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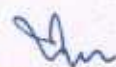
**RECRUITMENT RULES-2020
FOR
NON-TEACHING EMPLOYEES
(Prepared By Review Committee)**

(Approved By Board of Management dated 10.01.2021 on Resolution No. 06)



**GURUKULA KANGRI (DEEMED TO BE
UNIVERSITY) HARIDWAR
(UTTARAKHAND)**

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Registrar
Gurukula Kangri (Deemed to be University)
Haridwar, Uttarakhand-249404

GURUKULA KANGRI (DEEMED TO BE UNIVERSITY), HARIDWAR

RECRUITMENT RULES (NON TEACHING EMPLOYEES), 2020

In exercise of the powers conferred under para 4.6 of the rules of the Gurukula Kangri (Deemed to be University) 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 (Deemed to be University) and matters related thereto.

1. SHORT TITLE AND COMMENCEMENT:

- (i) These rules may be called Recruitment Rules (Non-Teaching Employees), 2020.
- (ii) They shall come into force w.e.f. the date of its notification.

2. DEFINITIONS:

- (a) "MoA" means Memorandum of Association Gurukula Kangri (Deemed to be University), 2012.
- (b) "Gurukula Kangri (Deemed to be University)" means Gurukula Kangri (Deemed to be University).
- (c) "BOM" means Board of Management of Gurukula Kangri (Deemed to be University)
- (d) "Appendix" means an Appendix to the Schedule to these Rules.
- (e) "Employee" means any employee duly appointed by the Gurukula Kangri (Deemed to be University) through a Selection Committee on regular basis.
- (f) "Departmental Candidates" means those employees who are presently working in the Gurukula Kangri (Deemed to be University) in regular pay level on Permanent/Temporary/Ad-hoc Basis.
- (g) "Government" means the Central Government.
- (h) "Limited Departmental Examination" or "Test" means a competitive test limited to certain category or categories of holders of posts conducted by the Gurukula Kangri (Deemed to be University) for Promotion to a higher post specified in these Rules.
- (i) "Non Teaching Employee" means employees of the Gurukula Kangri (Deemed to be University) other than Gurukula Kangri (Deemed to be University) teachers.
- (j) "On Probation" with relation to a person, means a person appointed to any post on probation as specified in these Rules.
- (k) "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 extent approved by the competent authority.
- (l) "Schedule" means a Schedule to these Rules.
- (m) "Selection Committee" means a composition of members of Selection Committee including Departmental

Promotion Committee specified in the Schedule to these Rules.

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 these 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 (Deemed to be University) 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 Gurukula Kangri (Deemed to be University).

4. FUTURE MAINTENANCE OF CADRE/POSTS:

- (i) All the appointments in the Gurukula Kangri (Deemed to be University) 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/delete 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 by the Establishment Section of Central Office of the Gurukula Kangri (Deemed to be University). 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, PWD and EWS categories shall be provided in accordance with the instructions received from Government of India/UGC in this 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). Appointment to Group 'A' Posts (except Registrar, Finance Officer and Equivalent):

- 1). These posts shall be filled on the basis of the performance in written test and interviews as prescribed in the schedule.
- 2). (a) For direct recruitment, the Gurukula Kangri (Deemed to be University) shall conduct written tests in two stages (i) A qualifying test consisting of multiple choice questions carrying 100 marks, and (ii) Descriptive test carrying 100 marks. The minimum qualifying marks to be secured in each of the tests shall be 50%. The answer scripts of the candidates for descriptive test shall be evaluated only in respect of those candidates who secure qualifying marks in

paper- I. The candidates who have qualified paper-II as above, shall be called for interview. The final select list of the candidates shall be drawn based on the performance of the candidates in paper-II and interview. The question papers for written examination shall be bilingual.

(b) Maximum Ten Candidates will be called for interview on single post for Group 'A' and additional 5 candidates for each subsequent post. Where is the number of applicants having minimum eligibility, qualification and who have qualified written examination is less than 10 all applicants shall be called for interview.

3). The competent authority shall frame the syllabi for the written test which shall broadly include constitution of India, management/Public Administration/Finance, Office Procedures, Rules & regulations notified by the Govt. of India/UGC from time to time; Current Affairs, General Knowledge, Aptitudes etc.

4). Relaxation, if any, for the reserved categories shall be extended as per Govt. of India guidelines.

(ii). Appointment to Group 'B & C' Posts:

While filling up the posts under direct recruitment, the Gurukula Kangri (Deemed to be University) shall conduct the written and or Skill tests for all Group "B" and "C" posts. The written tests may comprise the Reasoning Ability, Simple Arithmetic, General Knowledge, General English/Hindi, Knowledge of Establishment, Accounts, Examination, language proficiency, noting and drafting or any other subject or professional test depending upon the exigency of service and job requirements.

(iii). For Promotion posts in entry level Group A, Group B & C Post:

The applications and candidature will be evaluated by the duly constituted Selection Committee by the Appointing Authority on the under mentioned criteria for all the entry level promotional posts in Group C, B and Group 'A'

1)Job-related test:	50 marks
2)ACRs/APARs (during the qualifying Period-last 5 years):	30 marks
3)Interview:	20 marks
Total	100 marks

The minimum qualifying marks for selection will be 70% for general and OBC candidates and 50% for the SC/ST candidates. However, the actual selection will depend upon the merit over and above this minimum level as determined by the Selection Committee.

(iv). For the promotion within the Group (Group 'A' to 'A', Group 'B' to 'B', Group 'C' to 'C') only Interview and ACRs/APARs will be the selection criteria as under:

1. ACRs/APARs (during the qualifying Period-last 5 years):	50 marks
2. Interview:	50 marks
Total	100 marks

(v). The method of recruitment, age-limit, qualifications and other matters relating to the said posts shall be as specified in the Schedule.

(vi). SC/ST/OBC/PWD candidates shall be given relaxation in age, qualification, experience etc. as per the directives/policy of the UGC/Govt. of India.

(vii). Promotions shall be given to the employees as per these Recruitment Rules/Promotion Policy/directives of the UGC/Govt. of India.

(viii). The upper age-limit prescribed for direct recruitment shall be relaxable in accordance with the UGC/Govt. of India directives.

(ix). 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. As per directives of Govt. of India, interview for junior level posts i.e. Group B & C posts is discontinued. Every appointment through direct recruitment/open selection shall invariably be made only after making an open advertisement in leading newspaper and Employment News.

- (x) For **promotion/confirmation 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.
- (xi) Scheme of Examination for direct recruitment to various posts will be as given in Appendix 3&4. Concerned syllabus should be notified at the time of advertisement. Syllabus may be modified time to time.
- (xii) Scheme of Examination for Limited Departmental Promotion Examination to various posts will be as given in Appendix 5 to Appendix 8.
- (xiii) 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.
- (xiv) The Departmental Promotion Committee will meet at least twice in a year in **January & July**. The promotion for all Group C & B will be based on written examination and quality of Annual Confidential Reports for the last **five years**, vigilance clearance and interview. 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 **"Very 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**.
- (xv) 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. 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. Minimum time given for submission of applications would be at least one month.

