experience as Assistant Engineer (Civil) in the pay band of `9300-34800 (PB - 2) + Grade Pay `4,600.00 / Pay Level-7 in the Central / State Governments, Universities or autonomous organisations.</p> <p>The promotion shall be made on the recommendation of the Departmental Promotion Committee on the basis of merit cum inter-se seniority of the feeding categories.</p>
12.	Composition of DPC or Selection	As per Appendix - 1 and Appendix - 2 to the Schedule

	Committee	
1.	Name of Post	<b>Assistant Engineer (Civil)</b>
2.	Number of Post	As approved by UGC from time to time
3.	Classification	Group B
4.	Pay Matrix Level	Level-7
5.	Whether Selection Post or Non-Selection Post	Selection in case of Promotion
6.	Age limit for direct recruits	Not exceeding 45 years
7.	Educational and other qualifications required for direct recruits	<p><b>Essential Qualifications:</b></p> <ul style="list-style-type: none"> <li>i. Bachelor's Degree in Civil Engineering from a recognized University / Institution.</li> <li>ii. Five years of experience of supervising Civil Works in any Govt. / Govt. approved A Class Contractor, of which at least three years' experience should be as Junior Engineer (Civil).</li> </ul>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	No
9.	Period of Probation, if any	One year for direct recruits and NIL for promotees
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	<p>25% by Direct Recruitment</p> <p>75% by Promotion amongst Junior Engineer (Civil) out of which 25% by Limited Departmental Examination amongst employees having Graduation in Civil Engineering and three years' experience in the University as Junior Engineer (Civil) and 'Good' record of work.</p>
11.	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	<p><b>For Deputation:</b> Persons holding analogous post on regular basis or with 5 years regular service as Junior Engineer (Civil) in the pay band of `9300-34800 (PB - 2) + Grade Pay `4,200.00 / Pay Level-6 or equivalent in the Central / State Governments, Universities or autonomous organisations and possessing the qualifications as prescribed for direct recruits under Row 7.</p> <p><b>For Promotion:</b> 5 Years' experience as Junior Engineer (Civil) in the pay band of `9300-34800 (PB - 2) + Grade Pay `4,200.00 / Pay Level-6 in the Central / State Governments, Universities or autonomous organisations.</p> <p>The promotion shall be made on the recommendation of the Departmental Promotion Committee on the basis of merit cum inter-se seniority of the feeding categories.</p>
12.	Composition of DPC or Recruitment Committee	As per Appendix - 1 and Appendix - 2 to the Schedule

1.	Name of Post	<b>Junior Engineer (Civil)</b>
2.	Number of Post	As approved by UGC from time to time
3.	Classification	Group B
4.	Pay Matrix Level	Level-6
5.	Whether Selection Post or Non-Selection Post	Not Applicable
6.	Age limit for direct recruits	Not exceeding 45 years
7.	Educational and other qualifications required for direct recruits	<p><b>Essential Qualifications:</b></p> <p>i. Bachelor's Degree in Civil Engineering from a recognized University / Institution with at least three years' experience in supervision of erection / maintenance of Civil works.</p> <p align="center"><b>OR</b></p> <p>Three years Diploma in Civil Engineering from a recognized University / Institution with at least five years' experience in supervision of erection / maintenance of Civil works.</p> <p>ii. Good working knowledge of computer applications.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	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	100% by Direct Recruitment
11.	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	No
12.	Composition of DPC or Recruitment Committee	As per Appendix - 1 to the Schedule

1.	Name of Post	<b>Executive Engineer (Electrical)</b>
2.	Number of Post	As approved by UGC from time to time
3.	Classification	Group A
4.	Pay Matrix Level	Level-11
5.	Whether Selection Post or Non-Selection Post	Selection in case of Promotion
6.	Age limit for direct recruits	Not exceeding 50 years
7.	Educational and other qualifications required for direct recruits	<p><b>Essential Qualifications:</b></p> <ul style="list-style-type: none"> <li>i. Bachelor's Degree in Electrical Engineering from a recognised University / Institution;</li> <li>ii. 10 years of experience in Electrical systems including maintenance of the same, of which 5 years' experience as Assistant Engineer (Electrical) or comparable post.</li> </ul> <p><b>Desirable Qualifications:</b></p> <p>PG Degree in Electrical Engineering</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	No
9.	Period of Probation, if any	One year for direct recruits and two years for promotees
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	<p>50% by Direct Recruitment</p> <p>50% by Promotion amongst Assistant Engineer (Electrical)</p>
11.	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	<p><b>For Deputation:</b></p> <p>Persons holding analogous post on regular basis or with 8 years regular service as Assistant Engineer (Electrical) in the pay band of `9300-34800 (PB - 2) + Grade Pay `4,600.00 / Pay Level-7 or equivalent in the Central / State Governments, Universities or autonomous organisations and possessing the qualifications as prescribed for direct recruits under Row 7.</p> <p><b>For Promotion:</b></p> <p>8 Years' experience as Assistant Engineer (Electrical) in the pay band of `9300-34800 (PB - 2) + Grade Pay `4,600.00 / Pay Level-7 in the Central / State Governments, Universities or autonomous organisations.</p> <p>The promotion shall be made on the recommendation of the Departmental Promotion Committee on the basis of merit cum inter-se seniority of the feeding categories.</p>

12.	Composition of DPC or Selection Committee	As per Appendix – 1 and Appendix – 2 to the Schedule
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1.	Name of Post	<b>Assistant Engineer (Electrical)</b>
2.	Number of Post	As approved by UGC from time to time
3.	Classification	Group B
4.	Pay Matrix Level	Level-7
5.	Whether Selection Post or Non-Selection Post	Selection in case of Promotion
6.	Age limit for direct recruits	Not exceeding 45 years
7.	Educational and other qualifications required for direct recruits	<p><b>Essential Qualifications:</b></p> <ul style="list-style-type: none"> <li>i. Bachelor's Degree in Electrical Engineering from a recognized University / Institution.</li> <li>ii. Five years of experience of supervising Electric works in any Govt. / Govt. approved A Class Contractor, of which at least three years' experience should be as Junior Engineer (Electrical)</li> </ul>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	No
9.	Period of Probation, if any	One year for direct recruits and NIL for promotees
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	<p>25% by Direct Recruitment</p> <p>75% by promotion amongst Junior Engineer (Electrical) out of which 25% by Limited Departmental Examination amongst employees having Graduation in Electrical Engineering and three years' experience in the University as Junior Engineer (Electrical) and 'Good' record of work.</p>
11.	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	<p><b>For Deputation:</b></p> <p>Persons holding analogous post on regular basis or with 5 years regular service as Junior Engineer (Electrical) in the pay band of `9300-34800 (PB - 2) + Grade Pay `4,200.00 / Pay Level-6 or equivalent in the Central / State Governments, Universities or autonomous organisations and possessing the qualifications as prescribed for direct recruits under Row 7.</p> <p><b>For Promotion:</b></p> <p>5 Years' experience as Junior Engineer (Electrical) in the pay band of `9300-34800 (PB - 2) + Grade Pay `4,200.00 / Pay Level-6 in the Central / State Governments, Universities or autonomous organisations.</p> <p>The promotion shall be made on the recommendation of the Departmental Promotion Committee on the basis of merit cum inter-se seniority of the feeding categories.</p>

