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**RECRUITMENT RULES-2012
(NON-TEACHING EMPLOYEES)**

(w.e.f. July 2012)



**GURUKULA KANGRI VISHWAVIDYALAYA
HARIDWAR (UTTARAKHAND)**

The existing staff structure of Gurukula Kangri Vishwavidyalaya, Haridwr consists of a number of non-teaching posts which are either isolated or unidentical with the Cadre list of UGC. It results into obstacles in Cadre renewal or for further promotion of the employee. The committee unanimously resolved that these posts should be rationalized with identical posts as per UGC Cadre list. Hence, following posts are recommended to be rationalized/ upgraded as mentioned below :

S.N.	Present Post	Rationalized / upgraded to the Post
1.	Jr. Stenographer	Stenographer
2.	Steno/Data Entry Operator (SC/ST Cell)	Computer Operator
3.	P.A.	P.S.*
4.	Sr. Assistant (Audit Cell)	Assistant
5.	Coordinator (SC/ST Cell)	Asstt. Registrar
6.	Museum Assistant	Assistant Archivist
7.	Jr. Assistant cum Typist	L.D.C.
8.	Storekeeper	L.D.C.
9.	Physical Education Instructor	Coach
10.	Cashier	U.D.C.
11.	Counter Assistant	Library Assistant*
12.	Daftri	Library Attendant
13.	Book Lifer/ Book Binder	Library Attendant

*upgraded

GURUKULA KANGRI VISHWAVIDYALAYA, HARIDWAR

RECRUITMENT RULES (NON TEACHING EMPLOYEES), 2012

In exercise of the powers conferred under para 4.6 of the rules of the Vishwavidyalaya under Memorandum of Association - 2012, the Board of Management hereby makes the following rules for regulating the recruitment to non teaching posts in the Gurukula Kangri Vishwavidyalaya and matters related thereto.

1. SHORT TITLE AND COMMENCEMENT:

- (i) These rules may be called **Recruitment Rules (Non-Teaching Employees), 2012**.
- (ii) They shall come into force w.e.f. the date of its notification.

2. DEFINITIONS:

- (a) "MoA" means Memorandum of Association Gurukula Kangri Vishwavidyalaya, 2012.
- (b) "Appendix" means an Appendix to the Schedule to these Rules.
- (c) "Departmental candidate" means those employees working on regular basis in the Vishwavidyalaya but does not include employees working on ad-hoc, daily wages or contract basis.
- (d) "Government" means the Central Government.
- (e) "Departmental Examination" or "Test" means a competitive test limited to certain category or categories of holders of posts of the Vishwavidyalaya Non-Teaching Employees.
- (f) "Non Teaching Employee" mean employees of the Vishwavidyalaya other than Vishwavidyalaya teachers.
- (g) "On probation" with relation to a person means a person appointed to any post on probation as specified in Central Civil Services (CCS) Rules.
- (h) "Regular service" means service rendered by an employee in the Cadre on a regular basis other than the service on contract or daily wages but includes ad-hoc promotion or appointment in a cadre post through due procedure followed by regularization to the extant approved by the competent authority.
- (i) "Schedule" means a Schedule to these Rules.
- (j) "Selection Committee" means a composition of members of Selection Committee including Departmental Selection Committee specified in the Schedule to these Rules.
- (k) "Vishwavidyalaya" means Gurukula Kangri Vishwavidyalaya.
- (l) "BOM" means Board of Management+ of Gurukula Kangri Vishwavidyalaya.

3. Authorized permanent strength and temporary strength of the Service:

- (i) The authorized permanent strength of various grades of the service on the date of notification shall be as specified in the Schedule.
- (ii) After the notification of the Rules, the authorized permanent and temporary strength of the various grades of the service shall be such as may, from time to time, be determined by or under the authority of the Gurukula Kangri Vishwavidyalaya and notified accordingly, after due approval.

Provided that the Vice Chancellor with the approval of BOM may make temporary additions to any condition of the service as found necessary in the interest of the work of the Vishwavidyalaya.

4. FUTURE MAINTENANCE OF CADRE/POSTS:

- (i) All the appointments in the Vishwavidyalaya after the notification of these Rules shall be made only in accordance with the provisions of these Rules. Appointments to existing posts not covered by these Rules shall continue to be in accordance with the Recruitment Rules approved by the BOM or the Vice Chancellor. The BOM may add such other posts and/or Cadre in the Schedule subsequently after the notification of these Rules.
- (ii) The seniority list of employees borne in each cadre of posts specified in the Schedule unless delegated to some other authority shall be maintained at the Establishment section of Central Office of the Vishwavidyalaya. Notwithstanding anything contained herein, any class or category of posts and incumbents thereof, may be placed in any of the offices or establishments, as the case may be by general or specific orders of the Vice-Chancellor or Registrar as the case may be.
- (iii) Reservation to the posts in favour of SC, ST, OBC and PWD categories shall be provided in accordance with the instructions received from Government of India/UGC in the regard.

5. NUMBER OF POSTS, CLASSIFICATION AND SCALES OF PAY:

The number of posts, their classification and the scales of pay attached thereto shall be as specified in the Schedule annexed to these Rules.

6. METHOD OF RECRUITMENT, AGE LIMIT AND OTHER QUALIFICATIONS:

- (i) The method of recruitment, age-limit, qualifications and other matters relating to the said posts shall be as specified in the Schedule.
- (ii) The **upper age**-limit as prescribed for direct recruits in the Schedule shall not be insisted upon in the case of departmental candidates applying for direct recruitment through open advertisement provided they have rendered at least three years regular services in the Vishwavidyalaya.
- (iii) The **upper age**-limit prescribed for direct recruits in the schedule shall also be relaxable up to a maximum of **five years** or the number of years of service (in completed years) whichever is less provided they rendered regular service in same or allied field in organizations(s) under Government Departments/Statutory or Autonomous bodies/Universities/affiliated or constituent colleges under the Vishwavidyalaya/Public Sector Undertakings/Cooperative Societies rendered at least three years regular service in the same or allied field.
- (iv) The **upper age limit** prescribed for direct recruitment shall be relaxable in case candidates belonging to the Scheduled Castes, Scheduled Tribes, Other Backward Classes (Central List), Physically Challenged, Ex-servicemen and other specified categories of persons in accordance with the orders issued in this behalf from time to time by Central Government and adopted by the Vishwavidyalaya. There shall be a relaxation in maximum age limit as per rules of Gurukula Kangri Vishwavidyalaya(GKV) prescribed for non-teaching employees of GKV working in different capacities on adhoc/fix/contract/daily wage basis. The age of such candidates will be considered from the date of their initial appointment
- (v) For appointment to various posts against **direct recruitment/open selection**, composition of the Selection Committees for different categories of posts will be as given in **Appendix – 1 & 2** Every

appointment through direct recruitment/open selection shall invariably be made only after making an open advertisement in leading news paper and Employment News.