8. Validity period of Advertisement

Where the Selection Committee has not even met after a lapse of 12 months w.e.f. the closing date of application for any post, the post shall ordinarily be re- advertised. Provided that, if in the opinion of the Vice Chancellor the circumstances so necessitates, it may extend the validity of the advertisement for another six months. However, in any case, the validity of an advertisement shall not be extended beyond 18 months w.e.f. the closing date of receipt of applications

9. Age Limit

The upper age limit to various posts has been prescribed in the appropriate column of these Rules. However, the upper age-limit for appointment where not prescribed under these Rules will be as prescribed by BOM from time to time, keeping in view the guidelines of the UGC and the DoPT.

The crucial date for determining the age-limit shall be the closing date for receipt of applications from candidates in India.

Note:- "Direct Open Competitive Examination" for the purpose of these rules shall mean direct recruitment by Open Competitive Examination and shall not include recruitment through Limited Departmental Examination or through shortlisting or by interview or by contract or by absorption on deputation

10. Relaxation for Departmental Candidates

- i. Upper age-limit shall not be applicable for the purpose of internal promotion for the Employees of Gurukula Kangri (Deemed to be University).
- ii. Regular employees working in Gurukula Kangri (Deemed to be University) can be considered for age relaxation upto 55 year. The existing staff who are working on temporary basis/adhoc basis/fixed emoluments, who are educationally qualified and have rendered minimum 5 Years of continuous service will be considered upto a maximum of 50 years of age.

11. Holding of Screening Test

The Gurukula Kangri (Deemed to be University) may devise and hold a Screening test or any other kind of Skill/Proficiency/Trade test in post where Competitive Written Examination/Skill/Proficiency/Trade Test is not the prescribed criteria of selection as per these Rules. If such Screening Test or any other kind of test is conducted, it shall be treated as part of "Screening procedure" only and shall have no weightage in the personal interview and final selection.

12. Consideration of candidates fulfilling "Desirable" qualification

In the case of availability of a large number of candidates fulfilling the "Desirable" qualification over and above the Minimum Essential Qualification, the Gurukula Kangri (Deemed to be University) may call only those candidates fulfilling the "Desirable" qualification(s) for the next stage of the selection process.

13. PROBATION:

- (i) In case of direct recruitment, the selected candidate will be kept on probation for a period as specified vide these rules. 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 perceivable 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.
- (ii) In case of promotion to the next higher post, the employee(s) shall be kept on probation for a period as specified vide these rules. (no probation in case of promotion within the same group of post) from the date of DPC/ Selection Committee. The appointing authority may at his discretion extend the period of probation by one year on ground of non-performance, misconduct or misbehavior or if he/she fails to comply with the terms and conditions of the appointment to the post to which 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

14. Deputation provision for Absorption

- (i) In case the appointment is made on deputation basis, the incumbent may be allowed to continue for a maximum 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 demeanor and high integrity. The Gurukula Kangri (Deemed to be University), however, shall have the right to repatriate the incumbent anytime even before the prescribed period in case his/her performance, 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 against whose vacancy the deputationist was working. Ordinarily, no deputationist shall be absorbed in any cadre of the Gurukula Kangri (Deemed to be University) after his/her deputation period. In case, it is decided in the interest of the Gurukula Kangri (Deemed to be University) to absorb any such person, then the Gurukula Kangri (Deemed to be 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 BOM for a final decision. In case he/she is absorbed in the Gurukula Kangri (Deemed to be University), he/she will be assigned the bottom seniority of that particular cadre as per the Govt. of India rule.
- (ii) In case the appointment is made on deputation and there is a very meager response against the advertisements/circulars issued by the Gurukula Kangri (Deemed to be University), the BOM may at its discretion constitute a Selection Committee or may directly order for issue of appointment letter to the candidate after satisfying his/her eligibility for the post including review of performance appraisal reports (APARs/ACRs) duly forwarded by the parent department as per the advertisement.

- (iii) If no candidates is found suitable for the promotion in any cadre /post or vacant due to any reasons. The competent authority may be filled up that post on deputation basis for a certain period. Upper age limit will not be applicable for deputation.

15. 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 Gurukula Kangri (Deemed to be University) in general.

16. POWER TO RELAX:

When the BOM of the Gurukula Kangri (Deemed to be University) 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. Relaxation should not be resorted to in respect of an individual except in cases where an individual can be treated as a Class or Category of 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.

17. 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 Gurukula Kangri (Deemed to be University) 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, Gurukula Kangri (Deemed to be University) Grants Commission and approved by the BOM of the Gurukula Kangri (Deemed to be University) from time to time in this regard.

18. 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.

19. Territorial Jurisdiction

In case of any disputes, the territorial jurisdiction for adjudication shall be Uttarakhand only.

20. 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, or UGC/ Ministry of Education (MoE)/GoI directives, which appear to be necessary for the purpose of removing such difficulty.

21. MACP

The financial up gradation under MACP Scheme in respect of Non-Teaching staff of the Gurukula Kangri (Deemed to be University) shall be allowed as per the provisions of the orders/guidelines of UGC/ Government of India as amended/issued from time to time.

22. UGC/Ministry of Education /GoI directives

Directives, circulars, notifications, instructions etc. received from UGC/ Ministry of Education /GoI regarding anything contained in these rules shall automatically amend any clause or clauses of these rules.

The existing staff structure of Gurukula Kangri (Deemed to be University), Haridwar consists of a number of Non- Teaching post which are either isolated or Un-identical 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 post should be rationalized with identical posts as per UGC cadre list. Hence, following posts are recommended to be rationalized/up-graded as maintained below:

S.No.	Present Post	Rationalized/Up-Graded to the post
1	System Attendant	Laboratory Attendant
2	Computer Operator	Sr. Technical Assistant (IT)
3	Estate Officer	Assistant Engineer(Civil)
4	Laboratory Technician	Technical Assistant (Laboratory)
5	Director (Physical Education)	Assistant Director (Physical Education)
6	Technical Assistant	Technical Assistant (IT)

Schedule to Recruitment Rules (Non-Teaching Employees) 2020

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			Pay Range	Level of Pay	
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2.	Finance Officer	A	144200-218200	14	13
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6.	Assistant Librarian	A	56100-177500	10 (Academic Pay level)	17
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21.	Multi-tasking Staff	C	18000-56900	01	32
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22.	Private Secretary	B	44900-142400	07	33

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34.	Manager, Guest House	B	35400-112400	06	45
35.	Cook	C	19900-63200	02	46
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45.	Research Cum Statistical Officer	B	44900-142400	07	56
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1.	Name of Post	Registrar
2.	No. of Posts	01
3.	Classification	Group A
4.	Scale of Pay	Pay Level 14
5.	Whether Selection Post or Non Selection Post	Selection Post
6.	Age limit for direct recruitment	Not exceeding 57 years
7.	Educational & other qualification required for direct recruitment	Essential: As per UGC Notification / Regulation.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in 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 and percentage of the posts to be filled by various methods.	Direct recruitment
11.	In case of recruitment by promotion/ deputation, grades from which promotion/deputation to be made.	Not Applicable
12.	If a Departmental Promotion Committee exists what is its composition	Not Applicable

1.	Name of Post	Finance Officer
2.	No. of Posts	01
3.	Classification	Group A
4.	Scale of Pay	Pay Level 14
5.	Whether Selection Post or Non Selection Post	Selection Post
6.	Age limit for direct recruitment	Not exceeding 57 years
7.	Educational & other qualification required for direct recruitment	Essential: As per UGC Notification /Regulation
8.	Whether age and educational qualifications prescribed for direct recruits will apply in 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 and percentage of the posts to be filled by various methods.	Direct Recruitment
11.	In case of recruitment by promotion/ deputation, grades from which promotion/Deputation to be made.	Not Applicable
12.	If a Departmental Promotion Committee exists what is its composition	Not Applicable