12.	Composition of DPC or Recruitment Committee	As per Appendix - 1 and Appendix - 2 to the Schedule
1.	Name of Post	<b>Junior Engineer (Electrical)</b>
2.	Number of Post	As approved by UGC from time to time
3.	Classification	Group B
4.	Pay Matrix Level	Level-6
5.	Whether Selection Post or Non-Selection Post	Not Applicable
6.	Age limit for direct recruits	Not exceeding 45 years
7.	Educational and other qualifications required for direct recruits	<p><b>Essential Qualifications:</b></p> <p>i. Bachelor's Degree in Electrical Engineering from a recognized University / Institution with at least three years' experience in supervision of erection / maintenance of Electrical Work.</p> <p align="center"><b>OR</b></p> <p>Three year Diploma in Electrical Engineering with at least five years' experience in supervision of erection / maintenance of Electrical works.</p> <p>ii. Good working knowledge of computer applications.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	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	100% by Direct Recruitment
11.	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	No
12.	Composition of DPC or Recruitment Committee	As per Appendix - 1 to the Schedule

1.	Name of Post	<b>Electrician</b>
2.	Number of Post	As approved by UGC from time to time
3.	Classification	Group C
4.	Pay Matrix Level	Level-4
5.	Whether Selection Post or Non-Selection Post	Not Applicable
6.	Age limit for direct recruits	Not exceeding 45 years
7.	Educational and other qualifications required for direct recruits	<p><b>Essential Qualifications:</b></p> <p>i. Matriculate or equivalent from recognized Board with ITI certificate in Electrician Trade.</p> <p>ii. Two year experience as Electrician in reputed organization.</p>
8.	Whether age and 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	100% by Direct Recruitment
11.	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	No
12.	Composition of DPC or Recruitment Committee	As per Appendix - 1 to the Schedule



1.	Name of Post	<b>X-Ray Technician</b>
2.	Number of Post	As approved by UGC from time to time
3.	Classification	Group C
4.	Pay Matrix Level	Level-4
5.	Whether Selection Post or Non-Selection Post	Not Applicable
6.	Age limit for direct recruits	Not exceeding 45 years
7.	Educational and other qualifications required for direct recruits	<p><b>Essential Qualifications:</b></p> <p>i. Diploma in Radiology from recognized University / Institution.</p> <p>ii. Two year experience in handling X-Ray equipment of 300 M.A. or above and in doing radiological reading in a hospital or clinic of repute.</p>
8.	Whether age and 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	100% by Direct Recruitment
11.	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	No
12.	Composition of DPC or Recruitment Committee	As per Appendix - 1 to the Schedule

1.	Name of Post	<b>Tubewell Operator</b>
2.	Number of Post	As approved by UGC from time to time
3.	Classification	Group C
4.	Pay Matrix Level	Level-2
5.	Whether Selection Post or Non-Selection Post	Not Applicable
6.	Age limit for direct recruits	Not exceeding 45 years
7.	Educational and other qualifications required for direct recruits	<b>Essential Qualifications:</b> Matriculate or equivalent from recognized Board with ITI certificate in relevant trade from a recognized Institution.
8.	Whether age and 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	100% by Direct Recruitment
11.	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	No
12.	Composition of DPC or Recruitment Committee	As per Appendix - 1 to the Schedule

1.	Name of Post	<b>Telephone Operator</b>
2.	Number of Post	As approved by UGC from time to time
3.	Classification	Group C
4.	Pay Matrix Level	Level-2
5.	Whether Selection Post or Non-Selection Post	Not Applicable
6.	Age limit for direct recruits	Not exceeding 45 years
7.	Educational and other qualifications required for direct recruits	<p><b>Essential Qualifications:</b></p> <p>i. Intermediate or +2 or its equivalent from a recognized Board.</p> <p>Preference will be given to candidate have diploma in telephone operation.</p>
8.	Whether age and 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	100% by Direct Recruitment
11.	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	No
12.	Composition of DPC or Recruitment Committee	As per Appendix - 1 to the Schedule

1.	Name of Post	<b>Plumber</b>
2.	Number of Post	As approved by UGC from time to time
3.	Classification	Group C
4.	Pay Matrix Level	Level-2
5.	Whether Selection Post or Non-Selection Post	Not Applicable
6.	Age limit for direct recruits	Not exceeding 45 years
7.	Educational and other qualifications required for direct recruits	<b>Essential Qualifications:</b> Matriculate or equivalent from recognized Board with ITI certificate in relevant trade from a recognized Institution.
8.	Whether age and 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	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 Recruitment Committee	As per Appendix - 1 to the Schedule

1.	Name of Post	<b>Medical Officer</b>
2.	Number of Post	As approved by UGC from time to time
3.	Classification	Group A
4.	Pay Matrix Level	Level-10
5.	Whether Selection Post or Non-Selection Post	Not Applicable
6.	Age limit for direct recruits	Not exceeding 45 years
7.	Educational and other qualifications required for direct recruits	<p><b>Essential Qualifications:</b></p> <ul style="list-style-type: none"> <li>i. Medical Graduate (Allopathic), i.e. M.B.B.S registered with the Medical Council of India (MCI)</li> <li>ii. Five years of experience as General Duty Officer in a residential teaching institution or a hospital of repute.</li> </ul> <p><b>Note:</b> For the post of Female Medical Officer at least two year hospital experience in Obstetrics and Gynaecology ward.</p> <p><b>Desirable Qualifications:</b></p> <p>Candidates with Post Graduate qualifications in Medicine / Surgery will be preferred.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	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	100% 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	No
12.	Composition of DPC or Selection Committee	As per Appendix - 1 to the Schedule

1.	Name of Post	<b>Nurse</b>
2.	Number of Post	As approved by UGC from time to time
3.	Classification	Group B
4.	Pay Matrix Level	Level-7
5.	Whether Selection Post or Non-Selection Post	Not Applicable
6.	Age limit for direct recruits	Not exceeding 45 years
7.	Educational and other qualifications required for direct recruits	<p><b>Essential Qualifications:</b></p> <ul style="list-style-type: none"> <li>i. B.Sc. Nursing Degree or two years Diploma in Nursing from a recognized Institution/Authority.</li> <li>ii. 2 years' experience for B.Sc Degree holders and 3 years' experience for Diploma holders in Nursing in a reputed Hospital or Clinics.</li> <li>iii. Registered as Nurse in the Indian Nursing Council or its affiliated State Nursing Council.</li> </ul>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	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	100% by Direct Recruitment,
11.	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	No
12.	Composition of DPC or Recruitment Committee	As per Appendix - 1 to the Schedule

