

# राजस्थान केन्द्रीय विश्वविद्यालय

**CENTRAL UNIVERSITY OF RAJASTHAN**



## **CADRE RECRUITMENT RULES (NON-TEACHING EMPLOYEES), 2018**

**[Under Ordinance 06: Manner of Appointment of  
Employees other than Teachers]**

*(Act Sec 28(1)(o) read with Statute 23(2))*



# CENTRAL UNIVERSITY OF RAJASTHAN राजस्थान केन्द्रीय विश्वविद्यालय

## CADRE RECRUITMENT RULES (NON-TEACHING EMPLOYEES), 2018

The Executive Council of the Central University of Rajasthan in exercise of the powers conferred under Statute 12(2) of the Central Universities Act, 2009, the “Cadre Recruitment Rules (Non-Teaching Employees), 2013” for regulating method of recruitment to non-teaching posts (including Library posts) in the University (Notified by University Notification No. CURAJ/ R/ F.57/ 2014-15/ 450 dated 13/ 05/ 2014) together with all amendments made therein from time to time, hereby revise and modify the above Rules and the revised Rules given below will be hitherto called “Cadre Recruitment Rules (Non-Teaching Employees), 2018”.

### 1. Short Title and Commencement:

- (i) These Rules may be called the Cadre Recruitment Rules (Non-Teaching Employees), 2018.
- (ii) These Rules will come into force on the date of the notification.

### 2. Definitions:

- (a) “Act” means the Central Universities Act, 2009 as amended from time to time.
- (b) “Executive Council” means the Executive Council of the Central University of Rajasthan.
- (c) “Departmental Candidate” means those employees working on regular basis in the University but does not include employees working on ad-hoc, daily wages or contract basis.
- (d) “Government” means the Central Government/ Govt. of India.
- (e) “Limited Departmental Examination or Test” means a competitive test limited to cadre of post(s) in the Schedule, conducted by the University for promotion to a higher post as specified in these Rules.
- (f) “Non-Teaching Employees” mean employees of the University appointed on regular basis other than University teachers and such other employees as defined otherwise.
- (g) “Probation” means a person appointed to a substantive post on probation as specified in these Rules.
- (h) “Regular Service” means service rendered by an employee in the Cadre on regular basis other than the service on contract/ daily wages/ temporary/ ad-hoc promotion.
- (i) “Statutes”, “Ordinance” and “Regulation” mean, respectively, the Statutes, Ordinances and Regulations of the University made under the Central Universities Act, 2009.
- (j) “Selection Committee” means composition of members of Selection Committee including Departmental Promotion Committee as specified in the **Appendix-01** to the Schedule to these Rules.

(k) "University" means the Central University of Rajasthan established under the Central Universities Act, 2009.

**3. Extent of Application:**

These rules shall be applicable to all the regular/ permanent non-teaching employees of the University. However, these rules shall also be applicable for appointment and other service conditions of temporary/ tenured/ contractual employees.

**4. The staff of the Central University of Rajasthan shall be classified as:**

- a. Group "A" (Pay Level 10 and above)
- b. Group "B" (Pay Level 6 to 9)
- c. Group "C" (Pay Level 1 to 5)

**5. Appointing Authority:**

The Appointing Authority for the posts in Group 'A' shall be the Executive Council and for Group 'B' and 'C' shall be the Vice-Chancellor.

**6. Number of posts, Classification, Level in Pay Matrix, Qualifications, Age limit, etc.:**

The number of posts, their classification, Level in the Pay Matrix, qualifications, experience, method of recruitment, age limit, etc. for various posts and other information relevant to the posts shall be as specified in the Schedule appended to these Rules.

The Pay Matrix as per the CCS (Revised Pay) Rules, 2016 and the CCS (Revised Pay) (Amendment) Rules, 2017 is prescribed in the **Appendix-02** to the Schedule to these Rules.