- (vi) For **promotion including Limited Departmental Examination or Test** to various posts, the composition of the Departmental Promotion Committee for different categories of posts will be as given in **Appendix - 1 & 2** to the Schedule.
- (vii) Nomenclatures of each post are grouped according to the hierarchy on the basis of approved pay scale at a glance as given in **Appendix- 3** to the Schedule.
- (viii) The Recruitment year for promotions will be **calendar year**. In cases where promotion has been prescribed as a method of recruitment, the **eligibility list** for promotion shall be prepared with reference to the date of completion by the officers of the prescribed qualifying service in the cadre as on 1st January of the Recruitment year in their respective grade/post. The crucial date is only a fixed reference date or a cut-off date on which the eligibility of officers in the feeder grade in terms of these Rules e.g. educational qualification, eligibility service, etc. is to be checked before they are considered for inclusion in the eligibility list for reference to the Departmental Promotion Committee. However, this shall not be applied in the case of officers who are due for retirement on superannuation in the recruitment year and their cases are to be considered at appropriate time.
- (ix) However as an exception to the above:-
 - (a) Wherever the BOM has specifically prescribed a lower qualifying service for promotion to a higher post, the same shall continue to apply to all the existing incumbents.
- (x) The Departmental Promotion Committee will meet at least once a year in **January or February**. The promotion for all Group D, C & B will be based on seniority-cum-merit, quality of Annual Confidential Reports for the last **five years** and vigilance clearance. For promotion to all Group A posts, the departmental written test, if any prescribed for such post, will be followed by an interview. For the gradation in ACRs for the preceding five years, and the bench mark for all such promotion to Group A posts will be **“Good”** provided there is no adverse entry during the preceding **three years** and the employee should not have been awarded any major penalty under disciplinary rules during the preceding **five years**.
- (xi) Notwithstanding anything contained in these Rules, the Vice Chancellor may, in case of urgent need, permit appointment on deputation or on short-term contract basis. In such cases the contract period shall not normally exceed six months.

7. PROBATION:

Every person selected or appointed through direct recruitment or open selection or promotion to a post under the Vishwavidyalaya shall be governed under the Vishwavidyalaya Non Teaching Employees (Terms and Conditions of Service) imposed by the Vishwavidyalaya from time to time.

8. RESIDUARY MATTERS:

In regard to matters not specified or referred to in these Rules, the employees in the posts specified in the Schedule shall be governed by the Ordinance, MoA decisions/regulations and other orders applicable to the Non Teaching Employees of the Vishwavidyalaya in general.

9. POWER TO RELAX:

When the BOM of the Vishwavidyalaya upon a recommendation made by the Vice Chancellor to that effect is of the opinion that it is necessary or expedient to do so, it may, for reasons to be recorded in writing, relax any of the provisions of these Rules with respect to any class or category of posts or persons. All administrative orders/instructions providing for any relaxation, exemption etc. of the provisions of Recruitment Rules issued with approval of the BOM prior to notification of these Recruitment Rules shall stand superseded after notification of these Rules.

10. REPEAL AND SAVINGS:

All the guidelines/decisions of the BOM or any authority regarding the matters governing method of appointments in respect of the posts included in the Schedule to these rules shall stand repealed. However, anything done in accordance with the repealed guidelines shall not be affected by this repeal in any manner.

Nothing in these Rules shall affect reservations, relaxations in age-limit and other concessions required to be provided by the Vishwavidyalaya for the Scheduled Castes, Scheduled Tribes, Other Backward Classes, Physically Handicapped persons, Ex-servicemen and other special categories or persons in accordance with the orders issued by the Government of India, University Grants Commission and approved by the BOM of the Vishwavidyalaya from time to time in this regard.

11. INTERPRETATIONS:

- (i) Any question relating to interpretation of these Rules, the decision of the BOM shall be final unless otherwise, specifically included in these rules.
- (ii) Notwithstanding, anything contained in these rules, the BOM shall have the power to alter or modify, any of the provisions of these rules.

12. REMOVAL OF DIFFICULTY:

If any difficulty arises in the implementation or operation of any of the provision of these Rules, the Vice Chancellor may, from time to time, issue with the approval of the BOM, such general or special directions but not inconsistent with the provisions of these Rules, which appeared to be necessary for the purpose of removing such difficulty.

Schedule to Recruitment Rules (Non-Teaching Employees) 2012

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SCHEDULE TO RECRUITMENT RULES (NON – TEACHING EMPLOYEES 2012)

1	Name of Post	Registrar
2	Number of Post	01
3	Classification	Group 'A'
4	Scale of Pay	Rs.37400-67000 + GP 10000
5	Whether selection or non-selection post	Not Applicable
6	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules,1972	No
7	Age Limit for direct recruits	Not Applicable
8	Educational and other qualifications required for direct recruits	(i) Master degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC seven point scale. (ii)At least 15 years' of experience as Assistant Professor in the AGP of Rs.7000 and above or with 8 years' of service in the AGP of Rs.8000 and above including as Associate Professor along with experience in educational administration. or Comparable experience in research establishment and/or other institutions of higher education, or 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.
9	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
10	Period of probation, if any	Not Applicable
11	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods.	Deputation or on Contract for a tenure upto 5 years or till attaining the age of 62 years whichever is earlier. (Can be renewed for similar terms)

- 12 In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation / absorption to be made. Not Applicable
- 13 Composition of DPC or Selection Committee
1. Vice Chancellor – Chairperson
 2. One nominee of the Chancellor
 3. One nominee of the Board of Management.
 4. One outside expert appointed by the BOM not connected with the Vishwavidyalaya.
Note: There shall be a non-member convener, not below the rank of Professor, appointed by the Vice Chancellor.
 5. An expert representing SC/ST/OBC/Ph Categories.

Note : (i) The minimum requirement of 55% shall not be insisted upon for the Professors, Readers, Deputy Registrars, Librarian, Deputy Librarians, Directors of Physical Education and Deputy Directors of Physical Education, for the existing incumbents who are already in the university system. However, these marks should be insisted upon for those entering the system from outside and those at the entry points of Lecturers, Assistant Registrars, Assistant Librarians, Assistant Director of Physical Education.

(ii) Recruitment for the post of Registrar shall be through open advertisement.

1	Name of Post	Finance Officer
2	Number of Post	01
3	Classification	Group 'A'
4	Scale of Pay	Rs.37400-67000 + GP 10000*
5	Whether selection or non-selection post	Not Applicable
6	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules,1972	No
7	Age Limit for direct recruits	Not Applicable
8	Educational and other qualifications required for direct recruits	<p>(i) A Master's degree with commerce OR Business Administration (finance) with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale OR comparable equivalent degree in relevant area.</p> <p>(ii) At least 15 years' of experience as Assistant Professor in the AGP of Rs.7000 and above or with 8 years' of service in the AGP of Rs.8000 and above including as Associate Professor along with experience in educational administration.</p> <p style="text-align: center;">OR</p> <p>15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post with experience in finance and accounts.</p> <p style="text-align: center;">OR</p> <p>A qualified CA/CMA with at least 15 years of work experience in the relevant field of activities.</p>
9	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
10	Period of probation, if any	Not Applicable
11	Method of recruitment: whether by	Deputation from CAG failing which by Direct

- direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods. **recruitment** Appointment by drawing officers belonging to the Audit and Accounts services or other similar organized services on deputation for a period of maximum five years or till attaining the age of 62 years whichever is earlier.
- 12 In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation / absorption to be made. **Deputation:** Officer holding analogous post on regular basis or with 5 year regular service in the scale of pay of Rs. 15600-39100+ GP 7600 from Indian Audit and Accounts services or Indian Civil Accounts Services
- 13 Composition of DPC or Selection Committee
1. Vice Chancellor – Chairperson
 2. One nominee of the Chancellor
 3. One nominee of the Board of Management.
 4. One outside expert appointed by the BOM not connected with the Vishwavidyalaya.
 5. An expert representing SC/ST/OBC/PH categories.

Note: There shall be a non-member convener, not below the rank of Professor, appointed by the Vice Chancellor.

*Subject to approval of UGC.