1.	Name of Post	<b>Pharmacist</b>
2.	Number of Post	As approved by UGC from time to time
3.	Classification	Group C
4.	Pay Matrix Level	Level-5
5.	Whether Selection Post or Non-Selection Post	Not Applicable
6.	Age limit for direct recruits	Not exceeding 45 years
7.	Educational and other qualifications required for direct recruits	<p><b>Essential Qualifications:</b></p> <ul style="list-style-type: none"> <li>i. 10+2 in Science stream from a recognised Board / University.</li> <li>ii. A minimum of two-year Diploma in Pharmacy.</li> <li>iii. Registered with Pharmacy Council of India / State</li> <li>iv. 5 years' experience as a Compounder / Pharmacist in a reputed dispensary or hospital.</li> </ul>
8.	Whether age and 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	100% by Direct Recruitment
11.	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	No
12.	Composition of DPC or Recruitment Committee	As per Appendix - 1 to the Schedule

1.	Name of Post	<b>Medical Attendant / Dresser</b>
2.	Number of Post	As approved by UGC from time to time
3.	Classification	Group C
4.	Pay Matrix Level	Level-1
5.	Whether Selection Post or Non-Selection Post	Not Applicable
6.	Age limit for direct recruits	Not exceeding 45 years
7.	Educational and other qualifications required for direct recruits	<b>Essential Qualifications:</b> i. Matriculate or equivalent ii. 3 years' experience of working in a reputed Hospital / Dispensary.
8.	Whether age and 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	100% by Direct Recruitment
11.	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	No
12.	Composition of DPC or Recruitment Committee	As per Appendix - 1 to the Schedule



1.	Name of Post	<b>Assistant Director (Official Language)*</b>
2.	Number of Post	As approved by UGC from time to time
3.	Classification	Group A
4.	Pay Matrix Level	Level-10
5.	Whether Selection Post or Non-Selection Post	Non-Selection in case of Promotion
6.	Age limit for direct recruits	Not exceeding 45 years
7.	Educational and other qualifications required for direct recruits	<p><b>न्यूनतम अर्हताएं / योग्यताएं</b></p> <p><b>अनिवार्य :</b></p> <p>i. किसी मान्यता प्राप्त विश्वविद्यालय से हिंदी में स्नातकोत्तर की उपाधि / समतुल्य कम से कम 55 प्रतिशत अंकों के साथ, इसके अतिरिक्ति डिग्री स्तर पर अंग्रेजी एक विषय के रूप में ली हो।</p> <p>ii. हिंदी में पारिभाषिक कार्य और / अथवा अंग्रेजी से हिंदी में और हिंदी से अंग्रेजी में अनुवाद करने का 5 वर्ष का अनुभव जिसमें तकनीकी अथवा वैज्ञानिक साहित्या कार्य को तरजीह दी जाएगी अथवा हिंदी के शिक्षण अनुसंधान, लेखन अथवा पत्रकारिता का 5 वर्ष का अनुभव।</p> <p><b>वांछनीय :</b> संस्कृत अथवा किसी भारतीय भाषा का ज्ञान हो।</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	No
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	50% by Direct Recruitment 50% by Promotion amongst Junior Translator
11.	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	हिंदी अनुवादक के रूप में 8 वर्ष का अनुभव । पदोन्नति समिति द्वारा योग्यता एवं वरिष्ठता के आधार पर ।
12.	Composition of DPC or Selection Committee	As per Appendix - 1 and Appendix - 2 to the Schedule

\*Please refer Model Recruitment Rules for the various posts in Official Language Cadre for Subordinate Offices issued by DOPT vide OM No. AB. 14017/46/2011-Estt. (RR) dated 19<sup>th</sup> September, 2013 is placed at **ANNEXURE - 14(REFERENCE No. - 10)**.

1.	Name of Post	<b>Junior Translator*</b>
2.	Number of Post	As approved by UGC from time to time
3.	Classification	Group B
4.	Pay Matrix Level	Level-6
5.	Whether Selection Post or Non-Selection Post	Not Applicable
6.	Age limit for direct recruits	Not exceeding 45 years
7.	Educational and other qualifications required for direct recruits	<p><b>न्यूनतमअर्हताएं / योग्यताएं</b>  <b>अनिवार्य :</b></p> <p>i. किसी मान्यता प्राप्त विश्वविद्यालय से अंग्रेजी / हिंदी में स्नातकोत्तर की उपाधि और स्नातकस्तर पर अंग्रेजी / हिंदी अनिवार्य / वैकल्पिक विषय के रूप में रही हो या परीक्षा का माध्यम रही हो।</p> <p>ii. हिंदी से अंग्रेजी और अंग्रेजी से हिंदी में अनुवाद में मान्यता प्राप्त डिप्लोमा / प्रमाण पत्र पाठ्यक्रम किया हो या केन्द्रीय / राज्य सरकार एवं स्वायत्त संस्थाओं के कार्यालयों में हिंदी से अंग्रेजी और अंग्रेजी से हिंदी में अनुवाद कार्य का 2 वर्ष का अनुभव हो।</p> <p><b>वांछनीय :</b>संस्कृत अथवा किसी भारतीय भाषा का ज्ञान हो।</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	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	100% by Direct Recruitment
11.	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	No
12.	Composition of DPC or Recruitment Committee	As per Appendix – 1 to the Schedule

\*Please refer Model Recruitment Rules for the various posts in Official Language Cadre for Subordinate Offices issued by DOPT vide OM No. AB. 14017/46/2011-Estt. (RR) dated 19<sup>th</sup> September, 2013 is placed at **ANNEXURE – 14(REFERENCE No. - 10)**.