Registrar
Gurukula Kangri (Deemed to be University)
Haridwar, Uttarakhand-249404

1.	Name of Post	Deputy Registrar
2.	No. of Posts	02
3.	Classification	Group A
4.	Scale of Pay	Pay Level 12
5.	Whether Selection Post or Non Selection Post	Selection Post
6.	Age limit for direct recruitment	Not exceeding 50 years
7.	Educational & other qualification required for direct recruitment	Essential: As per UGC Notification /Regulation
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	No, but must possess at least a Bachelor's degree from a recognized Gurukula Kangri (Deemed to be University).
9.	Period of probation (if, any)	One year
10.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	25% by promotion (on the basis of merit) . Merit will be prepared on this basis of Interview & ACRs/APARs Grading of last five years. 75% by Direct Recruitment through Written Exam and Interview. Note: Deputy Registrar who has served for five years will be placed in the Pay Level 13 and re-designated as Joint Registrar. (The re-designation will depend on policy notified by UGC/MHRD and adopted by the Gurukula Kangri (Deemed to be University) accordingly from time to time)
11.	In case of recruitment by promotion/ deputation, grades from which promotion/ Deputation to be made.	By Promotion: Assistant Registrar in Pay Level 10 with 5 years of regular service in the grade
12.	If a Departmental Promotion Committee exists what is its composition	As per Appendix-33



Registrar

Gurukula Kangri (Deemed to be University)
Haridwar, Uttarakhand-249404

1.	Name of Post	Assistant Registrar
2.	No. of Posts	03
3.	Classification	Group A
4.	Scale of Pay	Pay Level 10
5.	Whether Selection Post or Non Selection Post	Selection Post
6.	Age limit for direct recruitment	Not exceeding 35 years
7.	Educational & other qualification required for direct recruitment	Essential: As per UGC Notification /Regulation
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	No, but must possess at least a Bachelor's degree from a recognized University.
9.	Period of probation (if, any)	Two years
10.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	50% by promotion (on the basis of merit) through Written exam, ACRs/APARs Grading and Interview. 50% by Direct Recruitment through written exam and Interview. Note: Assistant Registrar shall be eligible for the Higher Pay of Level 11 after 8 years of service provided, as currently required, they have participated in two training programmes on Education Administration, each, of approximately four weeks duration and their performance appraisal reports are consistently satisfactory. The higher Pay Level 11 shall be restricted in the case of promotion to senior scale of these posts to 50% of total strength of Assistant Registrar
11.	In case of recruitment by promotion/ deputation, grades from which promotion/ Deputation to be made.	By Promotion: Section Officer in Pay Level 07 with 5 years of regular service in the grade.
12.	If a Departmental Promotion Committee exists what is its composition	As per Appendix-33

1.	Name of Post	Librarian
2.	No. of Posts	01
3.	Classification	Group A
4.	Scale of Pay	Academic Pay Level 14
5.	Whether Selection Post or Non Selection Post	Selection Post
6.	Age limit for direct recruitment	55 Years
7.	Educational & other qualification required for direct recruitment	Essential: As per UGC Notification /Regulation
8.	Whether age and educational qualifications prescribed for direct recruits will apply in 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 and percentage of the posts to be filled by various methods.	By Direct Recruitment through Interview
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Not Applicable
12.	If a Departmental Promotion Committee exists what is its composition	Not Applicable


Registrar
Gurukula Kangri (Deemed to be University)
Haridwar, Uttarakhand-249404

1.	Name of Post	Assistant Librarian
2.	No. of Posts	02
3.	Classification	Group A
4.	Scale of Pay	Academic Pay Level 10
5.	Whether Selection Post or Non Selection Post	Selection Post
6.	Age limit for direct recruitment	40 Years
7.	Educational & other qualification required for direct recruitment	Essential: As per UGC Notification /Regulation
8.	Whether age and educational qualifications prescribed for direct recruits will apply in 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 and percentage of the posts to be filled by various methods.	100% by Direct Recruitment: Though Written examination & Interview.
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	N.A.
12.	If a Departmental Promotion Committee exists what is its composition	N.A.



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1.	Name of Post	Information Scientist
2.	No. of Posts	01
3.	Classification	Group A
4.	Scale of Pay	Academic Pay Level 10
5.	Whether Selection Post or Non Selection Post	Selection Post
6.	Age limit for direct recruitment	40 Years
7.	Educational & other qualification required for direct recruitment	Essential: 1. Master's degree in Computer Application (MCA) with B.Lib. OR 2. Master's degree in Library & Information Science with PG Diploma in Computer Application with 55% or equivalent grade. OR 3. M.Sc.(Computer Science / IT /Computer Application with 55% or equivalent grade) with B.Lib.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in 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 and percentage of the posts to be filled by various methods.	100% By Direct Recruitment through Written examination & Interview
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Not Applicable
12.	If a Departmental Promotion Committee exists what is its composition	Not Applicable

1.	Name of Post	Professional Assistant
2.	No. of Posts	02
3.	Classification	Group B
4.	Scale of Pay	Pay Level 06
5.	Whether Selection Post or Non Selection Post	Selection Post
6.	Age limit for direct recruitment	Not exceeding 32 years
7.	Educational & other qualification required for direct recruitment	Essential: 1. M. Lib.Sc./M.L.I. Sc. OR 2. B. Lib. Sc./B.L.I.Sc. with three years' experience at the level of SPA in college/ University Library
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	No
9.	Period of probation (if, any)	Two years
10.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	50% by Promotion (on the basis of merit) through Written Examination, ACRs/APARs Grading & Interview. 50% by Direct Recruitment through written examination.
11.	In case of recruitment by promotion/ deputation, grades from which promotion/ deputation to be made.	By Promotion: Semi Professional Assistant in Level 5 with five years of regular service in the grade and having successfully completed Two weeks training in Library Automation
12.	If a Departmental Promotion Committee exists what is its composition	As per Appendix-33

	Name of Post	Semi Professional Assistant
1.	No. of Posts	06
2.	Classification	Group C
3.	Scale of Pay	Pay Level 05
4.	Whether Selection Post or Non Selection Post	Selection Post
5.	Age limit for direct recruitment	Between 18 and 27 years
6.	Educational & other qualification required for direct recruitment	Essential: 1. B. Lib. Sc./B.L.I. Sc. With 2 years Experience as a Library Assistant.
7.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	No
8.	Period of probation (if, any)	Two years
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	50% by Promotion (Seniority-cum-fitness) through ACRs/APARs Grading of last 5 years & Interview. 50% by Direct Recruitment through written examination.
10.	In case of recruitment by promotion/ deputation, grades from which promotion/ deputation to be made.	By Promotion: Library Assistant in Level 3 with five years of regular service in the grade and Successfully completed Two weeks training in Library Automation.
11.	If a Departmental Promotion Committee exists what is its composition.	As per Appendix-33