1	Name of Post	Librarian
2	Number of Post	01
3	Classification	Group 'A'
4	Scale of Pay	Rs.37400-67000 + AGP 10000
5	Whether selection or non-selection post	Not Applicable
6	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules,1972	No
7	Age Limit for direct recruits	55 years
8	Educational and other qualifications required for direct recruits	<p>Essential:-</p> <p>(i) Master's Degree in library science/ information science/documentation with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale and consistently good academic record</p> <p>(ii) At least thirteen years as a Deputy Librarian in a University Library or eighteen years' experience as an College Librarian .</p> <p>(iii) Evidence of innovative library service and organization of published work.</p> <p>Desirable:</p> <p>(i) M.Phil/Ph.D. degree in library science/ information science/ documentation/archives and manuscript keeping.</p> <p>(ii) Evidence of work experience of computerization / automation / digitization works.</p>
9	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Not Applicable
10	Period of probation, if any	One Year

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| 11 | Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods. | Direct recruitment |
| 12 | In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation / absorption to be made. | Not Applicable |
| 13 | Composition of DPC or Selection Committee | <ul style="list-style-type: none">(i) Vice Chancellor – Chairperson(ii) Three experts in the concerned subject/field, out of the list recommended by the VC and approved by the BOM.(iii) One of the Dean to be nominated by Vice-Chancellor(iv) An academician nominated by the Chancellor.(v) An expert representing SC/ST/OBC/Ph Categories. |

The quorum should be four out of which at least two outside subject-experts must be present.

1	Name of Post	Deputy Registrar
2	Number of Post	01
3	Classification	Group 'A'
4	Scale of Pay	Rs.15600-39100 +GP 7600
5	Whether selection or non-selection post	Selection
6	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules,1972	No
7	Age Limit for direct recruits	50 Years
8	Educational and other qualifications required for direct recruits	(i) Master's Degree at least 55% of the marks or its equivalent grade of B in the UGC seven point scale. (ii) Nine years' of experience as Assistant Professor in the AGP of Rs.6000 and above with experience in educational administration, or Comparable experience in research establishment and/or other institutions of higher education, or 5 years' of administrative experience as Assistant Registrar or in an equivalent post.
9	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Age: No Qualification : No, but must possess at least graduate degree from a recognized university.
10	Period of probation, if any	One Year
11	Method of recruitment: whether by direct recruitment or by promotion or by deputation / absorption and percentage of the posts to be filled by various methods.	Direct Recruitment/Promotion 75% by direct recruitment 25% by promotion from among eligible Assistant registrars
12	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation / absorption to be made.	Assistant Registrar with 5 years continuous regular service.
13	Composition of DPC or Selection Committee	As per Appendix to the Schedule.

1	Name of Post	Manager Computer Centre
2	Number of Post	01
3	Classification	Group A
4	Scale of Pay(revised)	15600-39100 + GP 7600
5	Whether selection or non-selection post	Selection
6	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules,1972	No
7	Age Limit for direct recruits	40 years
8	Educational and other qualifications required for direct recruits	<p>Essential: 1. M.Tech. (CSE) with 5 years experience in computing, or 2. MCA with 07 years experience in computing , or 3. M.Sc.(Physics/ Maths/ Statistics/ Elect.) with PGDCA with 07 years experience in computing , or 4. B.Tech.(CSE) with 07 years experience in computing , or Desirable : Ph.D. in allied subject.</p>
9	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable
10	Period of probation, if any	One years
11	Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods.	Direct Recruitment
12	In case of recruitment by promotion / deputation/ absorption, grades	Not Applicable

from which promotion/ deputation /
absorption to be made.

- 13 Composition of DPC or Selection As per Appendix to the Schedule.
Committee

1	Name of Post	Assistant Librarian
2	Number of Post	02
3	Classification	Group 'A'
4	Scale of Pay	Rs.15600-39100 +AGP 6000
5	Whether selection or non-selection post	Selection
6	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules,1972	No
7	Age Limit for direct recruits	40 Years
8	Educational and other qualifications required for direct recruits	<p>Essential:-</p> <p>(i) Master's Degree in library science/ information science/documentation or an equivalent professional degree with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale and consistently good academic record with knowledge of computerization of library.</p> <p>(ii) Qualifying in the national level test conducted for the purpose by the UGC or any other agency approved by the UGC</p> <p>(iii) However, candidates, who are, or have been awarded Ph. D. degree in accordance with the "University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree), Regulations 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of University Assistant Librarian.</p>
9	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable

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| 10 | Period of probation, if any | One Year |
| 11 | Method of recruitment: whether by direct recruitment or by promotion or by deputation / absorption and percentage of the posts to be filled by various methods. | 100% by direct recruitment |
| 12 | In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation / absorption to be made. | Not Applicable |
| 13 | Composition of DPC or Selection Committee | <ul style="list-style-type: none">i. Vice Chancellor – Chairpersonii. Three experts in the concerned subject/field, out of the list recommended by the VC and approved by the Executive Council/Syndicateiii. Librarian or in his/her absence, a Dean any of the Faculty to be nominated by the Vice-Chancellor.iv. An academician nominated by the Chancellor.v. An expert representing SC/ST/OBC/Ph Categories. |

The quorum should be four out of which at least two outside subject-experts must be present.

1	Name of Post	Assistant Director, Physical Education
2	Number of Post	01
3	Classification	Group 'A'
4	Scale of Pay(revised)	Rs. 15600-39100 +AGP 6000
5	Whether selection or non-selection post	Selection
6	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules,1972	No
7	Age Limit for direct recruits	40 years
8	Educational and other qualifications required for direct recruits	<p>(i) Master Degree in Physical Education or Sports Science Or any equivalent degree with at least 55% of the marks (or an equivalent grade in a point scale wherever grading system is followed) with a consistently good academic record.</p> <p>(ii) Record of having represented the University/ College at the Inter-university/ Inter collegiate competition or the state and /or national championships</p> <p>(iii) Passed the physical fitness test conducted in accordance with UGC Regulations.</p> <p>(iv) Qualifying in the national level test conducted for the purpose by the UGC or any other agency approved by the UGC.</p> <p>(v) However, candidates, who are, or have been awarded Ph. D. degree in accordance with the "University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree), Regulations 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of University Assistant Director of Physical Education / College Director of Physical Education & Sports.</p>
9	Whether age and educational	Not applicable

qualifications prescribed for direct recruits will apply in the case of promotes

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| 10 | Period of probation, if any | One year |
| 11 | Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods. | Direct Recruitment |
| 12 | In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation / absorption to be made. | N.A. |
| 13 | Composition of DPC or Selection Committee | <ul style="list-style-type: none"> vi. Vice Chancellor – Chairperson vii. Three experts in the concerned subject/field, out of the list recommended by the VC and approved by the Executive Council/Syndicate viii. Director Physical Education or in his/her absence, a Dean any of the Faculty to be nominated by the Vice-Chancellor. ix. An academician nominated by the Chancellor. x. An expert representing SC/ST/OBC/Ph Categories. |

The quorum should be four out of which at least two outside subject-experts must be present.

1	Name of Post	Assistant Registrar
2	Number of Post	03
3	Classification	Group 'A'
4	Scale of Pay	Rs.15600-39100 +GP 5400
5	Whether selection or non-selection post	Selection
6	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules,1972	No
7	Age Limit for direct recruits	40 Years
8	Educational and other qualifications required for direct recruits	Essential: (i) Master Degree with at least 55% of marks or its equivalent grade of B in the UGC seven point scale along with Good Academic Record
9	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Age: No Qualification : No, but must possess at least graduate degree from a recognized university.
10	Period of probation, if any	One Year
11	Method of recruitment: whether by direct recruitment or by promotion or by deputation / absorption and percentage of the posts to be filled by various methods.	50% by direct recruitment 50% by promotion
12	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation / absorption to be made.	Section officer with 5 year regular service in the pay scale Rs. 9300-34800+GP 4600.
13	Composition of DPC or Selection Committee	As per Appendix to the Schedule.