1.	Name of Post	<b>Hindi Typist</b>
2.	Number of Post	As approved by UGC from time to time
3.	Classification	Group C
4.	Pay Matrix Level	Level-2
5.	Whether Selection Post or Non-Selection Post	Not Applicable
6.	Age limit for direct recruits	Not exceeding 45 years
7.	Educational and other qualifications required for direct recruits	<b>Essential Qualifications:</b> i. 10+2 or equivalent qualification from a recognized Board or University. ii. Hindi Typing speed of 25 WPM.
8.	Whether age and 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	100% by Direct Recruitment
11.	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	No
12.	Composition of DPC or Recruitment Committee	As per Appendix - 1 to the Schedule

1.	Name of Post	<b>System Administrator</b>
2.	Number of Post	As approved by UGC from time to time
3.	Classification	Group A
4.	Pay Matrix Level	Level-12
5.	Whether Selection Post or Non-Selection Post	Selection in case of Promotion
6.	Age limit for direct recruits	Not exceeding 50years
7.	Educational and other qualifications required for direct recruits	<p><b>Essential Qualifications:</b></p> <p>i. Bachelor's Degree in Electronic Engineering / Computer Engineering with 5 years' experience in computing  <b>OR</b>  M.Sc. with PGDCA with 7 years' experience in computing.  <b>OR</b>  MCA with 7 years' experience in computing.</p> <p>ii. 3 years' experience as System Analyst in the pay band of Rs. 5600-39100 (PB - 3) + Grade Pay Rs. 5,400.00 / Pay Level-10 or equivalent position in Central / State Government Institutes / Organisations.  All degrees / diplomas shall be from recognized university / institution with minimum 55% marks.</p> <p><b>Desirable Qualification with anyone of the following:</b> Adequate experience in Computer software &amp; other comparable experience in office automation / e-governance / ERP / Networking.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	No
9.	Period of Probation, if any	One year for direct recruits and NIL for promotees
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	75% by Direct Recruitment 25% by promotion amongst System Analyst
11.	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	<p><b>For Deputation:</b> Persons holding analogous post on regular basis or with 5 years regular service as System Analyst in the pay band of `15600-39100 (PB - 3) + Grade Pay `5,400.00 / Pay Level-10 or equivalent in the Central / State Governments, Universities or autonomous organisations and possessing the qualifications as prescribed for direct recruits under Row 7.</p> <p><b>For Promotion:</b> 5 Years of working experience as System Analyst in the pay band of `15600-39100 (PB - 3) + Grade Pay `5,400.00 / Pay Level-10 in Central / State Government Institutes / Organisations.</p> <p>The promotion shall be made on the recommendation of the Departmental Promotion Committee on the basis of merit cum seniority.</p>
12.	Composition of DPC or Selection Committee	As per Appendix - 1 and Appendix - 2 to the Schedule

1.	Name of Post	<b>System Analyst</b>
2.	Number of Post	As approved by UGC from time to time
3.	Classification	Group A
4.	Pay Matrix Level	Level-10
5.	Whether Selection Post or Non-Selection Post	Selection in case of Promotion
6.	Age limit for direct recruits	Not exceeding 45years
7.	Educational and other qualifications required for direct recruits	<p><b>Essential Qualifications:</b></p> <p>i. Bachelor's Degree in Electronic Engineering / Computer Engineering with 5 years' experience in computing  <b>OR</b>  M.Sc. with PGDCA with 7 years' experience in computing.  <b>OR</b>  MCA with 7 years' experience in computing.</p> <p>ii. 3 years' experience as programmer or equivalent position in Central / State Government Institutes / Organisations.  All degrees / diplomas shall be from recognized university / institution with minimum 55% marks</p> <p><b>Desirable Qualifications:</b> Adequate experience in Computer software &amp; other comparable experience in office automation / e-governance / ERP / Networking.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	No
9.	Period of Probation, if any	One year for direct recruits and two years for promotees
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	50% by Direct Recruitment 50% by promotion amongst Programmer
11.	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	<p><b>For Deputation:</b> Persons holding analogous post on regular basis or with 3 years regular service as Programmer in the pay band of `9300-34800 (PB - 2) + Grade Pay `4,600.00 / Pay Level-7 or equivalent in the Central / State Governments, Universities or autonomous organisations and possessing the qualifications as prescribed for direct recruits under Row 7.</p> <p><b>For Promotion:</b> 3 Years of working experience as Programmer in the pay band of `9300-34800 (PB - 2) + Grade Pay `4,600.00 / Pay Level-7 in Central / State Government Institutes / Organisations.</p> <p>The promotion shall be made on the recommendation of the Departmental Promotion Committee on the basis of merit cum seniority.</p>
12.	Composition of DPC or Selection Committee	As per Appendix - 1 and Appendix - 2 to the Schedule

1.	Name of Post	<b>Programmer</b>
2.	Number of Post	As approved by UGC from time to time
3.	Classification	Group B
4.	Pay Matrix Level	Level-7
5.	Whether Selection Post or Non-Selection Post	Selection in case of Promotion
6.	Age limit for direct recruits	Not exceeding 45 years
7.	Educational and other qualifications required for direct recruits	<p><b>Essential Qualifications:</b></p> <p>i. Bachelor's Degree in Electronic Engineering / Computer Engineering with 5 years' experience in computing  <b>OR</b>  M.Sc. with PGDCA with 7 years' experience in computing.  <b>OR</b>  MCA with 7 years' experience in computing.</p> <p>ii. 3 years' experience as Senior Technical Assistant (Computer) in the pay band of Rs. 9300-34800 (PB - 2) + Grade Pay Rs. 4,200.00 / Pay Level-6 or equivalent position in Central / State Government Institutes / Organisations.</p> <p>All degrees / diplomas shall be from recognized university / institution with minimum 55% marks</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	No
9.	Period of Probation, if any	One year for direct recruits and NIL for promotees
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	25% by Direct Recruitment 75% by Promotion amongst Senior Technical Assistant (Computer) out of which 25% by Limited Departmental Examination amongst employees having Graduation and three years' experience in the University as Senior Technical Assistant (Computer) and 'Good' record of work.
11.	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	<p><b>For Deputation:</b> Persons holding analogous post on regular basis or with 5 years regular service as Senior Technical Assistant (Computer) in the pay band of `9300-34800 (PB - 2) + Grade Pay `4,200.00 / Pay Level-6 or equivalent in the Central / State Governments, Universities or autonomous organisations and possessing the qualifications as prescribed for direct recruits under Row 7.</p> <p><b>For Promotion:</b> 5 Years of working experience as Senior Technical Assistant (Computer) in the pay band of `9300-34800 (PB - 2) + Grade Pay `4,200.00 / Pay Level-6 in Central / State Government Institutes / Organisations.</p> <p>The promotion shall be made on the recommendation of the Departmental Promotion Committee on the basis of merit cum seniority.</p>
12.	Composition of DPC or Recruitment Committee	As per Appendix - 1 and Appendix - 2 to the Schedule