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1.	Name of Post	Library Assistant
2.	No. of Posts	03
3.	Classification	Group C
4.	Scale of Pay	Pay Level 04
5.	Whether Selection Post or Non Selection Post	Selection Post
6.	Age limit for direct recruitment	Between 18 to 27 years
7.	Educational & other qualification required for direct recruitment	Essential: 1. B.Lib.Sc./B.L.I. Sc. OR 2. Bachelor's degree in any discipline with diploma/certificate in Library Science from a recognized institution with three years' experience as Library Attendant.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees.	No, but must possess 10+2 with diploma /certificate in Library Science from a recognized institution
9.	Period of probation (if, any)	Two years
10.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	50% by Promotion (Seniority-cum-fitness) through ACRs/APARs Grading of last 5 years & Interview. 50% by Direct Recruitment through written examination.
11.	In case of recruitment by promotion/ deputation, grades from which promotion/deputation to be made:	By Promotion: Library Attendant at Level 01 with five years of regular service in the grade and having successfully completed Two weeks Training in Library Automation.
12.	If a Departmental Promotion Committee exists what is its composition	As per Appendix-33

1.	Name of Post	Library Attendant
2.	No. of Posts	04
3.	Classification	Group C
4.	Scale of Pay	Pay Level 01
5.	Whether Selection Post or Non Selection Post	Selection Post
6.	Age limit for direct recruitment	Between 18 and 27 years
7.	Educational & other qualification required for direct recruitment	Essential: 10 th pass from any recognized School / Board.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in 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 and percentage of the posts to be filled by various methods.	100% By Direct Recruitment through written examination
11.	In case of recruitment by promotion/ deputation, grades from which promotion/deputation to be made.	Not Applicable
12.	If a Departmental Promotion Committee exists what is its composition	Not Applicable



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1.	Name of Post	System Manager
2.	No. of Posts	01
3.	Classification	Group A
4.	Scale of Pay	Pay Level 12
5.	Whether Selection Post or Non Selection Post	Selection Post
6.	Age limit for direct recruitment	Not exceeding 50 years
7.	Educational & other qualification required for direct recruitment	Essential: 1. Master's degree in Computer Applications or M.Sc. (Computer Science/Information Technology) from a recognized University/Institute. OR 2. B.E/ B.Tech. (Computer Engineering/ Computer Science/ Computer Technology / Computer Science & Engineering/ Information Technology) from a recognized University/Institution. 3. Eight years post qualification experience as a programmer/system analyst/ system manager in a Government office/ PSU/ Autonomous Body/ Statutory body Desirable: Ph.D. in Computer Science.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in 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 and percentage of the posts to be filled by various methods.	100% by Direct Recruitment through Written Examination and Interview.
11.	In case of recruitment by promotion/ deputation, grades from which promotion/ Deputation to be made.	N.A.
12.	If a Departmental Promotion Committee exists what is its composition	N.A.

1.	Name of Post	System Analyst
2.	No. of Posts	02
3.	Classification	Group A
4.	Scale of Pay	Pay Level 10
5.	Whether Selection Post or Non Selection Post	Selection
6.	Age limit for direct recruitment	Not exceeding 35 years
7.	Educational & other qualification required for direct recruitment	Essential: 1. Master's degree in Computer Applications or M.Sc. (Computer Science/Information Technology) from a recognized University/Institute; OR 2. B.E/ B.Tech. (Computer Engineering/ Computer Science/ Computer Technology / Computer Science & Engineering/ Information Technology) from a recognized University/Institution. 3. Three years post qualification experience as a programmer /system analyst in a Government office/ PSU/ Autonomous Body/ Statutory body
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	No
9.	Period of probation (if, any)	Two years
10.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	50% by Promotion (among the eligible candidate from Sr. Technical Assistant-IT) through Written Examination, ACRs/APARs Grading and Interview. 50% by Direct Recruitment through Written Examination, Interview.
11.	In case of recruitment by promotion/ deputation, grades from which promotion/ Deputation to be made.	By Promotion: Sr. Technical Assistant (IT) in Level 06 with 10 years regular service in the Grade/ Pay Level 06
12.	If a Departmental Promotion Committee exists what is its composition	As Per Appendix-33

1.	Name of Post	Sr. Technical Assistant (IT)*
2.	No. of Posts	04
3.	Classification	Group B
4.	Scale of Pay	Pay Level 06
5.	Whether Selection Post or Non Selection Post	Selection Post
6.	Age limit for direct recruitment	Not exceeding 32 years
7.	Educational & other qualification required for direct recruitment	Essential: 1. Master's degree in Computer Applications or M.Sc. (Computer Science/Information Technology) from a recognized University/Institute; OR 2. B.E/B.Tech. (Computer Engineering/ Computer Science/ Computer Technology / Computer Science & Engineering/ Information Technology) from a recognized University/Institution. 3. One year post qualification experience in programming and Database management or Network administration in a Government office/ PSU/ Autonomous Body/ Statutory body
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees.	No
9.	Period of probation (if, any)	Two years
10.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	50% by Promotion (on the basis of merit) through Written Examination, ACRs/APARs Grading, last five years and Interview 50% by Direct Recruitment through written examination.
11.	In case of recruitment by promotion/ deputation, grades from which promotion/ Deputation to be made.	By Promotion: Technical Assistant-IT at Level 05 with five years of regular service in the grade.
12.	If a Departmental Promotion Committee exists what is its composition	As Per Appendix-33

* Post of Computer Operator have been rationalized to Sr. Technical Assistant (IT) with the same pay level and without any financial implication.

1.	Name of Post	Technical Assistant (IT)
2.	No. of Posts	04
3.	Classification	Group C
4.	Scale of Pay	Pay Level 05
5.	Whether Selection Post or Non Selection Post	Selection Post
6.	Age limit for direct recruitment	Between 18 and 27 years
7.	Educational & other qualification required for direct recruitment	Essential: 1. B.E./B.Tech in Computer Science/Computer Engineering/ Computer Technology/ Information Technology OR 2. BCA from a recognized University / Institution OR 3. B.Sc. (Computer Science) from a recognized University/Institution
8.	Whether age and educational qualifications prescribed for direct recruits will apply in 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 and percentage of the posts to be filled by various methods.	100% By Direct Recruitment through written examination.
11.	In case of recruitment by promotion/ deputation, grades from which promotion/ Deputation to be made.	Not Applicable
12.	If a Departmental Promotion Committee exists what is its composition	Not Applicable

* Post of Technical Assistant have been rationalized to Technical Assistant (IT) with the same pay level and without any financial implication.