1	Name of Post	Curator (Archeological Museum)
2	Number of Post	01
3	Classification	Group 'A'
4	Scale of Pay(revised)	Pay Band - Rs.15600-39100 + Grade Pay - Rs.5400
5	Whether selection or non-selection post	Not applicable
6	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules,1972	No
7	Age Limit for direct recruits	40 years
8	Educational and other qualifications required for direct recruits	ESSENTIAL: i) Masters degree with 2 nd division in Museology/History of Art from a recognized University or equivalent; OR Master's degree with 2 nd Division in Indian History / Sanskrit / Pali /Prakrit / Persian / Arabic / Archaeology / Anthropology /Fine Arts or equivalent or other allied subjects from a recongised University with diploma/certificate in Museology of a recognised Institution; ii) 2 years' experience in a Museum of standing or comparable institution; <u>DESIRABLE :</u> i) Research experience with evidence of published research work; ii) Practical training and experience in the relevant area.
9	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	NA.
10	Period of probation, if any	One year

- | | | |
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| 11 | Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods. | By direct recruitment |
| 12 | In case of recruitment by promotion / deputation / absorption, grades from which promotion/ deputation / absorption to be made. | N.A |
| 13 | Composition of DPC or Selection Committee | As per Appendix to the Schedule. |

1	Name of Post	Information Scientist
2	Number of Post	1
3	Classification	Group 'A'
4	Scale of Pay	Rs.15600-39100 +GP 5400
5	Whether selection or non-selection post	Not Applicable
6	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules,1972	No
7	Age Limit for direct recruits	40 years
8	Educational and other qualifications required for direct recruits	<p>Essential:-</p> <p>i. B.E./B.Tech (Computer Science) or equivalent</p> <p style="text-align: center;">OR</p> <p>ii. Master's degree in Computer Applications (MCA) or equivalent.</p> <p style="text-align: center;">OR</p> <p>iii. Master's degree in Library & Information Science (M.Lib. or M.Lib.I.Sc.) and PG Diploma in Computer Applications (PGDCA) or Library Automation and Networking (PGDLAN)</p> <p style="text-align: center;">OR</p> <p>iv. Bachelor degree in Library & Information Science (B.Lib. or B.Lib. Inf. Sc.) with three year experience in the relevant field and Postgraduate Diploma in Library Automation and Networking or in computer Applications.</p>
9	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable
10	Period of probation, if any	One Year
11	Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods.	Direct recruitment
12	In case of recruitment by promotion / deputation/ absorption, grades from	Not Applicable

which promotion/ deputation /
absorption to be made.

- 13 Composition of DPC or Selection Committee
- i. Vice Chancellor – Chairperson
 - ii. Three experts in the concerned subject/field, out of the the list recommended by the VC and approved by the Executive Council/Syndicate
 - iii. Librarian or in his/her absence, a Dean any of the Faculty to be nominated by the Vice-Chancellor.
 - iv. An academician nominated by the Chancellor.
 - v. An expert representing SC/ST/OBC/Ph Categories.

The quorum should be four out of which at least two outside subject-experts must be present.

1	Name of Post	Public Relation Officer
2	Number of Post	01
3	Classification	Group 'A'
4	Scale of Pay	Rs.15600-39100 +GP 5400
5	Whether selection or non-selection post	Selection
6	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules,1972	No
7	Age Limit for direct recruits	40 Years
8	Educational and other qualifications required for direct recruits	Master's degree in Communication and Journalism, first or high second (above 55%) with proficiency in Hindi and English from any recognized University.
9	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	N.A.
10	Period of probation, if any	One Year
11	Method of recruitment: whether by direct recruitment or by promotion or by deputation / absorption and percentage of the posts to be filled by various methods.	Direct Recruitment
12	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation / absorption to be made.	Not Applicable
13	Composition of DPC or Selection Committee	As per Appendix to the Schedule.

1	Name of Post	System Analyst/Programmer
2	Number of Post	01
3	Classification	Group A
4	Scale of Pay(revised)	15600-39100 + GP 5400
5	Whether selection or non-selection post	Selection/Non Selection
6	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules,1972	No
7	Age Limit for direct recruits	40 years
8	Educational and other qualifications required for direct recruits	Ist Class MCA or Ist Class B.E./B.Tech. in Computer Science/Engineering/Technology or Ist Class M.Sc. (Computer Science/Computer Software) Experience : One year experience of teaching / computing.
9	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Not applicable
10	Period of probation, if any	One year
11	Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods.	Direct Recruitment
12	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation / absorption to be made.	Not applicable
13	Composition of DPC or Selection Committee	As per Appendix to the Schedule.

1	Name of Post	Section Officer
2	Number of Post	04
3	Classification	Group 'B'
4	Scale of Pay	Rs. 9300-34800 + GP 4600
5	Whether selection or non-selection post	Selection and Non-Selection post
6	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules,1972	No
7	Age Limit for direct recruits	40 years
8	Educational and other qualifications required for direct recruits	<p>Essential:</p> <ol style="list-style-type: none"> 1. Graduate from Recognized University. 2. At least three years post qualification experience in handling educational Administration/ General admn/ Purchase/ Account and finance in a University/ Research institution/Govt. Department/ Bodies/PSU or reputed commercial establishment. <p>Desirable:</p> <p>Preference will be given to candidates holding professional qualifications like PG Diploma in Business Administration/MBA/MCA/PGDCA or CA(Inter)/CMA(Inter)</p>
9	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	No
10	Period of probation, if any	Two years
11	Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods.	(i) 75% by promotion according to seniority-cum- fitness failing which by direct recruitment. (ii) 25% by promotion through qualifying examination with minimum 50% aggregate marks failing which by direct recruitment.
12	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation / absorption to be made.	Promotion:- Assistant with 5 years regular service in the grade pay scale Rs. 9300-34800+ Rs. 4200/-
13	Composition of DPC or Selection Committee	As per Appendix to the Schedule.

1	Name of Post	Private Secretary
2	Number of Post(s)	03
3	Classification	Group 'B'
4	Scale of Pay	Rs. 9300-34800 + GP 4600
5	Whether selection or non-selection post	Selection and Non-Selection
6	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972	No
7	Age Limit for direct recruits	40
8	Educational and other qualifications required for direct recruits	Graduate with 5 years experience as Personal Assistant in the Grade pay of Rs.4200 or 10 years experience as Stenographer in the Grade pay Rs. 2400.
9	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Not Applicable
10	Period of probation, if any	Two Years
11	Method of recruitment: whether by direct recruitment or by promotion or by deputation /absorption and percentage of the posts	50% Direct recruitment 50 % Promotion
12	Recruitment by promotion/ deputation/ absorption, grades from which promotion/deputation/ absorption to be made	Promotion: The posts may be filled from amongst Personal Assistant having 5 years regular service in the grade pay Rs.4200 through seniority-cum-fitness basis.
13	Composition of DPC or Selection Committee	As per Appendix to the Schedule.

1	Name of Post	Security Officer
2	Number of Post(s)	01
3	Classification	Group 'B'
4	Scale of Pay	Rs. 9300-34800 + GP 4600
5	Whether selection or non-selection post	Not Applicable
6	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972	No
7	Age Limit for direct recruits	40 years
8	Educational and other qualifications required for direct recruits	<p>Essential:</p> <p>(i) A Graduate with 5 years experience as responsible supervisory position in security in a Govt. Office, Educational Institute/Private Organization of repute.</p> <p>(ii) Holding a valid Driving License to ride Jeep/Motor Cycle.</p> <p>(iii) Preference will be given to the person who have served in the Army or such uniformed services.</p>
9	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Not Applicable
10	Period of probation, if any	Two Years (for direct recruits)
11	Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts	Direct recruitment failing which by Deputation.
12	Recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	On deputation : From Officer holding analogous posts on regular service in the G.P. of Rs. 4200/- from the Central/State Government, Universities and other autonomous organizations.
13	Composition of DPC or Selection Committee	As per Appendix to the Schedule.