1.	Name of Post	<b>Senior Technical Assistant (Computer)</b>
2.	Number of Post	As approved by UGC from time to time
3.	Classification	Group B
4.	Pay Matrix Level	Level-6
5.	Whether Selection Post or Non-Selection Post	Selection in case of Promotion
6.	Age limit for direct recruits	Not exceeding 45 years
7.	Educational and other qualifications required for direct recruits	<p><b>Essential Qualifications:</b></p> <p>i. B.E / B.Tech in Computer Science / Electronics &amp; Communication Engineering / Information Technology.</p> <p>ii. 3 years' experience as Technical Assistant (Computer) or equivalent in the pay band of `5200-20200 (PB - 1) + Grade Pay Rs. 2,800.00 / Pay Level-5 in the Central / State Governments, Universities or autonomous organisations.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	No
9.	Period of Probation, if any	One year for direct recruits and two years for promotees
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	<p>25% by Direct Recruitment</p> <p>75% by Promotion amongst Technical Assistant (Computer) out of which 25% by Limited Departmental Examination amongst employees having B.E / B.Tech and three years' experience in the University as Technical Assistant (Computer) and 'Good' record of work.</p>
11.	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	<p><b>For Deputation:</b> Persons holding analogous post on regular basis or with 5 years regular service as Technical Assistant (Computer) in the pay band of `5200-20200 (PB - 1) + Grade Pay `2,800.00 / Pay Level-5 or equivalent in the Central / State Governments, Universities or autonomous organisations and possessing the qualifications as prescribed for direct recruits under Row 7.</p> <p><b>For Promotion:</b> 5 years' experience as Technical Assistant (Computer) in the pay band of `5200-20200 (PB - 1) + Grade Pay `2,800.00 / Pay level-5 in the Central / State Governments, Universities or autonomous organisations.</p> <p>The promotion shall be made on the recommendation of the Departmental Promotion Committee on the basis of merit cum inter-se seniority of the feeding categories.</p>
12.	Composition of DPC or Recruitment Committee	As per Appendix - 1 and Appendix - 2 to the Schedule

1.	Name of Post	<b>Technical Assistant (Computer)</b>
2.	Number of Post	As approved by UGC from time to time
3.	Classification	Group C
4.	Pay Matrix Level	Level-5
5.	Whether Selection Post or Non-Selection Post	Not Applicable
6.	Age limit for direct recruits	Not exceeding 45 years
7.	Educational and other qualifications required for direct recruits	<p><b>Essential Qualifications:</b></p> <ul style="list-style-type: none"> <li>i. Bachelor's Degree in Computer Application from a recognized University / Institution.</li> <li>ii. 3 years' experience of handling and maintenance of computer lab.</li> </ul>
8.	Whether age and 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	100% by Direct Recruitment
11.	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	No
12.	Composition of DPC or Recruitment Committee	As per Appendix - 1 to the Schedule



1.	Name of Post	<b>Security Officer</b>
2.	Number of Post	As approved by UGC from time to time
3.	Classification	Group B
4.	Pay Matrix Level	Level-7
5.	Whether Selection Post or Non-Selection Post	Non-Selection in case of Promotion
6.	Age limit for direct recruits	Not exceeding 45 years
7.	Educational and other qualifications required for direct recruits	<p><b>Essential Qualifications:</b></p> <ul style="list-style-type: none"> <li>i. A Graduate or an equivalent qualification from a recognized University.</li> <li>ii. At least 20 years' experience in Police / Para-Military Forces / Armed Forces of the Union and not below the rank of Sub-Inspector (Exe) / Subedar or an equivalent position with Exemplary Service.</li> <li>iii. Holding a Valid Driving License to ride Jeep / Motor Cycle.</li> </ul> <p><b>Desirable Qualifications with anyone of the following:</b></p> <ul style="list-style-type: none"> <li>i. Completion of a course in Fire Fighting from a recognized Institute or Unarmed Combat Course in Army or Para-Military Force.</li> <li>ii. Gallantry award winners / those wounded in Combat will be preferred.</li> <li>iii. Should be able to speak English and Hindi</li> </ul>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	No
9.	Period of Probation, if any	One year for direct recruits and two years for promotees
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	50% by Direct Recruitment 50% by Promotion amongst Security Inspector out of which 25% by Limited Departmental Examination amongst employees having Graduation and Eight (08) years' experience in the University as Security Inspector and 'Good' record of work.
11.	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	<p><b>For Deputation:</b> Persons holding analogous post on regular basis or with 10 years regular service as Security Inspector in the pay band of `5200-20200 (PB - 1) + Grade Pay `2,800.00 / Pay Level-5 or equivalent in the Central / State Governments, Universities or autonomous organisations and possessing the qualifications as prescribed for direct recruits under Row 7.</p> <p><b>For Promotion:</b> 10 years' experience as Security Inspector in the pay band of `5,200-20200 (PB - 1) + Grade Pay `2,800.00 / Pay Level-5 in the Central / State Governments, Universities or autonomous organisations.</p> <p>The promotion shall be made on the recommendation of Departmental Promotion Committee on the basis of inter-se seniority of the feeding categories cum merit. Subject to suitability and fitness.</p>
12.	Composition of DPC or Recruitment	As per Appendix - 1 and Appendix - 2 to the Schedule

	Committee	
1.	Name of Post	<b>Security Inspector</b>
2.	Number of Post	As approved by UGC from time to time
3.	Classification	Group C
4.	Pay Matrix Level	Level-5
5.	Whether Selection Post or Non-Selection Post	Not Applicable
6.	Age limit for direct recruits	Not exceeding 45 years
7.	Educational and other qualifications required for direct recruits	<p><b>Essential Qualifications:</b></p> <ul style="list-style-type: none"> <li>i. 10+2 or equivalent from a recognized Board or University.</li> <li>ii. At least 10 years' experience in Police / Para-Military Forces / Armed Forces of the Union and not below the rank of sepoy or an equivalent position with Exemplary Service.</li> <li>iii. Holding a Valid Driving License to ride Jeep / Motor Cycle.</li> </ul> <p><b>Desirable Qualifications with anyone of the following:</b></p> <ul style="list-style-type: none"> <li>i. Completion of a course in Fire Fighting from a recognized Institute or Unarmed Combat Course in Army or Para-Military Force.</li> <li>ii. Gallantry award winners / those wounded in Combat will be preferred.</li> <li>iii. Should be able to speak English and Hindi</li> </ul>
8.	Whether age and 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	100% by Direct Recruitment
11.	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	No
12.	Composition of DPC or Recruitment Committee	As per Appendix - 1 to the Schedule

1.	Name of Post	<b>Guest House Manager</b>
2.	Number of Post	As approved by UGC from time to time
3.	Classification	Group B
4.	Pay Matrix Level	Level-6
5.	Whether Selection Post or Non-Selection Post	Not Applicable
6.	Age limit for direct recruits	Not exceeding 45 years
7.	Educational and other qualifications required for direct recruits	<p><b>Essential Qualifications:</b></p> <ul style="list-style-type: none"> <li>i. 10+2 with 3 years Diploma in Hospitality Management / Hotel Management or Equivalent or Bachelor Degree in Hospitality Management / Hotel Management or Equivalent.</li> <li>ii. 3 years of experience of managing a Canteen or a Mess attached to a Students Hostel or Guest House of a University or Institute of Higher Learning.</li> </ul> <p><b>Desirable Qualification with anyone of the following:</b></p> <ul style="list-style-type: none"> <li>i. Bachelor Degree in Hotel Management</li> <li>ii. 3 years' experience with reputed Hotel Chain</li> </ul>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	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	100% by Direct Recruitment
11.	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	No
12.	Composition of DPC or Recruitment Committee	As per Appendix - 1 to the Schedule