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1.	Name of Post	Public Relation Officer
2.	No. of Posts	01
3.	Classification	Group A
4.	Scale of Pay	Pay Level 10
5.	Whether Selection Post or Non Selection Post	Selection Post
6.	Age limit for direct recruitment	Not exceeding 35 years
7.	Educational & other qualification required for direct recruitment	Essential: 1. Masters' Degree with 55% of marks or its equivalent grade of B in the UGC 7-point scale in Journalism and Mass communication from recognized University / Institute OR Masters' Degree in any discipline with 55% of marks or its equivalent grade of B in the UGC 7-point scale and P.G. Diploma in Journalism and Mass Communication from recognized University/ Institute AND 2. (i). Five years' experience in the editorial department/ Centre of any established English/ Hindi Newspaper accredited with ABC, National News Agencies, Radio or Television, Film Media, reputed advertising agencies. (ii). Knowledge of Two or more Indian Language with proficiency in English & Hindi with good working knowledge of Computer Applications.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in 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 and percentage of the posts to be filled by various methods.	100% By Direct Recruitment through Written Exam & interview.
11.	In case of recruitment by promotion/ deputation, grades from which promotion/ Deputation to be made.	Not Applicable
12.	If a Departmental Promotion Committee exists what is its composition	Not Applicable

1.	Name of Post	Section Officer
2.	No. of Posts	05
3.	Classification	Group B
4.	Scale of Pay	Pay Level 07
5.	Whether Selection Post or Non Selection Post	Selection Post
6.	Age limit for direct recruitment	Not exceeding 32 years
7.	Educational & other qualification required for direct recruitment	Essential: 1. Bachelor's degree from a recognized University. 2. At least 8/6/4 years post qualification experience in administration/ Accounts/Secretarial work/ Examinations/ Establishment/ Evaluation at the level of UDC and above or equivalent post in the Level 4/5/6 respectively of any Central/State Govt. University/Public Sector Undertakings and other Central or State Autonomous Bodies.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	No
9.	Period of probation (if, any)	Two years
10.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	50% by Promotion (on the basis of merit) through Written Examination, ACRs/APARs Grading last five years & Interview 50% by Direct Recruitment through written Examination.
11.	In case of recruitment by promotion/ deputation, grades from which promotion/ deputation to be made.	By Promotion: Assistant at Level 06 with five years of regular service in the grade.
12.	If a Departmental Promotion Committee exists what is its composition	As Per Appendix-33

1.	Name of Post	Assistant
2.	No. of Posts	07
3.	Classification	Group B.
4.	Scale of Pay	Pay Level 06
5.	Whether Selection Post or Non Selection Post	Selection Post
6.	Age limit for direct recruitment	Not exceeding 32 years
7.	Educational & other qualification required for direct recruitment	Graduation in any discipline and knowledge of computer application with 5 years working experience reputed organization
8.	Whether age and educational qualifications prescribed for direct recruits will apply in 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 and percentage of the posts to be filled by various methods.	50% by Promotion : (On the basis of merit) through Written Examination, ACRs/APARs Grading last five years & Interview. 50% by Direct recruitment : through Written Exam
11.	In case of recruitment by promotion/ deputation, grades from which promotion/ deputation to be made.	By Promotion: UDC at Level 04 with five years of regular service in the grade.
12.	If a Departmental Promotion Committee exists what is its composition	As Per Appendix-33



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1.	Name of Post	Upper Division Clerk
2.	No. of Posts	16
3.	Classification	Group C
4.	Scale of Pay	Pay Level 04
5.	Whether Selection Post or Non Selection Post	Non Selection
6.	Age limit for direct recruitment	Not Applicable
7.	Educational & other qualification required for direct recruitment	Not Applicable
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	Not Applicable
9.	Period of probation (if, any)	Nil
10.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	50 % by Promotion (Seniority cum Fitness) through ACRs/APRs grading of last 05 years and interview. 50% by Limited Departmental Examination.
11.	In case of recruitment by promotion/ deputation, grades from which promotion/ deputation to be made.	By Promotion: LDC at Level 02 with eight years of regular service in the grade By Limited Departmental Examinations: LDC at Level 02 with five years of regular service in the grade
12.	If a Departmental Promotion Committee exists what is its composition	As Per Appendix-33


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1.	Name of Post	Lower Division Clerk
2.	No. of Posts	16
3.	Classification	Group C
4.	Scale of Pay	Pay Level 02
5.	Whether Selection Post or Non Selection Post	Selection Post
6.	Age limit for direct recruitment	Between 18 and 27 years
7.	Educational & other qualification required for direct recruitment as per UGC Regulations	Essential: 1. Graduation in any discipline from any recognized university and Knowledge of Computer Application 2. A typing speed of 35 w.p.m in English and 30 wpm in Hindi on Computer (35wpm and 30wpm correspond to 10500KDPH/ 9000KDPH on an average of 5 Key depressions for each word)
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	For age - No For Qualification - Yes, to the extent indicated in row 10
9.	Period of probation (if, any)	Two Years
10.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	i) By Direct Recruitment 60% of the vacancies shall be filled through written examination and Type test. ii) By Promotion 40% of vacancies shall be filled on Seniority-cum-fitness basis from Group C (MTS) employees who have five years regular service in Pay level 01 and who possess Graduation or equivalent qualification, on the basis of the qualifying & Type test, speed of 30 w.p.m in English and 25 wpm in Hindi on Computer (35wpm and 30wpm correspond to 9000KDPH/ 7500KDPH on an average of 5 Key depressions for each word).
11.	In case of recruitment by promotion/ deputation, grades from which promotion/ deputation to be made.	As stated in Row no. 10.
12.	If a Departmental Promotion Committee exists what is its composition	As Per Appendix-33

1.	Name of Post	Multi Tasking Staff
2.	No. of Posts	73
3.	Classification	Group C
4.	Scale of Pay	Pay Level 01
5.	Whether Selection Post or Non Selection Post	Selection Post
6.	Age limit for direct recruitment	Between 18 and 27 years
7.	Educational & other qualification required for direct recruitment	Essential: 1. Class 10 th from a recognized School/Board OR 2. ITI pass where technical qualifications are considered necessary.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in 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 and percentage of the posts to be filled by various methods.	100% By Direct Recruitment through written examination.
11.	In case of recruitment by promotion/ deputation, grades from which promotion/ deputation to be made.	Not Applicable
12.	If a Departmental Promotion Committee exists what is its composition	Not Applicable



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1.	Name of Post	Private Secretary
2.	No. of Posts	02
3.	Classification	Group B
4.	Scale of Pay	Pay Level 07
5.	Whether Selection Post or Non Selection Post	Selection Post
6.	Age limit for direct recruitment	Not exceeding 32 Years
7.	Educational & other qualification required for direct recruitment	Essential: 1. A Bachelor Degree from a recognized University. 2. At least Five years post qualification experience working as Personal Assistant in Level-6 /Ten years' experience working as Stenographer in Level-4 of any Governmental Department/ Universities/ Autonomous Bodies/ PSUs/ Educational Institution recognized by the Government. 3. Skill test norms (a) Dictation: 10 mts @ 100 w.p.m. (b) Transcription: 40 mts. (English) or 55 mts. (Hindi) on computer.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in 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 and percentage of the posts to be filled by various methods.	100% By Direct Recruitment through written examination and skill test.
11.	In case of recruitment by promotion/ deputation, grades from which promotion/ deputation to be made.	Not Applicable
12.	If a Departmental Promotion Committee exists what is its composition	Not Applicable



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1.	Name of Post	Stenographer
2.	No. of Posts	01
3.	Classification	Group C
4.	Scale of Pay	Pay Level 04
5.	Whether Selection Post or Non Selection Post	Selection Post
6.	Age limit for direct recruitment	Between 18 and 27 years
7.	Educational & other qualification required for direct recruitment as per UGC Regulations.	Essential: 1. Graduation or equivalent from a recognized Board or University. 2. Skill test norms a. Dictation: 10 mts @ 80 w.p.m. b. Transcription: 50 mts. (English) or 65 mts. (Hindi) on computer.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in 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 and percentage of the posts to be filled by various methods,	100% By Direct Recruitment through written examination and skill test.
11.	In case of recruitment by promotion/ deputation, grades from which promotion/ deputation to be made.	Not Applicable
12.	If a Departmental Promotion Committee exists what is its composition	Not Applicable