**7. Method of Recruitment:**

The following shall be the mode of recruitment for various posts existing in University in accordance with these rules of the University:-

- 7.1. Direct Recruitment
- 7.2. Promotion
- 7.3. Deputation with provision for absorption
- 7.4. Appointment on Temporary/ Contract basis
- 7.5. Appointment on Tenure basis

**8. Procedures for issue of Advertisement and inviting applications for all categories of Non-teaching posts:**

**8.1. Issue of Advertisement:-**

The vacant Non-teaching posts of permanent nature, or any post sanctioned by the University Funding Agency, the posts of temporary/ contractual nature, tenure/ deputation/ posts etc. shall be advertised within six months from the date of sanction of post(s) and the posts lying vacant for more than six months, shall be advertised without further delay, giving at least one insertion in any of the popular National Dailies and one insertion in the 'Employment News', 'University News' (A journal of AIU) and Website of Central University of

Rajasthan i.e. [www.curaj.ac.in](http://www.curaj.ac.in) or as specified by the UGC/ MHRD/ University Funding Authority from time to time. The eligible and interested individuals, may submit their application for a given post through Online Application System (or any other mode as prescribed in the advertisement) by visiting the University website or any other website designed by the University for the same and submit the hard copy of the application with all the necessary enclosures and as per procedure prescribed by the University in the advertisement within the prescribed closing date.

**Note:** (i) The closing date can be extended at the discretion of the Vice-Chancellor of the University by notifying on the website only, for which the desirous candidates should constantly visit the University website.

(ii) Applications for short term/ contractual engagements and also on deputation may be invited through any other mode of circulation such as the Circular or Notification on the University Website and Notice Board of the University.

(iii) Notwithstanding the provisions mentioned at column No.10 of the table of the respective post mentioned in the Schedule to these Rules, the University may decide, at its discretion, to fill-up any vacancy on deputation or any other mode in the interest of the University with proper justifications.

#### **8.2. Date of issue of Advertisement:**

In each case, the date of issue of advertisement should be decided in advance, but not later than six months from the date of sanction of the post(s), keeping in view the exigencies and requirements of the job.

#### **8.3. Validity period of Advertisement:**

The entire recruitment process including and starting from advertisement, conducting skill/ trade test, written test or holding of interview (wherever applicable), etc., may be completed within six months from the date of issue of advertisement.

Where the Selection Committee has not met even after a lapse of 06 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 necessitate, it may extend the validity of the advertisement for another 03 months. However, in any case, the validity of an advertisement shall not be extended beyond 09 months w.e.f. the closing date of the receipt of applications.

#### **8.4. Application Form:**

(a) Applications for all the posts shall be entertained only in the prescribed application forms, along with proof of depositing of requisite application fee online (or any other mode as prescribed in the advertisement). No other mode for depositing the application fee shall be entertained. The candidates are required to apply online through University website (or any other mode prescribed by the university) and hard copy of application form as per the procedure prescribed in the advertisement may be sent to the designated officer of the University as specified in the Advertisement.

The schedule of charges for the application forms and prescribed fees shall be as determined by the Vice-Chancellor from time to time. The University may also charge nominal application fee from SC/ ST/ PWD candidates as decided by the Vice Chancellor from time to time. The regular employees of Central University of Rajasthan shall be exempted from application fee for the post in the similar cadre or one higher cadre. However, it is to clarify that the regular employees of CURaj are free to apply to any lower/ higher post as per their eligibility subject to payment of prescribed application fee.

- (b) **Receipt of applications after the last date:** The closing date for submission of application form and receipt of hard copy of application form shall be four weeks from the date of release of vacancies to the press by the University. However, the Vice-Chancellor may at his/her discretion decide the closing date for receipt of application keeping in view the exigencies of the situation. The last date shall be clearly specified in the advertisement. Incomplete applications and applications received after the due date shall be rejected. The Vice Chancellor may, however, order for acceptance of any application received after the closing date subject to production of proof that the application along with the enclosures is posted by the candidate on or before the closing date of the receipt of the application as per the procedure prescribed in the Advertisement. In case the closing date is a holiday, the next working day shall be treated as closing/ last date.
- (c) Application should be addressed to the designated officer of the University as specified in the Advertisement in a sealed cover super-scribing "Application for the post of ..... (name and category of the post) and the "Post Code: ....." of the post as prescribed in the advertisement (if any).

## 9. Procedure for direct recruitment:

### 9.1. Holding of Skill Test, Trade Test and Written Tests:

While filling the posts under direct recruitment, the University may hold the Skill Test, Trade Test, and Written Test for Group "A" "B" "C" Non-Teaching posts.

The written tests may comprise language proficiency in English and/ or Hindi, General Knowledge, Analytical Ability, University System, Central Universities Act, 2009, Statutes and Ordinances, Office Procedures, Filing, Noting, Drafting, Basic Rules of Govt. of India/ GFR Rules etc. or any other subject or professional test depending upon the exigency of service and job requirements as per approval of the Competent Authority.