1.	Name of Post	<b>Cook</b>
2.	Number of Post	As approved by UGC from time to time
3.	Classification	Group C
4.	Pay Matrix Level	Level-2
5.	Whether Selection Post or Non-Selection Post	Non-Selection in case of Promotion
6.	Age limit for direct recruits	Not exceeding 45 years
7.	Educational and other qualifications required for direct recruits	<p><b>Essential Qualifications:</b></p> <ul style="list-style-type: none"> <li>i. Matriculation or equivalent from recognized Board.</li> <li>ii. Certificate Course in Hotel Management and Catering Services</li> <li>iii. 2 year experience of working as a Cook in some Restaurant, Hotel or Hostel. Should be able to cook western as well as Indian Dishes.</li> </ul>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	No
9.	Period of Probation, if any	Two years for direct recruits and NIL for promotees
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	<p>50% by Direct Recruitment</p> <p>50% by promotion amongst Hostel / Kitchen Attendant</p>
11.	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	<p><b>For Deputation:</b> Persons holding analogous post on regular basis or with 5 years regular service as Hostel / Kitchen Attendant in the pay band of `5200-20200 (PB - 1) + Grade Pay `1,800.00 / Pay Level-1 or equivalent in the Central / State Governments, Universities or autonomous organisations and possessing the qualifications as prescribed for direct recruits under Row 7.</p> <p><b>For Promotion:</b>5 years' experience as Kitchen / Hostel Attendant in the pay band of `5200-20200 (PB - 1) + Grade Pay `1,800.00 / Pay Level-1 in the Central / State Governments, Universities or autonomous organisations.</p> <p><i>(The ratio for Kitchen Attendant and Hostel Attendant shall be 1:1 for promotion against post under promotion quota)</i></p> <p>The promotion shall be made on the recommendation of Departmental Promotion Committee on the basis of inter-se seniority of the feeding categories cum merit. Subject to suitability and fitness.</p>

12.	Composition of DPC or Recruitment Committee	As per Appendix - 1 and Appendix - 2 to the Schedule
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1.	Name of Post	<b>Kitchen Attendant</b>
2.	Number of Post	As approved by UGC from time to time
3.	Classification	Group C
4.	Pay Matrix Level	Level-1
5.	Whether Selection Post or Non-Selection Post	Not Applicable
6.	Age limit for direct recruits	Not exceeding 45 years
7.	Educational and other qualifications required for direct recruits	<b>Essential Qualifications:</b> Matriculate or equivalent.
8.	Whether age and 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	100% by Direct Recruitment
11.	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	No
12.	Composition of DPC or Recruitment Committee	As per Appendix - 1 to the Schedule

1.	Name of Post	<b>Hostel Attendant</b>
2.	Number of Post	As approved by UGC from time to time
3.	Classification	Group C
4.	Pay Matrix Level	Level-1
5.	Whether Selection Post or Non-Selection Post	Not Applicable
6.	Age limit for direct recruits	Not exceeding 45 years
7.	Educational and other qualifications required for direct recruits	<b>Essential Qualifications:</b> Matriculate or equivalent.
8.	Whether age and 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	100% by Direct Recruitment
11.	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	No
12.	Composition of DPC or Recruitment Committee	As per Appendix - 1 to the Schedule

1.	Name of Post	<b>Public Relation Officer</b>
2.	Number of Post	As approved by UGC from time to time
3.	Classification	Group A
4.	Pay Matrix Level	Level-10
5.	Whether Selection Post or Non-Selection Post	Not Applicable
6.	Age limit for direct recruits	Not exceeding 45 years
7.	Educational and other qualifications required for direct recruits	<p><b>Essential Qualifications:</b></p> <p>i. Master's Degree in Communication and Journalism from a recognised University / Institution.</p> <p align="center"><b>OR</b></p> <p>Master's degree in any discipline and P.G. Diploma in Communication and Journalism.</p> <p>ii. 5 Years of experience as editor / sub-editor / deputy editor / correspondent / Assistant Public Relations Officer in a reputed National level Media Organisation or in an equivalent post in Central/ State University / similar institution / Government Department.</p> <p><b>Desirable Qualifications with anyone of the following:</b></p> <p>i. Experience in the news desk / editorial Department of any established English / Hindi Newspapers accredited with ABC, National News Agencies, Radio or Television, Film media, reputed advertising agencies; and</p> <p>ii. Knowledge of two or more Indian Languages with proficiency in English &amp; Hindi with good working knowledge of computer applications.</p>
III.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
IV.	Period of Probation, if any	One Year
V.	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	100% by Direct Recruitment
VI.	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	No
VII.	Composition of DPC or Selection Committee	As per Appendix - 1 to the Schedule



**COMPOSITION OF SELECTION COMMITTEE / RECRUITMENT COMMITTEE FOR APPOINTMENT TO NON-TEACHING POSITIONS BY DIRECT RECRUITMENT**

<b>SELECTION COMMITTEE - For Group 'A' (other than Statutory Positions)</b>			
1.	The Vice-Chancellor	....	Chairperson
2.	Two members of the Executive Council nominated by the Vice-Chancellor	....	Members
3.	Two Experts not in the service of the University to be nominated by the Vice-Chancellor	....	Members
4.	Head of the Office / Dean of the School concerned	....	Member
5.	One person to be nominated by the Vice-Chancellor, who is a woman, a SC / ST Category and one minority community member, in case any of the candidates appearing for the post belong to these categories and if none of the other members belong to these categories	....	Member
6.	Registrar	....	Member

<b>RECRUITMENT COMMITTEE - For Group 'B' &amp; 'C' Posts</b>			
1.	Registrar	...	Chairperson
2.	Two Members of the Executive Council to be nominated by the Vice-Chancellor	...	Members
3.	One person to be nominated by the Vice-Chancellor, who is a woman, a SC / ST Category and one minority community member, in case any of the candidates appearing for the post belong to these categories and if none of the other members belong to these categories	...	Member
4.	Deputy Registrar (Recruitment)	...	Member