1	Name of Post	Horticulture Officer
2	Number of Post	01
3	Classification	Group 'B'
4	Scale of Pay	Rs. 9300-34800 + GP 4600
5	Whether selection or non-selection post	Not Applicable
6	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules,1972	No
7	Age Limit for direct recruits	40 years
8	Educational and other qualifications required for direct recruits	(i) M.Sc. (Ag) Horticulture with 5 years experience in Ornamental Gardening/Floriculture/Land Scape Gardening in a University/Govt./ Semi govt. Organization. Or (ii) B.Sc. (Ag.) with elective in Horticulture with 8 years experience in a University/Govt./Semi Govt. organization.
9	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
10	Period of probation, if any	Two years
11	Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods.	Direct Recruitment
12	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation / absorption to be made.	Not Applicable
13	Composition of DPC or Selection Committee	As per Appendix to the Schedule.

1	Name of Post	Research cum Statistical officer
2	Number of Post	01
3	Classification	Group 'B'
4	Scale of Pay	Rs. 9300-34800 + GP 4600
5	Whether selection or non-selection post	Not Applicable
6	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules,1972	No
7	Age Limit for direct recruits	40 years
8	Educational and other qualifications required for direct recruits	<p>Essential: Master degree in relevant discipline (Statistics / Mathematical Statistics) Or Post Graduate degree in Economics / Mathematics (with statistics as one of the subject at degree level as well as one or two papers at PG level) Or Master's degree in Social Science subjects (as per specific requirement of the University, if any) from a recognized University.</p> <p>Desirable: Two years experience in data analysis and interpretation or in relevant field in a Central Govt. / State Govt. / Public Sector Undertaking or University System or other similar organization.</p> <p>Preference will be given for the quality research work / publication in the concerned area.</p> <p>Knowledge of Computers Applications / Statistical packages etc.</p>
9	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
10	Period of probation, if any	Two years
11	Method of recruitment: whether by	Direct recruitment

direct recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods.

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| 12 | In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation / absorption to be made. | Not Applicable |
| 13 | Composition of DPC or Selection Committee | As per Appendix to the Schedule. |

1	Name of Post	Estate Officer
2	Number of Post	01
3	Classification	Group 'B'
4	Scale of Pay	Rs. 9300-34800 + GP 4600
5	Whether selection or non-selection post	Not Applicable
6	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules,1972	No
7	Age Limit for direct recruits	40 years
8	Educational and other qualifications required for direct recruits	Essential: A Second class Bachelor's degree in Civil Engineering with a minimum of 5 years experience in construction and maintenance of Buildings and Estate Management.
9	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
10	Period of probation, if any	Two years
11	Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods.	Direct recruitment
12	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation / absorption to be made.	Not Applicable
13	Composition of DPC or Selection Committee	As per Appendix to the Schedule.

1	Name of Post	Manager (Guest House)
2	Number of Post(s)	01
3	Classification	Group 'C'
4	Scale of Pay	Rs.9300-34800+ GP 4200
5	Whether selection or non-selection post	Not Applicable
6	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules,1972	No
7	Age Limit for direct recruits	35
8	Educational and other qualifications required for direct recruits	<p>Essential:-</p> <p>Degree/Diploma in Hotel Management/ Catering/House Keeping or equivalent with 3 years experience in Hotel/ Guest House/Hostel.</p> <p>Desirable:-</p> <p>Proficiency in accounts, inventory control and purchase of stores.</p>
9	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	No
10	Period of probation, if any	Two Year
11	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods.	100% by Direct Recruitment
12	Recruitment by promotion / deputation / absorption, grades from which promotion/ deputation/ absorption to be made	N.A.
13	Composition of DPC or Selection Committee	As per Appendix to the Schedule.

1	Name of Post	Assistant
2	Number of Post	05
3	Classification	Group 'B'
4	Scale of Pay	Rs. 9300-34800 + GP 4200
5	Whether selection or non-selection post	Non-Selection
6	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972	No
7	Age Limit for direct recruits	35 years
8	Educational and other qualifications required for direct recruits	Degree in any discipline from a recognized university with working knowledge of computer applications. Desirable:- Proficiency in accounts with CA(Inter)/CMA (Inter).
9	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Not Applicable
10	Period of probation, if any	Two Years
11	Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods.	(i) 75% by promotion according to seniority-cum- fitness failing which by direct recruitment. (ii) 25% by promotion through qualifying examination with minimum 50% aggregate marks failing which by direct recruitment.
12	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation / absorption to be made.	Upper Division Clerk with 5 years regular service in the grade pay 2400. As per Appendix to the Schedule.
13	Composition of DPC or Selection Committee	

1	Name of Post	Assistant Curator
2	Number of Post	01
3	Classification	Group 'B'
4	Scale of Pay (revised)	Pay Band - Rs.9300-34800 + Grade Pay - Rs.4200
5	Whether selection or non-selection post	Not Applicable
6	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules,1972	No
7	Age Limit for direct recruits	35 years
8	Educational and other qualifications required for direct recruits	ESSENTIAL: Master's Degree in Museology/History of Art from a recognized University or equivalent. or Master's degree in Indian History/ Sanskrit / Pali / Prakrit / Persian/Arabic/ Archaeology /Anthropology / Fine Arts or other allied subjects from a recognized University or equivalent with Diploma/certificate in Museology from a recognized Institution.
9	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable.
10	Period of probation, if any	Two years
11	Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods.	By direct recruitment
12	In case of recruitment by promotion / deputation / absorption, grades from which promotion/ deputation / absorption to be made.	Not Applicable
13	Composition of DPC or Selection Committee	As per Appendix to the Schedule.

1	Name of Post	Computer Operator
2	Number of Post	04
3	Classification	Group B
4	Scale of Pay(revised)	9300-34800 + GP 4200
5	Whether selection or non-selection post	Selection/Non Selection
6	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules,1972	No
7	Age Limit for direct recruits	35 years
8	Educational and other qualifications required for direct recruits	<p>M.C.A. OR M.Sc. (Computer Science/IT) from a recognized university / institute with one year experience. OR B.Tech./B.E. Engineerng (Computer Science / Information Technology / ECE) or equivalent degree with one year experience in relevant area. OR B.Sc. with PGDCA from a recognized Institute Two years experience of computer handling Knowledge & experience handling software and hardware.</p>
9	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable
10	Period of probation, if any	Two years
11	Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods.	<p>50 % by Direct Recruitment 50 % by Promotion</p>

- 12 In case of recruitment by promotion / 08 years regular services as a Technical deputation/ absorption, grades from Assistant which promotion/ deputation / absorption to be made.
- 13 Composition of DPC or Selection Committee As per Appendix to the Schedule.

1	Name of Post	Junior Engineer
2	Number of Post	01
3	Classification	Group 'B'
4	Scale of Pay	Rs. 9300-34800 + GP 4200
5	Whether selection or non-selection post	Not Applicable
6	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972	No
7	Age Limit for direct recruits	35 years
8	Educational and other qualifications required for direct recruits	<p>Essential : A degree in Engineering in the relevant area from a recognized University / Institute or equivalent.</p> <p>Or</p> <p>Diploma in Engineering in the relevant area from a recognized University / Institute or equivalent having 2 year experience in relevant field from an organization of repute from the Centre/State Government, Universities and other autonomous organizations.</p> <p>Desirable : Working knowledge of AUTOCAD, other relevant softwares.</p>
9	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
10	Period of probation, if any	Two Years
11	Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods.	Direct recruitment
12	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation / absorption to be made.	Not Applicable
13	Composition of DPC or Selection Committee	As per Appendix to the Schedule.