The Syllabus and Criteria to assign appropriate weightage to Written Test, Skill/ Trade Test and Scheme of Examination for all Groups of posts are prescribed in the **Appendix-03** to the Schedule to these Rules and where these are not prescribed for any post, will be decided by the Competent Authority.

The criteria to assign appropriate weightage to interview for Group 'A' posts are prescribed in the **Appendix-03** to the Schedule to these Rules and where these are not prescribed for any post, will be decided by the Selection Committee/ Competent Authority.

In case of tests where point system does not exist, those candidates who qualify such tests namely stenography, typing, computer skills awareness, running of any specialized programme/ software as per the prescribed criteria shall be called for further process of recruitment. While recommending the candidate(s) for appointment for the post(s), the Selection Committee/ Appropriate Authority shall give due weightage of qualification, experience, performance of the candidates in the written test, skill/ trade tests and interview. Accordingly, the merit list shall be prepared in order of merit on the basis of total marks secured in all the above parameters. It should be noted that merely getting any call for written test, skill/ trade tests and interview, shall not entitle any candidate shall have no right to be appointed on the post.

The University may also hold the written tests and other trade/ professional tests at the time of promotion of the employees of the University at its discretion and fix qualifying marks and also hold interviews in addition to screening of the Annual Performance Appraisal Reports (APAR) of preceding years of qualifying service period for promotion. While screening the APAR, the University may also fix any other stringent criteria for consideration of the DPC.

#### **9.2. Holding of Interviews:**

The interview has been dispensed with for group 'B' and 'C' posts as per the directives of the MHRD/ UGC/ University Funding Authority. However, looking into the importance & nature of the duties attached to the posts, a suitable written test/ skill test/ group discussion etc. may be considered for the posts having Grade Pay of Rs. 4600 or 4200. The post having Grade Pay below 4200, a suitable written test/ skill test/ trade test may be considered.

**Note:** Wherever the word "interview" occurs in these Rules in reference to the holding interviews, it may be read as "interview for Group 'A' posts only (except group 'B' & 'C' posts)".

#### **10. Minimum Qualification and Experience:**

For recruitment to various posts, the qualifications and experience shall be as prescribed in these rules and where these are not prescribed in the rules, the qualification requirements of such posts shall be adopted from the guidelines of the UGC/ Govt. of India/ University Funding Authority or as decided by Executive Council.

#### **11. Age Limit:**

The upper age limit for appointment 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 the Executive Council from time to time, keeping in view the guidelines of the UGC/ Govt. of India/ University Funding Authority.

#### **12. Reservations of posts:**

The policy of the Govt. of India/ MHRD with regard to the reservation as applicable for various categories in recruitment/ promotion etc. shall be followed.

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

**Payment of TA:**

The candidate will have to present himself/ herself for an interview, if called for, at the place and time mentioned in the Call Letter, on his/her own expenses. However, the outside candidates belonging to SC/ ST/ PWD categories will be reimbursed sleeper class rail fare, and in case any station is not connected by rail, ordinary bus fare shall be paid by shortest route as per the guidelines of the UGC/ Govt. of India/ University Funding Authority rule, if they attend the interview. However if any candidate travels by any other mode of transport, the reimbursement will be restricted to sleeper class fare when the places are connected by rail or restricted to ordinary bus fare when the places are not connected by rail. The above mentioned concessions are not admissible to those SC/ ST/ PWD candidates who are already in Central/ State Government service. This facility may also be extended to other categories as per the guidelines of the UGC/ Govt. of India/ University Funding Authority rule.

**13. Constitution and Role of the Screening Committee:**

The Vice-Chancellor or Acting Vice-Chancellor may constitute a Screening Committee by inducting at least one outside expert in the relevant field in addition to the competent internal members. A nominee of the Vice-Chancellor from the administrative sector not below the rank of Assistant Registrar shall be the Member Secretary of every Screening Committee of the University. The Member-Secretary shall place all the relevant documents including copy of the advertisement, rules governing the method of recruitment and UGC's regulations/ guidelines etc. The Screening Committee shall be required to screen the applications and shortlist the candidates as per the eligibility criteria prescribed in the advertisement. Each member of the Screening Committee shall be personally and collectively responsible/ liable for violation of the prescribed rules/ UGC guidelines/ regulations as amended from time to time.