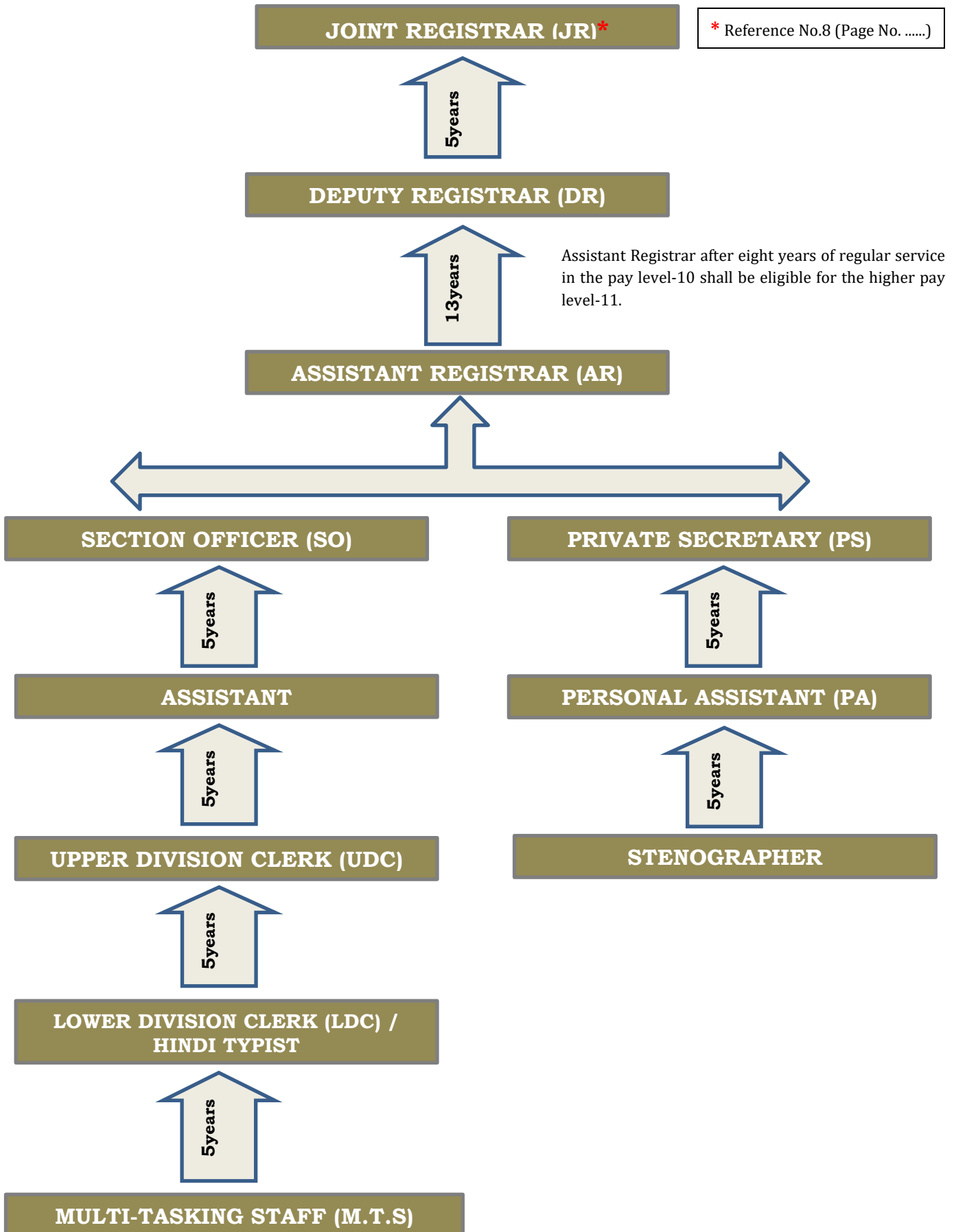
**COMPOSITION OF DEPARTMENTAL PROMOTION COMMITTEE FOR APPOINTMENT TO NON-TEACHING POSITIONS BY PROMOTION**

<b>Promotion of Non-Teaching posts having Grade Pay of less than `5400/- (or equivalent slab in the revised scale)</b>			
1.	Registrar	...	Chairperson
2.	Dean of School or Head of the Section concerned	...	Member
3.	Two persons not in the service of the University to be nominated by the Vice-Chancellor, one of whom shall be SC/ST category, a woman and a minority community person, in case any of the candidates appearing for the post belong to these categories and if none of the other members belong to these categories	...	Members
4.	Deputy Registrar (Recruitment)	...	Member

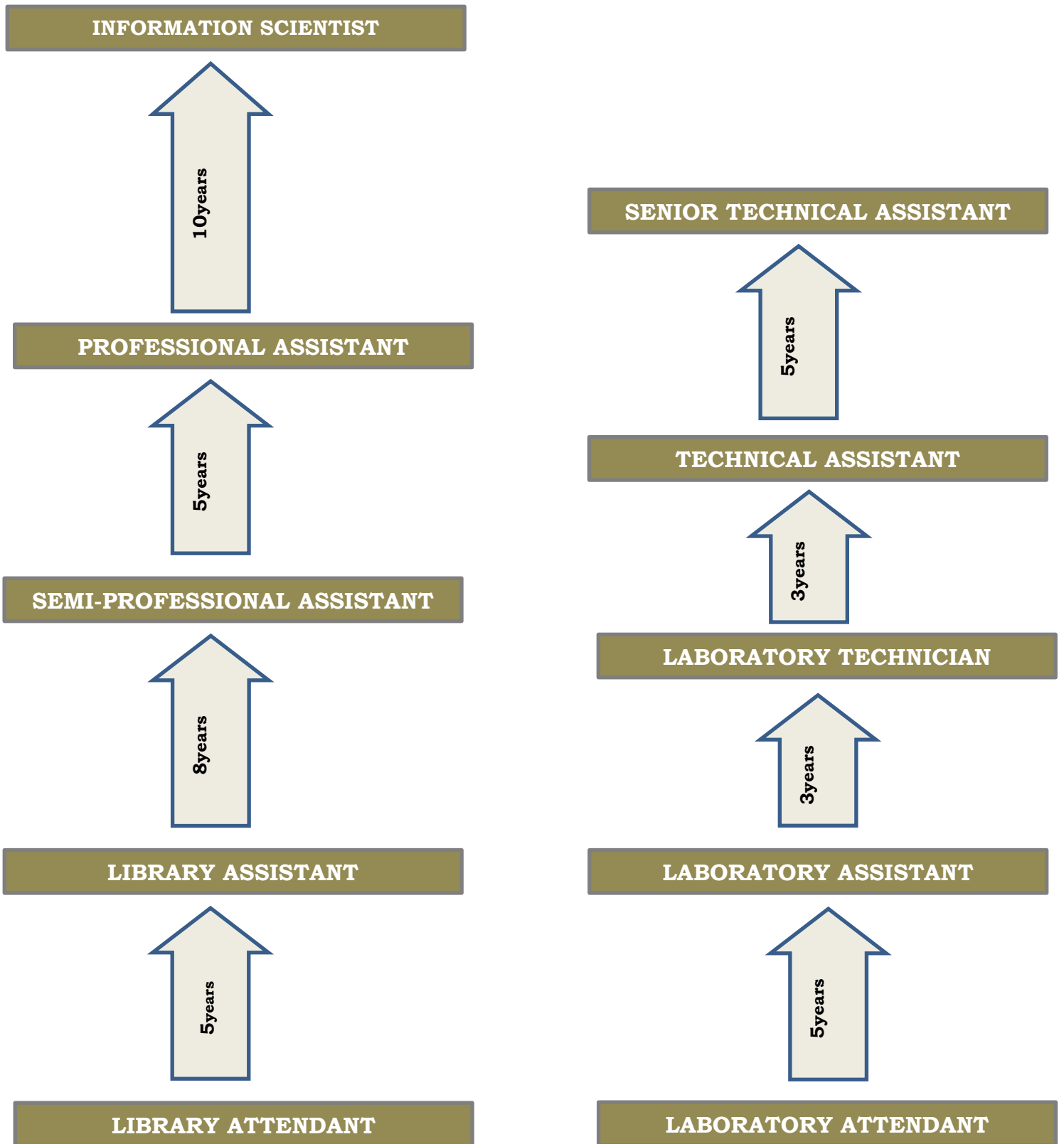
<b>Promotion of Non-Teaching posts with Grade Pay of `5400/- or above (or the equivalent slab in the revised scale)</b>			
1.	Vice-Chancellor	...	Chairperson
2.	Registrar	...	Member
3.	Two members of the Executive Council to be nominated by the Vice-Chancellor	...	Member
4.	Dean of the School or Head of the Section concerned	...	Member
5.	Two persons not in the service of the University to be nominated by the Vice-Chancellor, one of whom shall be SC / ST category, a woman and a minority community person, in case any of the candidates appearing for the post belong to these categories and if none of the other members belong to these categories	...	Members