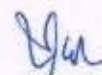


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1.	Name of Post	Assistant Engineer (Civil)*
2.	No. of Posts	01
3.	Classification	Group B
4.	Scale of Pay	Pay Level 07
5.	Whether Selection Post or Non Selection Post	Selection Post
6.	Age limit for direct recruitment	35 Year
7.	Educational & other qualification required for direct recruitment	Bachelor's degree in Civil Engineering from recognized University/Institute with 5 years experience as Junior Engineer (Civil) in any Central/State Organization/University/ Institute funded by the Govt. / PSU / Educational Organization recognized by the State / Central / Class 'A' Govt. approved contactor. OR Three Years Diploma in Civil Engineering with Eight years experience of Junior Engineer (civil) in any Central/State organization/University/ Institute funded by the Govt. / PSU / Educational Organization recognized by the State / Central / Class 'A' Govt. approved contactor.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in 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 and percentage of the posts to be filled by various methods.	100% On Deputation Basis or by Direct recruitment though Written Exam.
11.	In case of recruitment by promotion/ deputation, grades from which promotion/ deputation to be made.	N.A.
12.	If a Departmental Promotion Committee exists what is its composition	N.A.

* Post of Estate Officer has been rationalized to Assistant Engineer (Civil) with the same pay level and without any financial implication.



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1.	Name of Post	Junior Engineer (Civil)
2.	No. of Posts	01
3.	Classification	Group B
4.	Scale of Pay	Pay Level 06
5.	Whether Selection Post or Non Selection Post	Selection Post
6.	Age limit for direct recruitment	Not exceeding 32 years
7.	Educational & other qualification required for direct recruitment	Essential: 1. Bachelor's degree in Civil Engineering from a recognized University/Institute. OR Three Years Diploma in Civil Engineering with Five years experience of supervising civil works in any Central/State Organization / University / Institute funded by the Govt. / PSU / Educational Organization recognized by the State / Central /Class 'A' Govt. approved contractor.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in 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 and percentage of the posts to be filled by various methods.	100% By Direct Recruitment through written examination.
11.	In case of recruitment by promotion/ deputation, grades from which promotion/ deputation to be made.	Not Applicable
12.	If a Departmental Promotion Committee exists what is its composition	Not Applicable


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1.	Name of Post	Junior Engineer (Electrical)
2.	No. of Posts	01
3.	Classification	Group B
4.	Scale of Pay	Pay Level 06
5.	Whether Selection Post or Non Selection Post	Selection Post
6.	Age limit for direct recruitment	Not exceeding 32 years
7.	Educational & other qualification required for direct recruitment	Essential: 1. Bachelor's degree in Electrical Engineering from a recognized University/Institute. OR 2. Three years Diploma in Electrical Engineering with Five years experience of supervising civil/Electrical works in any Central / State Organization / University/ Institute funded by the Govt. / PSU/ Educational Organization recognized by the State / Central / Class 'A' Govt. approved contractor.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	N.A.
9.	Period of probation (if, any)	Two years
10.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	100% by Direct Recruitment through written examination.
11.	In case of recruitment by promotion/ deputation, grades from which promotion/ deputation to be made.	N.A.
12.	If a Departmental Promotion Committee exists what is its composition	N.A.

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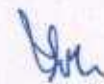
1.	Name of Post	Electrician
2.	No. of Posts	02
3.	Classification	Group C
4.	Scale of Pay	Pay Level 04
5.	Whether Selection Post or Non Selection Post	Selection Post
6.	Age limit for direct recruitment	Between 18 and 27 years
7.	Educational & other qualification required for direct recruitment	Essential: 1. 10 th class passed with Three Years Diploma in Electrical Engg. OR ITI in Electrician trade from a recognized Institution with Two years Experience. 2. A Certified Electrician License issued by competent authority.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in 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 and percentage of the posts to be filled by various methods.	100% By Direct Recruitment through written examination and trade test.
11.	In case of recruitment by promotion/ deputation, grades from which promotion/deputation to be made.	Not Applicable
12.	If a Departmental Promotion Committee exists what is its composition	Not Applicable



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1.	Name of Post	Carpenter
2.	No. of Posts	01
3.	Classification	Group C
4.	Scale of Pay	Pay Level 02
5.	Whether Selection Post or Non Selection Post	Selection Post
6.	Age limit for direct recruitment	Between 18 and 27 years
7.	Educational & other qualification required for direct recruitment	Essential: 1. 10 th class passed and ITI certificate in a carpentry trade from a recognized Institution. 2. One year work experience in the trade with class 'A' government contractor.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in 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 and percentage of the posts to be filled by various methods.	100% By Direct Recruitment through written examination and trade test.
11.	In case of recruitment by promotion/ deputation, grades from which promotion/deputation to be made:	Not Applicable
12.	If a Departmental Promotion Committee exists what is its composition	Not Applicable



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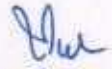
1.	Name of Post	Plumber
2.	No. of Posts	01
3.	Classification	Group C
4.	Scale of Pay	Pay Level 02
5.	Whether Selection Post or Non Selection Post	Selection Post
6.	Age limit for direct recruitment	Between 18 and 27 years
7.	Educational & other qualification required for direct recruitment	Essential: 1. 10 th class passed and ITI certificate in Plumber trade from a recognized Institution. 2. One year work experience in the trade with class 'A' government contractor.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in 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 and percentage of the posts to be filled by various methods.	100% By Direct Recruitment through written examination and trade test.
11.	In case of recruitment by promotion/ deputation, grades from which promotion/deputation to be made.	Not Applicable
12.	If a Departmental Promotion Committee exists what is its composition	Not Applicable



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1.	Name of Post	Security Officer
2.	No. of Posts	01
3.	Classification	Group B
4.	Scale of Pay	Pay Level 07
5.	Whether Selection Post or Non Selection Post	Selection Post
6.	Age limit for direct recruitment	Not exceeding 45 years.
7.	Educational & other qualification required for direct recruitment	Essential: 1. 15 years' experience in Police/Para- Military Forces/ Armed Forces of the Union and held not below the rank of Sub-Inspector /JCO(Ex.). 2. Holding a Valid Driving License to ride Jeep/Motor Cycle.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in 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 and percentage of the posts to be filled by various methods.	100% On Deputation Basis or by Direct recruitment though Written Exam.
11.	In case of recruitment by promotion/ deputation, grades from which promotion/ deputation to be made.	Not Applicable
12.	If a Departmental Promotion Committee exists what is its composition	Not Applicable


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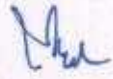
1.	Name of Post	Technical Assistant (Laboratory)*
2.	No. of Posts	02
3.	Classification	Group C
4.	Scale of Pay	Pay Level 05
5.	Whether Selection Post or Non Selection Post	Non Selection
6.	Age limit for direct recruitment	Between 18 and 27 years
7.	Educational & other qualification required for direct recruitment	Essential: Bachelor's degree in relevant/concerned subject and 2 year's Experience of handling laboratory equipment in a University/College/Research institute of repute. OR Bachelor's degree in Engineering/Technology in relevant subject. OR Three years Diploma in Engineering in relevant field with 2 year's experience of handling laboratory equipment in University/College/Research institute of repute.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	No
9.	Period of probation (if, any)	Two years
10.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	50% by Promotion (Seniority-cum-fitness) through ACRs/APARs Grading of last 5 years & Interview. 50% by Direct Recruitment through written examination.
11.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made.	By Promotion: Laboratory Assistant at Level 03 with five years of regular service in the grade and successfully completed two weeks training
12.	If a Departmental Promotion Committee exists what is its composition	As Per Appendix-33

* Post of Lab Technician have been rationalized to Technical Assistant (Laboratory).