1	Name of Post	Assistant Archivist
2	Number of Post	01
3	Classification	Group B
4	Scale of Pay(revised)	9300-34800 + GP 4200
5	Whether selection or non-selection post	Not Applicable
6	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules,1972	No
7	Age Limit for direct recruits	35 years
8	Educational and other qualifications required for direct recruits	<p>Essential: (i) Graduate in Archaeology/ Museology/ Ancient Indian History Culture & Archaeology (ii) Certificate in Museology / Archaeology or two years working experience of handling and displaying museum objects.</p> <p>Desirable : M.A. in Ancient Indian History Culture and Archaeology</p>
9	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Not applicable
10	Period of probation, if any	Two years
11	Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods.	Direct Recruitment
12	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation / absorption to be made.	Not Applicable
13	Composition of DPC or Selection Committee	As per Appendix to the Schedule.

1	Name of Post	Professional Assistant
2	Number of Post	02
3	Classification	Group 'B'
4	Scale of Pay	Rs. 9300-34800 + GP 4200
5	Whether selection or non-selection post	Selection/Non-Selection
6	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules,1972	No
7	Age Limit for direct recruits	35 years
8	Educational and other qualifications required for direct recruits	Master's degree in Library & Information Science (M.Lib. or M. Lib. & Inf. Sc.)/M.Lib.Sc. or B.Lib. Inf..Sc./B.Lib.Sc. with 3 years experience
9	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Age : No Qualification : Yes
10	Period of probation, if any	Two years
11	Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods.	75% by promotion 25% by direct recruitment
12	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation / absorption to be made.	Semi Professional Asstt. with 5 years regular service in the grade Rs. 5200-20200+GP 2800
13	Composition of DPC or Selection Committee	As per Appendix to the Schedule.

1	Name of Post	Coach
2	Number of Post	02
3	Classification	Group 'C'
4	Scale of Pay(revised)	Rs. 9300-34800 + GP 4200
5	Whether selection or non-selection post	Not Applicable
6	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules,1972	No
7	Age Limit for direct recruits	35
8	Educational and other qualifications required for direct recruits	<p>Essential: Diploma in Coaching from Sports Authority of India, National Institute of Sports, Patiala or from any other recognized University / Institution.</p> <p style="text-align: center;">OR</p> <p>Participation in Olympic/Asian games/ World Championship with Certificate Course in Coaching.</p> <p>Desirable : Bachelor degree in Physical Education.</p>
9	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable
10	Period of probation, if any	Two Years
11	Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods.	Direct Recruitment
12	In case of recruitment by promotion / deputation/ absorption, grades from	Not Applicable

which promotion/ deputation /
absorption to be made.

- 13 Composition of DPC or Selection As per Appendix to the Schedule.
Committee

1	Name of Post	Yoga Instructor
2	Number of Post	01
3	Classification	Group B
4	Scale of Pay(revised)	9300-34800 + GP 4200
5	Whether selection or non-selection post	Not Applicable
6	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules,1972	No
7	Age Limit for direct recruits	35 years
8	Educational and other qualifications required for direct recruits	Graduate with one year diploma in Yoga with three years experience of Graduate with Yoga as one of the subjects with two years experience Desirable : M.A. in Yoga
9	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable
10	Period of probation, if any	Two years
11	Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods.	Direct Recruitment
12	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation / absorption to be made.	Not Applicable
13	Composition of DPC or Selection Committee	As per Appendix to the Schedule.

1	Name of Post	Semi Professional Assistant
2	Number of Post	06
3	Classification	Group 'C'
4	Scale of Pay	Rs. 5200-20200 + GP 2800
5	Whether selection or non-selection post	Non-Selection
6	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules,1972	No
7	Age Limit for direct recruits	35 years
8	Educational and other qualifications required for direct recruits	<p>Essential:</p> <p>B.Lib. Inf..Sc./B.Lib.Sc. with 50% Marks with one year working experience in library.</p> <p>Desirable:-</p> <p>(i) M.Lib./M.Lib. Inf. Sc. (ii) PG Diploma in Library Automation and Networking or PGDCA.</p>
9	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Age : No Qualification : Yes
10	Period of probation, if any	Two years
11	Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods.	50 % by promotion 50% by direct recruitment
12	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation / absorption to be made.	Library Assistant with 5 years regular service in the grade Rs. 5200-20200+GP 2000
13	Composition of DPC or Selection Committee	As per Appendix to the Schedule.

1	Name of Post	Technical Assistant
2	Number of Post	04
3	Classification	Group 'C'
4	Scale of Pay (revised)	Pay Band - Rs.5200-20200 Grade Pay - Rs.2800
5	Whether selection or non-selection post	Non-selection
6	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules,1972	No
7	Age Limit for direct recruits	35 years
8	Educational and other qualifications required for direct recruits	<p>Essential : Graduate in the relevant subjects and at least 3 year experience of handling laboratory equipment and carrying out laboratory experiment in any University / College / Research Institute of repute.</p> <p style="text-align: center;">or</p> <p>Three years Diploma in Engineering in relevant field / stream with 3 year experience of handling laboratory equipment and carrying out laboratory experiment in any University / College / Research Institute of repute</p> <p>Desirable : Postgraduate in relevant area with minimum 50% marks or B.E. / B.Tech. in relevant area.</p>
9	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Age : No Qualification : Yes
10	Period of probation, if any	Two Years (for direct recruits)
11	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods.	50 % by Direct Recruitment 50% by Promotion

- 12 In case of recruitment by promotion / **Promotion :**
deputation/ absorption, grades from Lab Technician with 5 years of regular service in
which promotion/ deputation / the grade.
absorption to be made.
- 13 Composition of DPC or Selection As per Appendix to the Schedule.
Committee

1	Name of Post	Upper Division Clerk
2	Number of Post	02
3	Classification	Group 'C'
4	Scale of Pay	Pay Band - Rs.5200-20200 + GP Rs.2400
5	Whether selection or non-selection post	Selection and Non-Selection post
6	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules,1972	No
7	Age Limit for direct recruits	Not Applicable
8	Educational and other qualifications required for direct recruits	Not Applicable
9	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable
10	Period of probation, if any	Not applicable
11	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage the posts to be filled by various methods.	25% through limited departmental competitive examination from among those LDCs who have put in 5 years of service and possess graduation degree from a recognized University. 75% by promotion on the basis of seniority-cum-fitness.
12	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation / absorption to be made.	Lower Division Clerk with 8 years regular service in the grade pay 1900
13	Composition of DPC or Selection Committee	As per Appendix to the Schedule.

1	Name of Post	Lab Technician
2	Number of Post	02
3	Classification	Group 'C'
4	Scale of Pay (revised)	Pay Band - Rs.5200-20200 Grade Pay - Rs.2400
5	Whether selection or non-selection post	Non-selection
6	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules,1972	No
7	Age Limit for direct recruits	35 years
8	Educational and other qualifications required for direct recruits	Essential : Graduate in relevant subject with at least 2 years experience of handling laboratory equipment. OR Three years Diploma in Engineering in relevant field. Desirable : Knowledge of Computer Application.
9	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Age : No Qualification : Yes
10	Period of probation, if any	Two Years (for direct recruits)
11	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods.	50 % by Direct Recruitment 50% by Promotion
12	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation / absorption to be made.	Promotion : Laboratory Assistant with 5 years of regular service.
13	Composition of DPC or Selection Committee	As per Appendix to the Schedule.