The Screening Committee is not expected to interpret the recruitment rules/ guidelines of the regulatory bodies/ terms of advertisement in order to justify the eligibility of any candidate. Under no circumstances, the essential qualifications for any post mentioned in the advertisement in accordance with the recruitment rules/ guidelines shall be modified/ altered by any committee/ officers of the University in order to assess the eligibility of any candidate. In other words, the advertised qualifications and experience etc. shall remain intact in its original form and shall not be changed to the advantage of any candidate. All the eligible candidates for the post will be invited for Skill/ Trade Tests and written test. It may be noted that the skill test, trade test and written test may be scheduled on different days as per the decision of the Screening Committee.

The Screening Committee/ Competent Authority shall also decide the number of candidates to be called for interview by determining the ratio between the number of vacancies and number of candidates for Group 'A' posts only. However, it must be

ensured that the ratio shall not exceed 1:15 maximum and minimum ratio shall not be less than 1:3. If three candidates are not available to meet the minimum ratio, the post shall be re-advertised.

#### **14. Constitution of Selection Committees/ Departmental Promotion Committees:**

The Constitution of the Selection Committee/ Departmental Promotion Committee and their quorum are specified in the **Appendix-01** to the Schedule to these Rules. The Vice-Chancellor at his discretion may include the Head or any other senior member of the unit concerned in the Selection Committees/ Departmental Promotion Committees at the time of selection/ promotion to any post of the University. In addition to the above, the nominee(s) of the SC/ ST/ OBC/ Minority/ Women community to be nominated by the Vice-Chancellor shall be included in the Selection Committees/ Departmental Promotion Committees in case the SC/ ST/ OBC/ Minority/ Women candidates are to be considered for interview (Group 'A' posts)/ promotion and no member of the committee does not belong to that category. Any other member/ members shall also be included in the Selection Committees/ Departmental Promotion Committees as per the directives of the MHRD (Govt. of India)/ UGC/ University Funding Authority issued from time to time. In the absence of a regular Vice-Chancellor, the Acting Vice-Chancellor may also nominate external experts/ members and hold the meetings of the Selection Committees/ Departmental Promotion Committees as per the provisions of these rules.

#### **15. Direct Recruitment by Open Selection:**

- 15.1. Wherever, UGC/ Govt. of India guidelines in respect of any particular post (non-teaching) are not available or framed, the University shall frame recruitment rules, lay down the qualifications, experience and nature of duties etc. according to the requirement and compatibility of the post. While framing such rules, reference may be made to the rules of other universities, academic institutions or Govt. of India organizations.
- 15.2. Recruitment to any regular post in the University shall be made on the recommendations of a duly constituted Selection Committee from amongst the eligible candidates as per the recommendations of Screening Committee which shall take all aspects into consideration while determining eligibility of the candidates strictly as per rule 13 of these rules.
- 15.3. The Chairman will be entitled to vote at the Selection Committee meeting and shall have a casting vote in case of a tie.
- 15.4. The Selection Committee may decide its own method of evaluating the performance of the candidates in interview wherever applicable.
- 15.5. If two or more candidates are selected, the recommendations shall be made in order of merit of the selected candidates.
- 15.6. If any candidate is recommended by the Selection Committee for appointment in relaxation of any of the prescribed conditions relating to qualifications, age etc., it shall be so stated and recorded.
- 15.7. Based on the recommendations of the Selection Committee, the Executive Council/ Competent Authority may, at its discretion, sanction one-time benefit or protect pay of any candidate joining from outside organizations as admissible under the Govt. of India rules in case the candidate possesses

higher qualification, experience, higher pay scale and professional expertise to the satisfaction of the Selection Committee.

- 15.8. (a) In case the appointing authority is not in agreement with the recommendations of the DPC (Group 'B' & 'C' posts), it shall refer the matter to the Executive Council by recording the reasons for such disagreement. In this case, the decision of the Executive Council shall be final.
- 15.9. (b) In case of promotion/ appointment through the Departmental Promotion Committee/ Selection Committee (for Group 'A' posts only), the recommendations of the Departmental Promotion Committee/ Selection Committee shall be placed before the Executive Council for approval.