1.	Name of Post	Laboratory Assistant
2.	No. of Posts	11
3.	Classification	Group C
4.	Scale of Pay	Pay Level 04
5.	Whether Selection Post or Non Selection Post	Non Selection
6.	Age limit for direct recruitment	Between 18 and 27 years
7.	Educational & other qualification required for direct recruitment	Essential: Senior Secondary (10+2) or an equivalent examination with Science Subject with 2 year's experience of handling laboratory equipment in University/College/Research institute of repute. OR Three Years Diploma in Engineering in relevant field from recognized Polytechnic/Institute. OR ITI Trade certificate possessing 10TH Class standard with 5 years of work experience in relevant field.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	No
9.	Period of probation (if, any)	Two years
10.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	50% by Promotion (Seniority-cum-fitness) through ACRs/APARs Grading of last 5 years & Interview. 50% by Direct Recruitment through written examination.
11.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made:	by Promotion: Laboratory Attendant at Level 01 with five years of regular service in the grade and having completed successfully two weeks training.
12.	If a Departmental Promotion Committee exists what is its composition	As Per Appendix-33

1.	Name of Post	Laboratory Attendant
2.	No. of Posts	10+01*
3.	Classification	Group C
4.	Scale of Pay	Pay Level 01
5.	Whether Selection Post or Non Selection Post	Selection Post
6.	Age limit for direct recruitment	Between 18 and 27 years
7.	Educational & other qualification required for direct recruitment	Essential: 10 th Class or an equivalent Examination with science subjects from recognized board. OR ITI Pass.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in 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 and percentage of the posts to be filled by various methods.	100% By Direct Recruitment through written examination.
11.	In case of recruitment by promotion/ deputation, grades from which promotion/deputation to be made.	Not Applicable
12.	If a Departmental Promotion Committee exists what is its composition	Not Applicable

* One Post of System Attendant has been rationalized to Laboratory Attendant with the same pay level and without any financial implication.


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1.	Name of Post	Guest House Manager
2.	No. of Posts	01
3.	Classification	Group B
4.	Scale of Pay	Pay Level 06
5.	Whether Selection Post or Non Selection Post	Selection Post
6.	Age limit for direct recruitment	Not exceeding 32 years
7.	Educational & other qualification required for direct recruitment	Essential: 1. B.Sc. in Hotel Management or Hospitality Administration from a recognized University with at least 03 years' experience in a supervisory capacity in catering, accommodation operations, and/ or food & beverage management, in a reputed Hotel/Guest House of commercial or educational establishment. OR 2. Bachelor's degree from a recognized University with a Diploma in Hotel Management or Catering Technology from an Institution recognized by the Government with at least 6 years in a supervisory capacity in catering, accommodation operations, and/or food & beverage management, in a reputed Hotel/Guest House of commercial or educational establishment.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in 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 and percentage of the posts to be filled by various methods.	100% By Direct Recruitment through written examination.
11.	In case of recruitment by promotion/ deputation, grades from which promotion/deputation to be made.	Not Applicable
12.	If a Departmental Promotion Committee exists what is its composition	Not Applicable

1.	Name of Post	Cook
2.	No. of Posts	01
3.	Classification	Group C
4.	Scale of Pay	Pay Level 02
5.	Whether Selection Post or Non Selection Post	Selection Post
6.	Age limit for direct recruitment	Between 18 and 27 years
7.	Educational & other qualification required for direct recruitment	Essential: 1. 10 th class pass from recognized Board or Institution. 2. Should have 2 years' hands on experience in cooking of only vegetarian dishes in general from a Hotel or Guest House of repute.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in 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 and percentage of the posts to be filled by various methods.	100% By Direct Recruitment through written examination and skill test.
11.	In case of recruitment by promotion/ deputation, grades from which promotion/deputation to be made.	Not Applicable
12.	If a Departmental Promotion Committee exists what is its composition	Not Applicable


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1.	Name of Post	Driver
2.	No. of Posts	02
3.	Classification	Group C
4.	Scale of Pay	Pay Level 02
5.	Whether Selection Post or Non Selection Post	Selection Post
6.	Age limit for direct recruitment	Between 18 and 27 years
7.	Educational & other qualification required for direct recruitment	Essential: 1. A Senior Secondary School Certificate (+2) or its equivalent qualification from a recognized Board/ University/Institution. 2. Possession of a valid LMV driving license of the motor vehicle, knowledge of motor mechanism (The candidate should be able to remove minor-defects in vehicle) 3. Experience of driving a motor vehicle for at least 3 years from Government Organization /Educational Institute/Company.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in 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 and percentage of the posts to be filled by various methods.	100% By Direct Recruitment through written examination and Skill test.
11.	In case of recruitment by promotion/ deputation, grades from which promotion/deputation to be made.	Not Applicable
12.	If a Departmental Promotion Committee exists what is its composition	Not Applicable


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1.	Name of Post	Curator
2.	No. of Posts	01
3.	Classification	Group A
4.	Scale of Pay	Pay Level 10
5.	Whether Selection Post or Non Selection Post	Selection Post
6.	Age limit for direct recruitment	Not exceeding 35 years
7.	Educational & other qualification required for direct recruitment	Essential: 1. Master's degree in Museology/History of art from a recognized University OR Master's degree in Indian History/ Sanskrit/ Pali/ Prakrit/ Persian / Arabic/ Archaeology/ Anthropology/ Fine Arts from a recognized University with diploma/certificate in Museology of a recognized Institute. 2. 2 years' Experience in a Museum of standing or comparable institution.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in 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 and percentage of the posts to be filled by various methods.	100% By Direct Recruitment through written examination and Interview
11.	In case of recruitment by promotion/ deputation, grades from which promotion/deputation to be made.	Not Applicable
12.	If a Departmental Promotion Committee exists what is its composition	Not Applicable


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1.	Name of Post	Assistant Curator
2.	No. of Posts	01
3.	Classification	Group B
4.	Scale of Pay	Pay Level 06
5.	Whether Selection Post or Non Selection Post	Selection Post
6.	Age limit for direct recruitment	Not exceeding 32 years
7.	Educational & other qualification required for direct recruitment	Essential: Master's degree in Museology/History of art from a recognized University. OR Master's degree in Indian History/ Sanskrit/ Pali/ Prakrit/ Persian / Arabic/ Archaeology/ Anthropology/ Fine Arts from a recognized University with diploma/certificate in Museology of a recognized Institute
8.	Whether age and educational qualifications prescribed for direct recruits will apply in 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 and percentage of the posts to be filled by various methods.	100% By Direct Recruitment through written examination.
11.	In case of recruitment by promotion/ deputation, grades from which promotion/deputation to be made.	Not Applicable
12.	If a Departmental Promotion Committee exists what is its composition	Not Applicable