1	Name of Post	Stenographer
2	Number of Post(s)	01
3	Classification	Group 'C'
4	Scale of Pay	Pay Band - Rs.5200-20200 + Rs.2400
5	Whether selection or non-selection post	Not Applicable
6	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules,1972	No
7	Age Limit for direct recruits	35 years
8	Educational and other qualifications required for direct recruits	<p>Essential</p> <p>(i) 10 + 2</p> <p>(ii) Dictation : 10 mts @ 80 w.p.m</p> <p>(iii) Transn. : 50 mts. (English) 65 mts. (Hindi)</p> <p>(iv) Knowledge of Computer Applications.</p> <p>Desirable:</p> <p>(i) Preference will be given to Graduates.</p> <p>(ii) Diploma/Certificate in Stenography</p>
9	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
10	Period of probation, if any	Two Years
11	Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts	Direct recruitment.
12	Recruitment by promotion/ deputation/ absorption, grades from which promotion/deputation/ absorption to be made	Not Applicable
13	Composition of DPC or Selection Committee	As per Appendix to the Schedule.

1	Name of Post	Electrician
2	Number of Post	01
3	Classification	Group 'C'
4	Scale of Pay	Pay Band - Rs.5200-20200 + Rs.2400
5	Whether selection or non-selection post	Not applicable
6	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules,1972	No
7	Age Limit for direct recruits	35 years
8	Educational and other qualifications required for direct recruits	(i) 10 th class standard with ITI trade certificate in relevant field. (ii) Electrical workman permit/Workman competency Certificate/ Electrical Workman License (Certificate of competency Class II) or any other equivalent certificate. (iii) Two year experience in the relevant field. (iv) Subject to the qualifying trade test.
9	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
10	Period of probation, if any	Two years
11	Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods.	Direct recruitment
12	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation / absorption to be made.	Not Applicable
13	Composition of DPC or Selection Committee	As per Appendix to the Schedule.

1	Name of Post	Laboratory Assistant
2	Number of Post	11
3	Classification	Group 'C'
4	Scale of Pay(revised)	Pay Band - Rs.5200-20200 Grade Pay - Rs.2000
5	Whether selection or non-selection post	Non-Selection
6	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules,1972	No
7	Age Limit for direct recruits	35 years
8	Educational and other qualifications required for direct recruits	B.Sc from a recognized University or Institute or Diploma in relevant field of Engineering or ITI with 5 years of work experience in relevant field
9	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	No
10	Period of probation, if any	Two years
11	Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods.	50% by Direct Recruitment 50% by Promotion
12	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation / absorption to be made.	Promotion : Lab. Attendant with 5 years of regular service.
13	Composition of DPC or Selection Committee	As per Appendix to the Schedule.

1	Name of Post	Library Assistant
2	Number of Post	03
3	Classification	Group 'C'
4	Scale of Pay	Rs. 5200-20200 +GP 2000
5	Whether selection or non-selection post	Non-Selection
6	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules,1972	No
7	Age Limit for direct recruits	35 years
8	Educational and other qualifications required for direct recruits	Essential:- B.Lib.Inf. Sc./B.Lib.Sc. or equivalent Desirable:- Lower Grade Typing, data entry operation or experience of working in a computerized library.
9	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	No
10	Period of probation, if any	Two years
11	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage the posts to be filled by various methods.	50% by Promotion 50% by Direct Recruitment
12	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation / absorption to be made.	Library Attendant with 5 years regular service in the grade Rs. 5200-20200+GP 1800 from those who possess the certificate course in Library Science.
13	Composition of DPC or Selection Committee	As per Appendix to the Schedule.

1	Name of Post	LDC
2	Number of Post	30
3	Classification	Group 'C'
4	Scale of Pay	Pay Band - Rs.5200-20200 + Rs.1900
5	Whether selection or non-selection post	Selection/Non Selection
6	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules,1972	No
7	Age Limit for direct recruits	35 years
8	Educational and other qualifications required for direct recruits	<p>Essential:</p> <p>(i) 10+2 or equivalent qualification from a recognized Board or University.</p> <p>(ii) Typing speed of 35 w.p.m. in English and 30 w.p.m. in Hindi on computer.</p> <p>Desirable:</p> <p>(i) Working knowledge of Computer</p> <p>(ii) Graduate from a recognized University</p>
9	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	No
10	Period of probation, if any	Two years
11	Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods.	<p>(i) 60 % by direct recruitment</p> <p>(ii) 20% of vacancies shall be filled up from amongst the Group D staff who possess Matriculation or equivalent qualifications and have rendered 5 years regular service in Group D, on the basis of a Departmental qualifying examination. The maximum age limit for eligibility for examination is 45 years (50 years of age for the SC/ST).</p> <p>(iii) 20% of the vacancies shall be filled on seniority cum fitness basis from Group D employees who possess matriculation or equivalent qualification and have rendered a minimum of 8 years regular service in the grade.</p>

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| 12 | In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation / absorption to be made. | Not Applicable |
| 13 | Composition of DPC or Selection Committee | As per Appendix to the Schedule. |

1	Name of Post	Driver
2	Number of Post	02
3	Classification	Group C
4	Scale of Pay(revised)	5200-20200 + GP 1900
5	Whether selection or non-selection post	Not Applicable
6	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules,1972	No
7	Age Limit for direct recruits	35 years
8	Educational and other qualifications required for direct recruits	<ul style="list-style-type: none"> (i) Possession of a valid driving license for motor cars (ii) Knowledge of motor mechanism (The candidate should be able to remove minor-defects in vehicle). (iii) Experience of driving a motor car for at least 3 years. (iv) Pass in 10th standard.
9	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Not applicable
10	Period of probation, if any	Two years
11	Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods.	Direct Recruitment
12	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation / absorption to be made.	Not Applicable
13	Composition of DPC or Selection Committee	As per Appendix to the Schedule.

1	Name of Post	Carpenter
2	Number of Post	01
3	Classification	Group 'C'
4	Scale of Pay	Pay Band - Rs.5200-20200 + Rs.1900
5	Whether selection or non-selection post	Not applicable
6	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules,1972	No
7	Age Limit for direct recruits	35 years
8	Educational and other qualifications required for direct recruits	10 th and ITI certificate or equivalent qualification in the trade with 2 years relevant experience; subject to qualifying trade test.
9	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
10	Period of probation, if any	Two years
11	Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods.	Direct recruitment
12	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation / absorption to be made.	Not Applicable
13	Composition of DPC or Selection Committee	As per Appendix to the Schedule.

1	Name of Post	Plumber
2	Number of Post	01
3	Classification	Group 'C'
4	Scale of Pay	Pay Band - Rs.5200-20200 + Rs.1900
5	Whether selection or non-selection post	Not applicable
6	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules,1972	No
7	Age Limit for direct recruits	35 years
8	Educational and other qualifications required for direct recruits	10 th and ITI certificate or equivalent qualification in the trade with 2 years relevant experience; subject to qualifying trade test.
9	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
10	Period of probation, if any	Two years
11	Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods.	Direct recruitment
12	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation / absorption to be made.	Not Applicable
13	Composition of DPC or Selection Committee	As per Appendix to the Schedule.

1	Name of Post	Library Attendant
2	Number of Post	03
3	Classification	Group 'C'
4	Scale of Pay	Pay Band - Rs.5200-20200 GP Rs.1800
5	Whether selection or non-selection post	Not applicable
6	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules,1972	No
7	Age Limit for direct recruits	30 years
8	Educational and other qualifications required for direct recruits	<p>Essential: 10th or equivalent</p> <p>Desirable:</p> <p>I. Certificate course in Library Science/ Library & Information Science from a recognized Institution</p> <p>II. Having knowledge of Computers.</p>
9	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable
10	Period of probation, if any	Two years
11	Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods.	100% Direct Recruitment
12	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation / absorption to be made.	Not Applicable
13	Composition of DPC or Selection Committee	As per Appendix to the Schedule.