## **16. Deputation with provision for Absorption**

- 16.1. In case the appointment is made on deputation basis, the incumbent may be allowed to continue maximum for a period of five years or till he/ she attains the age of the superannuation prescribed for that particular cadre whichever is earlier. The appointment on deputation may be made initially for a period of two years which may be extended on yearly basis up to a maximum period of five years subject to satisfactory performance, good behaviour and high integrity. The University, however, shall have the right to repatriate the incumbent any time even before the prescribed period in case his/ her performance, 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 gets filled/ becomes no longer vacant. Ordinarily no deputationist shall be absorbed in any cadre of the University after expiry of his/ her deputation period. In case, it is decided in the interest of the University to absorb any such person, then the University Administration may take up the matter with his/ her 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 Appointing Authority for a final decision. In case he/ she is absorbed in the University, he/ she will be assigned the bottom seniority of that particular cadre as per the Govt. of India rule.
- 16.2. In case the appointment is made on deputation and there is a very meager response against the advertisements/ circulars issued by the University, the Appointing Authority/ Executive Council may at its discretion constitute a Selection Committee or may directly order for issue of appointment letter to the incumbent after satisfying his/ her eligibility for the post including review of performance appraisal reports (APARs) duly forwarded by the parent department as per the advertisement, if it deemed fit.
- 16.3. The employees of the University with 05 years regular service shall be eligible to be considered for deputation.

## **17. Appointments/ Engagements on Temporary/ Contract basis**

- 17.1. The University shall ordinarily explore the possibilities of making engagement of workers in the sectors like the security, horticulture, housekeeping, casual labour, sanitation and other areas wherever possible through agencies by entering into contract for a specified period. For this purpose, the University

has to follow the prescribed procedures of hiring of services such as issue of tender etc. after examining the justification, exigencies and financial implication followed by budget allocations. The selection of agencies has to be made based on rates, efficiency and reputation, past record, client feedbacks and compliance to the requirements of the regulatory authorities under the appropriate Government rules.

- 17.2. Where the hiring of services in any area/ sector is not feasible, the University may consider appointments on temporary basis/ contract basis for an initial period not exceeding two years on the recommendation of a duly constituted committee provided that the candidates fulfill the eligibility criteria for the post as per the rules and have applied in response to the advertisement issued by the University.
- 17.3. Appointment on temporary/ contract basis for specific assignments shall be made by the University on certain monetary consideration, taking into consideration the nature of assignments and work load involved, and terms and conditions as may be agreed to between the Appointing Authority and the person appointed on contract. The contractual appointment shall be given for a maximum period of two years keeping in view the exigency of work.
- 17.4. The engagement(s) on temporary/ contract basis under any Project/ Scheme/ Cell of the University shall be made as per the terms and conditions duly approved by the Appointing Authority keeping in view the guidelines of the Funding Agency and shall be co-terminus with the Project/ Scheme without any financial liability on the University.
- 17.5. The temporary service of any person, who is an outsider or a non-permanent employee served in the University under any Scheme/ Project/ Cell/ Programme duly sponsored by the UGC or any other University Funding Authority, shall not be counted for seniority to determine his/ her eligibility for promotion to any higher post. However, his/ her seniority shall be determined from the date of regularization or merger of the Scheme/ Project/ Cell, as the case may be. In case of any permanent employee who has been appointed and permitted to join any Scheme/ Project/ Cell/ Programme of the University by retaining lien on his/ her permanent post and meanwhile the Scheme/ Project/ Cell/ Programme is merged with the maintenance grant of the University, the period of his/ her services rendered in the Scheme/ Project/ Cell/ Programme shall be taken into account for all purposes.
- 17.6. Temporary/ contractual services shall not be counted for any purpose including seniority for promotion against any post.

## **18. Promotion through Departmental Promotion Committee:**

- 18.1. For candidates to be considered for promotion must comply with the prescribed eligibility criteria as on the date of issue of the notification for holding the meeting of the Departmental Promotion Committee.
- 18.2. Promotion is earned by dint of hard work, good conduct and result oriented performance as reflected in the APARs. Only performance reported above benchmark 'Good' consistently for the years required for consideration for

promotion (as mentioned in the Recruitment Rules of individual post in the Schedule to these Rules) shall be taken into consideration by the DPC.

- 18.3. The DPC should assess the suitability of the employees for promotion on the basis of their service records and the Annual Performance Appraisal Reports (APARs) for preceding years as specified to be considered for promotion in the Recruitment Rules of each post. In case there is any adverse entry in the APAR or want of prescribed score in the APAR, the case of promotion shall not be considered unless and until the Competent Authority expunges such adverse entry. If the Competent Authority does not expunge the adverse entry or increase the score, the employee concerned may have to wait for the required number of reports carrying the prescribed bench marks as required for the post under these rules.
- 18.4. The eligibility criteria, Vigilance Clearance Reports, CR folders/ dossiers duly completed in all respects along with the seniority list of the eligible employees to be considered for promotion with full details of the number of vacancies, number of posts reserved for SCs/ STs shall be provided to the DPC for consideration.
- 18.5. In the case of "Selection", the zone of consideration of eligible officers with extended zone for SCs/ STs to ensure the promotional chances against the reserved quota shall be decided by the DPC on the basis of the service record of the officers. The normal zone and the extended zone will be as follows:-