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1.	Name of Post	Assistant Archivist
2.	No. of Posts	01
3.	Classification	Group B
4.	Scale of Pay	Pay Level 06
5.	Whether Selection Post or Non Selection Post	Selection Post
6.	Age limit for direct recruitment	Not exceeding 32 years
7.	Educational & other qualification required for direct recruitment	Essential: Graduate in Archeology / Museology/ Ancient Indian History Culture and Archeology from a recognized University. OR Certificate in Museology/ Archaeology and Two years' working experience of handling and displaying museum objects.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in 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 and percentage of the posts to be filled by various methods.	100% By Direct Recruitment through written examination.
11.	In case of recruitment by promotion/ deputation, grades from which promotion/deputation to be made.	Not Applicable
12.	If a Departmental Promotion Committee exists what is its composition	Not Applicable



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1.	Name of Post	Gallery Attendant
2.	No. of Posts	02
3.	Classification	Group C
4.	Scale of Pay	Pay Level 01
5.	Whether Selection Post or Non Selection Post	Selection Post
6.	Age limit for direct recruitment	Between 18 and 27 years
7.	Educational & other qualification required for direct recruitment	Essential: Matriculation (10 th) examination passed from recognized board / University.
2.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	Not Applicable
3.	Period of probation (if, any)	Two years
4.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	100% By Direct Recruitment through written examination.
5.	In case of recruitment by promotion/ deputation, grades from which promotion/deputation to be made.	Not Applicable
6.	If a Departmental Promotion Committee exists what is its composition	Not Applicable


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1.	Name of Post	Assistant Director (Physical Education) *
2.	No. of Posts	01
3.	Classification	Group A
4.	Scale of Pay	Academic Pay Level 10
5.	Whether Selection Post or Non Selection Post	Selection Post
6.	Age limit for direct recruitment	Not exceeding 35 years
7.	Educational & other qualification required for direct recruitment	Essential: As per UGC Notification /Regulation
8.	Whether age and educational qualifications prescribed for direct recruits will apply in 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 and percentage of the posts to be filled by various methods.	100% By Direct Recruitment through Written Exam and Interview
11.	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made	Not Applicable
12.	If a Departmental Promotion Committee exists what is its composition	Not Applicable

* Post of College level Director (Physical Education) has been rationalized to Gurukula Kangri (Deemed to be University) level Assistant Director (Physical Education) with the same pay level and without any financial implication.



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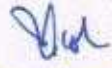
1.	Name of Post	Coach
2.	No. of Posts	02
3.	Classification	Group B
4.	Scale of Pay	Pay Level 06
5.	Whether Selection Post or Non Selection Post	Selection Post
6.	Age limit for direct recruitment	Not exceeding 32 years
7.	Educational & other qualification required for direct recruitment	Essential: 1. Bachelor's degree in Physical education, 2. A Diploma in Coaching from NIS, Patiala 3. Two years Coaching experience in respective Game/Sports
8.	Whether age and educational qualifications prescribed for direct recruits will apply in 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 and percentage of the posts to be filled by various methods.	100% By Direct Recruitment through written examination and Physical fitness test.
11.	In case of recruitment by promotion/ deputation, grades from which promotion/deputation to be made.	Not Applicable
12.	If a Departmental Promotion Committee exists what is its composition	Not Applicable



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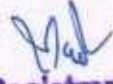
1.	Name of Post	Field Attendant
2.	No. of Posts	01
3.	Classification	Group C
4.	Scale of Pay	Pay Level 01
5.	Whether Selection Post or Non Selection Post	Selection Post
6.	Age limit for direct recruitment	Between 18 and 27 years
7.	Educational & other qualification required for direct recruitment	Essential: 1. Class 10 th from a recognized School/Board. 2. Participate in Sports at State level.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in 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 and percentage of the posts to be filled by various methods.	100% By Direct Recruitment through written examination.
11.	In case of recruitment by promotion/ deputation, grades from which promotion/ deputation to be made.	Not Applicable
12.	If a Departmental Promotion Committee exists what is its composition	Not Applicable


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1.	Name of Post	Horticulture Officer
2.	No. of Posts	01
3.	Classification	Group B
4.	Scale of Pay	Pay Level 07
5.	Whether Selection Post or Non Selection Post	Selection Post
6.	Age limit for direct recruitment	Not exceeding 32 years
7.	Educational & other qualification required for direct recruitment	Essential: M.Sc. in Agriculture/ Horticulture with 05 years' experience as Horticulturist or an equivalent position in a Government Establishment or Educational Institute. OR B.Sc. (Ag.) with elective in Horticulture with 08 years' experience as Horticulturist or an equivalent position in a Government Establishment or Educational Institute.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in 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 and percentage of the posts to be filled by various methods.	100% By Direct Recruitment through written examination.
11.	In case of recruitment by promotion/ deputation, grades from which promotion/deputation to be made.	Not Applicable
12.	If a Departmental Promotion Committee exists what is its composition	Not Applicable


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1.	Name of Post	Research cum Statistical Officer
2.	No. of Posts	01
3.	Classification	Group B
4.	Scale of Pay	Pay Level 07
5.	Whether Selection Post or Non Selection Post	Selection Post.
6.	Age limit for direct recruitment	Not exceeding 32 years
7.	Educational & other qualification required for direct recruitment	Essential: Master's degree in Statistics/ Mathematical Statistics / Economics / Mathematics (with Statistics) / Social Science subjects with at least 55% of marks o r its equivalent grade of B in the UGC seven-point scale.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in 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 and percentage of the posts to be filled by various methods.	100% By Direct Recruitment through written examination.
11.	In case of recruitment by promotion/ deputation, grades from which promotion/ Deputation to be made.	Not Applicable
12.	If a Departmental Promotion Committee exists what is its composition.	Not Applicable


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1.	Name of Post	Yoga Instructor
2.	No. of Posts	01+02*
3.	Classification	Group B
4.	Scale of Pay	Pay Level 06
5.	Whether Selection Post or Non Selection Post	Selection Post
6.	Age limit for direct recruitment	Not exceeding 32 years
7.	Educational & other qualification required for direct recruitment	Essential: Master Degree in Yoga with one-year Experience in any Educational Institute as Yoga Instructor. OR Graduate with PG Diploma in Yoga with two-year Experience in any Educational Institute as Yoga Instructor.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in 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 and percentage of the posts to be filled by various methods.	100% By Direct Recruitment through written examination and skill test.
11.	In case of recruitment by promotion/ deputation, grades from which promotion/ deputation to be made.	Not Applicable
12.	If a Departmental Promotion Committee exists what is its composition	Not Applicable

*2 posts are in fixed salary at the minimum of the Pay Level-6.


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Appendix to Schedule Recruitment Rules (Non-teaching Employees) 2020

Appendix-32 to Schedule

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

Group A: (In the Level 10 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: (In the Level 6 to 9)

Selection Committee:

1. Vice Chancellor/Nominee of the VC (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: (In the Level 1 to 5)

Selection Committee:

1. Vice Chancellor/Nominee of the VC (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 (Member)
7. JR/DR/AR (To be nominated by the VC) -(Convener)

Appendix-33 to Schedule

COMPOSITION OF DEPARTMENTAL PROMOTION COMMITTEES (DPCs)

Departmental Promotion Committee:

1. Vice Chancellor/Nominee of the VC (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 (Member)
7. JR/DR (To be nominated by the VC) -(Convener)


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