1	Name of Post	Cook
2	Number of Post(s)	01
3	Classification	Group ‘ C’
4	Scale of Pay(pre-revised)	Rs. 5200-20200+GP 1900
5	Whether selection or non-selection post	Not Applicable
6	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules,1972	No
7	Age Limit for direct recruits	35
8	Educational and other qualifications required for direct recruits	<p>Essential:</p> <p>(i) 10th standard pass from a recognized school</p> <p>(ii) 2 year experience as Cook in a Hostel/Guest House/Canteen/mess attached to a hostel in any Institution of higher learning in preparation of only vegetarian items.</p> <p>(iii) A trade test will be prescribed for direct recruitment.</p> <p>Desirable:</p> <p>(i) Certificate course in catering/cooking form a recognized Govt. institution or reputed hotel.</p>
9	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
10	Period of probation, if any	Two Years
11	Method of recruitment: whether by direct recruitment or by promotion or by deputation / absorption and percentage of the posts to be filled by various methods.	Direct Recruitment
12	Recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Not Applicable
13	Composition of DPC or Selection Committee	As per Appendix to the Schedule.

1	Name of Post	Gallery Attendant (Museum)
2	Number of Post	02
3	Classification	Group 'C'
4	Scale of Pay (revised)	Pay Band - Rs.5200-20200 + Grade Pay - Rs.1800
5	Whether selection or non-selection post	Not Applicable
6	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules,1972	No
7	Age Limit for direct recruits	30 years
8	Educational and other qualifications required for direct recruits	Essential : Matriculation or equivalent Desirable : Work experience in the relevant field in an organization of repute.
9	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Not applicable.
10	Period of probation, if any	Two years
11	Method of recruitment : whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods.	By direct recruitment.
12	In case of recruitment by promotion / deputation / absorption, grades from which promotion/ deputation / absorption to be made.	Not applicable
13	Composition of DPC or Selection Committee	As per Appendix to the Schedule.

1	Name of Post	Laboratory Attendant
2	Number of Post	10
3	Classification	Group 'C'
4	Scale of Pay(revised)	Pay Band - Rs.5200-20200 Grade Pay - Rs.1800
5	Whether selection or non-selection post	Not Applicable
6	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules,1972	No
7	Age Limit for direct recruits	30 years
8	Educational and other qualifications required for direct recruits	Matriculation or an equivalent with science and one years experience in any science laboratory of repute. OR ITI in the relevant field.
9	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Not applicable
10	Period of probation, if any	Two years
11	Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods.	Direct Recruitment
12	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation / absorption to be made.	Not Applicable
13	Composition of DPC or Selection Committee	As per Appendix to the Schedule.

1	Name of Post	Assistant Workshop Superintendent (under self finance)
2	Number of Post(s)	01
3	Classification	Group 'B'
4	Scale of Pay	Pay Band – Rs.9300-34800 Grade Pay – Rs.4600
5	Whether selection or non-selection post	Not Applicable
6	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules,1972	No
7	Age Limit for direct recruits	40 years
8	Educational and other qualifications required for direct recruits	B.E./B.Tech. in Mechanical Engineering or appropriate branch of engineering from a recognized University / Institute with two years experience at supervisory level in workshop / industry of repute. OR Diploma in Mechanical Engineering or appropriate branch of engineering from a recognized University / institute with 5 years experience at supervisory level in an industry / workshop of repute.
9	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
10	Period of probation, if any	Two Years
11	Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods.	Direct recruitment.
12	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation/absorption to be made	Not Applicable
13	Composition of DPC or Selection Committee	As per Appendix to the Schedule.

Note: Foreman's post is a non-teaching post with a retirement age applicable to any other non-teaching posts.

1	Name of Post	Training and Placement Officer (under self finance)
2	Number of Post(s)	01
3	Classification	Group 'A'
4	Scale of Pay	Rs.15600-39100+ GP 5400
5	Whether selection or non-selection post	Not Applicable
6	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules,1972	No
7	Age Limit for direct recruits	40 years
8	Educational and other qualifications required for direct recruits	(i) MBA / M.Tech./Two Years PG Diploma in PMIR recognized by AICTE. (ii) Five years experience of supervising or arranging practical training and placement in industry and of looking after students welfare.
9	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
10	Period of probation, if any	One Year
11	Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods.	By Direct recruitment
12	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation/absorption to be made	Not Applicable
13	Composition of DPC or Selection Committee	As per Appendix to the Schedule.

1	Name of Post	Sports Officer (under self finance)
2	Number of Post(s)	01
3	Classification	Group 'B'
4	Scale of Pay	Rs. 9300-34800+ GP 4600
5	Whether selection or non-selection post	Not Applicable
6	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules,1972	No
7	Age Limit for direct recruits	40 years
8	Educational and other qualifications required for direct recruits	<p>Essential:</p> <p>1. Diploma in Coaching from Sports Authority of India, National Institute of Sports, Patiala or from any other recognized University / Institution</p> <p style="text-align: center;">OR</p> <p>Participation in Olympic/Asian games/ World Championship with Certificate Course in Coaching.</p> <p style="text-align: center;">OR</p> <p>Bachelor degree in Physical Education.</p> <p>2. Five years experience in sport activities.</p> <p>Desirable :</p> <p>Master degree in Physical Education.</p>
9	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
10	Period of probation, if any	No Probation
11	Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods.	By Direct recruitment
12	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation/absorption to be made	Not Applicable
13	Composition of DPC or Selection Committee	As per Appendix to the Schedule.

Appendix to Schedule Recruitment Rules (Non-teaching Employees) 2012

Appendix-1 to Schedule

**COMPOSITION OF SELECTION COMMITTEES FOR DIRECT
RECRUITMENT/OPEN SELECTION**

Group A: (Registrar, Finance officer, Dy. Registrar, State officer, System analyst/Programmer, Curator, Asst. Registrar, P.R.O. or equivalent)

(In the Grade pay 5400 and above)

Selection Committee:

1. Vice Chancellor (Chairman)
2. Chancellor's Nominee
3. Three External experts
4. Dean of the Faculty /Campus Coordinator Concerned (if any)
5. Head of the Department Concerned (if any)
6. A representative from SC/ST/OBC/PWD category has to be nominated by the Vice Chancellor, if any of the candidates representing these categories is the applicant and if any of the above members of the selection committee do not belong to that category.
7. Registrar (Convener)

Group B (Section officer, P.S., Assistants, Coach or equivalent)

(In the Grade pay 4200 to 4600)

Selection Committee:

1. Vice Chancellor (Chairman)
2. One External expert
3. Dean of the Faculty /Campus Coordinator Concerned (if any)
4. Head of the Department Concerned (if any)
5. Finance Officer
6. A representative from SC/ST/OBC/PWD category has to be nominated by the Vice Chancellor, if any of the candidates representing these categories is the applicant and if any of the above members of the selection committee do not belong to that category.
7. Registrar (Convener)

Group C (Stenographer, Lab. Assistant, UDC, LDC or equivalent)

(In the Grade pay 1900 to 2800)

Selection Committee:

1. Vice Chancellor (Chairman)
2. Dean of the Faculty /Campus Coordinator Concerned (if any)
3. Head of the Department Concerned (if any)
4. Finance Officer
5. A representative from SC/ST/OBC/PWD category has to be nominated by the Vice Chancellor, if any of the candidates representing these categories is the applicant and if any of the above members of the selection committee do not belong to that category.
6. Registrar (Convener)

Appendix-2 to Schedule

COMPOSITION OF DEPARTMENTAL PROMOTION COMMITTEES (DPCs)

Departmental Promotion Committee:

1. Vice Chancellor (Chairman)
2. Dean of the Faculty /Campus Coordinator Concerned (if any)
3. Head of the Department Concerned (if any)
4. Finance Officer
5. A representative from SC/ST/PWD category has to be nominated by the Vice Chancellor, if any of the candidates representing these categories is the applicant and if any of the above members of the selection committee do not belong to that category.
6. Registrar (Convener)