No. of vacancies	Normal Zone	Extended Zone for SC/ ST
1	5	5
2	8	10
3	10	15
4	12	20
5 to 10	Twice the number of vacancies + 4	5 times the number of vacancies
11 to 14	24	--do--
15 and above	1½ times of the number of vacancies + 3	--do--

The DPC should make its own assessment of the officers and shall determine the merit of those being assessed for promotion with reference to the benchmark "Good" i.e. minimum score 05 for all Group 'B' & 'C' posts and "Very Good" i.e. minimum score 07 for all Group 'A' posts and accordingly grade the officers as 'fit' or 'unfit' only. Those who are graded as 'fit' shall be included in the select panel in order of their *inter-se* seniority in the feeder grade subject to availability of vacancies. Those employees who are graded 'unfit' by the DPC shall not be included in the Select panel. There shall be no supersession in promotion among those who are graded 'fit'. The grading and score are quoted below:-

S.No.	Grading System and Score in APAR
(i)	Grade "between 08 and 10" shall be rated as 'Outstanding' and will be given a score of 09 for the purpose of calculating average scores for appointment/promotion.
(ii)	Grade "between 06 and short of 08" shall be rated as 'Very Good' and will be given a score of 07 for the purpose of calculating average scores for appointment/promotion.

(iii)	<i>Grade "between 04 and short of 06" shall be rated as 'Good' and will be given a score of 05 for the purpose of calculating average scores for appointment/promotion.</i>
(iv)	<i>Below 4 shall be given a score of 'zero'.</i>

- 18.6. The administrative authorities shall ensure that the information furnished to Departmental Promotion Committee is accurate and in proper order in all cases and a certificate to this effect shall form part of the note for the DPC.
- 18.7. Penalties of any kind (major or minor) shall constitute a bar to one's eligibility for promotion or confirmation. However, minor penalty of "censure" would not constitute a bar to eligibility and consideration for the purposes of promotion/ confirmation unless otherwise mentioned specifically in the order about such a bar to eligibility.
- 18.8. The following cases shall be brought to the notice of the DPC:-
- Employees under suspensions;
  - In respect of whom a charge-sheet has been issued and disciplinary proceedings are pending; and
  - In respect of whom prosecution for a criminal charge has been pending.

The DPC shall assess their suitability without regard to the disciplinary aspect. The DPC findings will be kept in a sealed cover and the fact recorded in the DPC proceedings. Same procedure will be followed by subsequent DPCs till the disciplinary/ criminal cases are concluded. On the conclusion of the case, sealed cover will be opened. In case the officer is completely exonerated with honour, the due date of his/ her promotion will be determined and he will be promoted with reference to the date of his/ her eligibility for promotion and necessary arrears shall be payable. If not exonerated, the findings of the sealed cover shall not be acted upon.

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

## **19. Functions of the DPC:**

- 19.1. The Departmental Promotion Committee (DPC) shall consider and make recommendations in all cases of Group 'A', 'B' & 'C' employees. The constitution of DPC for various categories of posts will be as per the **Appendix-01**.
- 19.2. Confirmation of the non-teaching employees (Group 'B' & 'C') on their respective posts subject to satisfactory completion of probation period. As regards the confirmation of the Group 'A' non-teaching staff, the order of confirmation to the incumbents shall be issued with the approval of the Competent Authority after completing the required formalities such as vigilance clearance, performance appraisal reports carrying the prescribed bench-marks (i.e. the score of 7).
- 19.3. While considering the promotion cases, the Departmental Promotion Committee shall consider the following:

- (a) Provisions of the Act/ Statutes/ Ordinances/ Regulations/ Rules/ UGC/ Govt. of India guidelines as applicable.
- (b) Eligibility criteria & relaxations/ concessions applicable to the SC/ ST categories.
- (c) Work & Conduct Reports
- (d) The Annual Performance Appraisal Reports (APARs) for the preceding years required for consideration for promotion (as mentioned in the Recruitment Rules of individual post in the Schedule to these Rules) along with the Annual Property Returns (APRs) as available with the Competent Authority. While screening the Annual Confidential Reports/ the Annual Performance Appraisal Reports (APARs), the DPC may also adopt the criteria with regard to bench marks as mentioned at Rule-18(b) & (e) or any other criteria for consideration as per the rules.
- (e) Vigilance Clearance Report
- (f) Roster points of the cadre(s) as per the reservation policy of the Govt. of India/ UGC.
- (g) Performance in the interview (for Group 'A' posts)/ skill test/ Written Test, if conducted by the DPC, as per rule.
- (h) The DPC is expected to screen the cases and decide the eligibility as prescribed in the Recruitment Rules of the posts in the Schedule to these Rules.