**ELIGIBILITY FLOW CHART FOR PROMOTION IN THE**

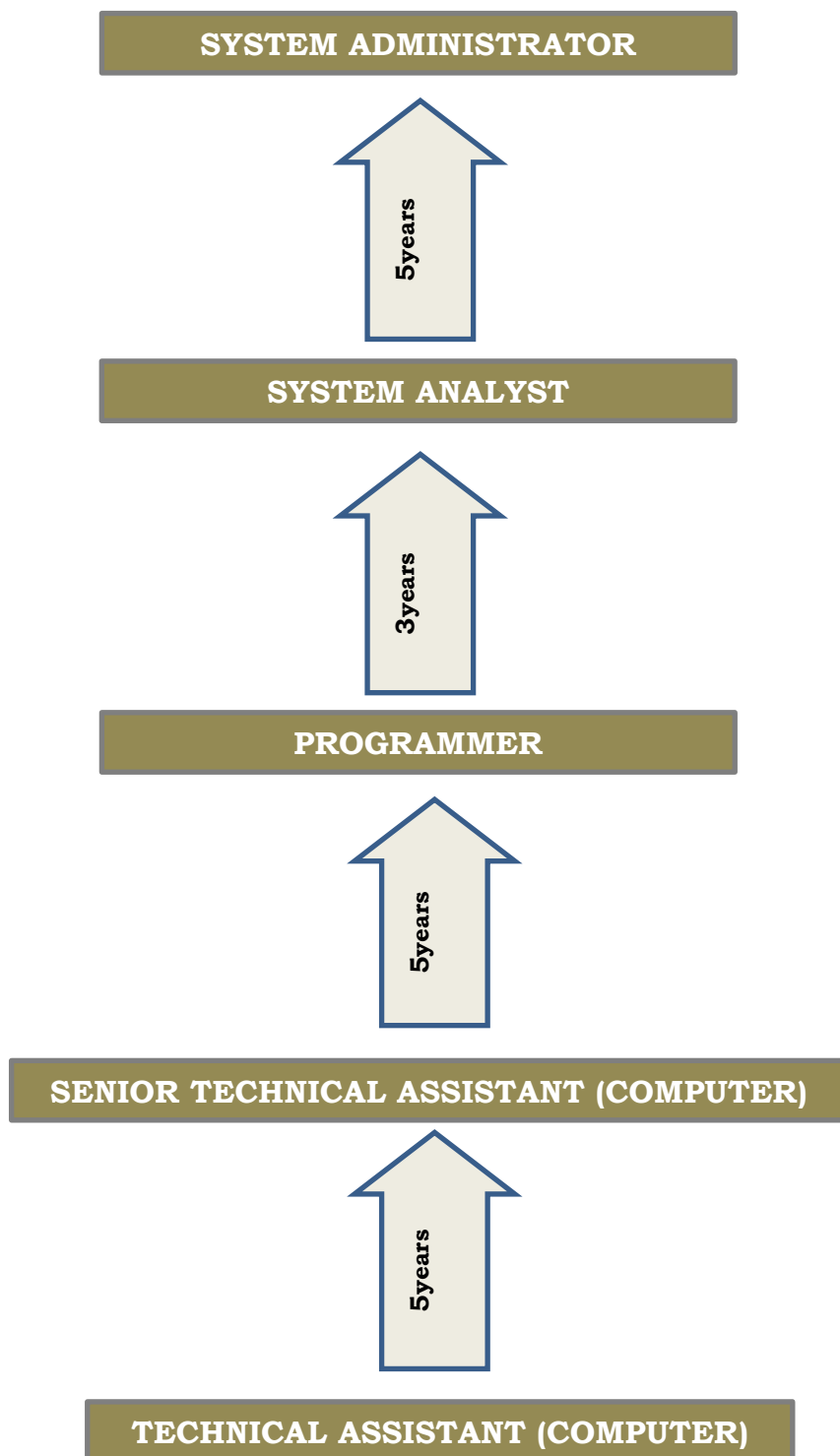
**MINISTERIAL AND SECRETARIAL**



**ELIGIBILITY FLOW CHART FOR PROMOTION IN THE  
LIBRARY AND LABORATORY**



**ELIGIBILITY FLOW CHART FOR PROMOTION IN THE  
**IT / ICT****



**ELIGIBILITY FLOW CHART FOR PROMOTION IN THE  
ENGINEERING AND HOSTEL / GUEST HOUSE**

**EXECUTIVE ENGINEER (ELECTRICAL / CIVIL)**

8years

**ASSISTANT ENGINEER (ELECTRICAL / CIVIL)**

**COOK**

5years

5years

**JUNIOR ENGINEER (ELECTRICAL / CIVIL)**

**HOSTEL / KITCHEN ATTENDANT**