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

## **20. Mode of Promotion**

- 20.1. In addition to the condition for promotion for the posts as specified in this rules, the University may decide the method and procedure to be followed by the DPC for promotion in respect of any category of posts. For this purpose, the University at its discretion may hold the Written Tests, interview or other trade/ professional tests and fix qualifying marks for any post to assess the competence in an objective manner. In such cases, association of at-least one external expert shall also be mandatory.
- 20.2. Mere possession of eligibility conditions shall not entitle an employee to be promoted to the next higher post from the date of his/ her eligibility. After completion of formalities such as Annual Performance appraisal reports APARs, vigilance clearance reports, the Departmental Promotion Committee may be constituted to evaluate and assess the eligibility of the employees. The employees will be considered for promotion based on the recommendations

of the DPC/ Selection Committee duly approved by the Competent Authority of the University.

- 20.3. All promotions of the non-teaching staff shall take effect from the date of the meeting of DPC during which the individual becomes eligible to be considered for promotion or from the date of eligibility of the individual for promotion, whichever is later, subject to availability of vacancy.
- 20.4. The qualifying of Typing Test/ Skill Test with knowledge of computers shall be the compulsory requirement for promotion to the post of Lower Division Clerk, Upper Division Clerk, Assistant, Semi Professional Assistant, Library Assistant or other positions as identified from time to time. Further, the qualifying of Typing Test/ Skill Test with knowledge of computers shall also be the compulsory requirement for all Personal Assistants of the University who will be considered for promotion as Private Secretary as per the eligibility criteria prescribed in these rules.
- 20.5. Either due to non-performance/ misconduct/ misbehaviour or violation of Rule 3 – a, b, & c of the CCS Conduct Rules, 1964, the period of probation could be extended by one more year beyond 2 years. If there is no improvement with regard to the performance or other traits mentioned above, the University shall terminate the services or revert the employee concerned forthwith without giving any further opportunity for improvement. However, when the employee concerned is confirmed on his/ her post consequent upon the satisfactory completion of the extended period of probation, then the eligibility of his/ her promotion to the next higher post, if any or upward movement under the Modified Assured Career Progression Scheme (MACPS) shall be proportionately increased by one year. In other words such an employee may be considered for promotion/ Modified Assured Career Progression Scheme (MACPS)/ after one year from the date of his/ her actual date of eligibility.

## **21. Ad-hoc Promotions:**

- 21.1. In case there is an existing vacancy and no eligible employee is available in the feeder channel for promotion, the Competent Authority may consider relaxation of experience maximum by one year at his discretion to promote an employee on ad-hoc basis after completing all procedural formalities as laid down under Rule-18 to 20 above. However, this arrangement shall not be allowed to continue for more than one year in case the employee concerned is not considered for regular promotion. In such cases, the candidate must have maintained at least three excellent reports in the last 05 years prior to the date of eligibility for such ad-hoc promotion.
- 21.2. Those employees who fulfill the requisite qualifications and experience and other eligibility criteria as per these rules, they may also be considered for ad-hoc-promotion against the leave/ lien/ deputation vacancies or in cases where it is not possible to convene the regular meetings of the DPC/ Selection Committee subject to the condition that they have minimum score 5 (Group 'B' & 'C' posts) and 7 (Group 'A' posts) in the preceding years as per Rule-18(e) above. In such cases, ad-hoc promotions may directly be made by the appointing authority at its discretion after proper screening of the relevant

records such as nature of vacancy, the APARs, vigilance clearance report(s), seniority list, roster position etc.

**22. Panel for promotion:**

- 22.1. The panel drawn for promotion by the Departmental Promotion Committee shall normally be valid for one year from the date of such approval of the Competent Authority. It should cease to be in force on the expiry of a period of one year and six months or when a fresh panel is prepared, whichever is earlier.
- 22.2. In case of direct recruitment, the panel drawn on the recommendations of the Selection Committee for any post shall be valid for a period of one year from the date of such approval of the Competent Authority.

**23. Holding of DPCs and effective date of promotion:**

- 23.1. The DoPT has issued Model Calendars for DPCs from time to time with a view to having the approved select panels for promotion ready in advance in a time-bound manner and to ensure timely promotion of employees.
- 23.2. The meeting of the Departmental Promotion Committee (DPC) shall be convened regularly in the month of January and July (between dates 1 and 15) every year.
- 23.3. All promotions of the non-teaching staff shall take effect from the date of the meeting of DPC during which the individual becomes eligible to be considered for promotion or from the date of eligibility of the individual for promotion, whichever is later, subject to the availability of vacancy.
- 23.4. Due to any reason/ circumstance, if the University fails to hold DPC in the stipulated periods, the promotion shall take effect from the due date of the meeting of DPC (effective date 16<sup>th</sup> January/ 16<sup>th</sup> July) during which the individual becomes eligible to be considered for promotion OR from the date of eligibility of the individual, whichever is later, subject to availability of vacancy.
- 23.5. It may be noted that under such circumstances, benefit of work experience will not be accorded in retrospect and financial benefit only will be extended from the date of promotion. However, the experience of such candidates for promotion on next higher post will be counted from the date of joining on the promotion post (cadre). This provision shall be applicable from the date from which these rules become effective.
- 23.6. Whenever DPC meeting for the eligible employees is conducted, the date of implementation of promotion for the beneficiaries shall be from the date of their eligibility as per the revised CRR-2018 and not from the date of DPC meeting. This is to be extended only once when the DPC is/ has been conducted for the first time for such category of employees, after implementation of the revised CRR-2018.

## **24. Modified Assured Career Progression Scheme (MACPS):**

- 24.1. The financial upgradation under the MACP Scheme in respect of non-teaching staff of the University shall be allowed as per the provisions of the orders/ guidelines of UGC/ Govt. of India as amended/ issued from time to time.
- 24.2. The Modified Assured Career Progression Scheme (MACPS) of the Govt. of India duly communicated for implementation by the UGC in respect of Non-Teaching officials shall be effective from 01.09.2008.
- 24.3. In case of upgradation of pay scale upto the level of Deputy Registrar or equivalent, the Registrar shall Chair the meeting of the Screening Committee. The Vice-Chancellor shall nominate at least one external expert and other members representing SC/ ST/ OBC/ PWD/ Minorities etc. wherever required as per the guidelines of the UGC/ Govt. of India.
- 24.4. Any dispute in the afore-mentioned advancement schemes applicable for non-teaching staff, the decision of the Competent Authority shall be final.
- 24.5. There shall be three financial upgradations under the MACPS as per 7<sup>th</sup> CPC recommendations, counted from the direct entry grade on completion of 10, 20 and 30 years services respectively or 10 years of continuous service in the same level in Pay Matrix, whichever is earlier.
- 24.6. The MACPS envisages merely placement in the immediate next higher level in the Pay Matrix as given in PART A of Schedule of the CCS (Revised Pay) Rules, 2016. Thus, the level in the Pay Matrix at the time of financial upgradation under the MACPS can, in certain cases where regular promotion is not between two successive levels in the Pay Matrix, be different than what is available at the time of regular promotion. In such cases, the higher level in the Pay Matrix attached to the next promotion post in the hierarchy of the concerned cadre/ organisation will be given only at the time of regular promotion.
- 24.7. For grant of financial upgradation under the MACPS, the prescribed benchmark would be 'Very Good' for all the post.

## **25. Probation:**

- 25.1. **In case of direct recruitment**, the selected candidate will be kept on probation for a period as specified in the Recruitment Rules of each post in the Schedule. 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 misbehaviour. 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. The employee concerned may also exercise his/ her option to quit by giving one month's notice or deposit one month's salary in lieu of notice.

In such cases, if an employee does not complete 75% of the total duration prescribed for probation on account of availing any kind of leave as permissible to a probationer under the Rules, his/ her probation period may be extended by the length of the Leave availed, but not exceeding double the prescribed period of probation.

However, in extra-ordinary cases, the University Authority may take appropriate decision.

- 25.2. **In case of promotion** to the next higher post, the employee(s) shall be kept on probation for a period of two years from the date of promotion (no probation in case of promotion within the same group of post). The appointing authority may at his discretion extend the period of probation by one year on ground of non-performance, misconduct or misbehaviour or if he fails to comply with the terms and conditions of the appointment to the post to which the employee was promoted. In case there is no perceivable improvement despite all this, he/ she shall be reverted to his/ her 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.

**Note:-**

- (1) If an employee who is recruited/ promoted to any post(s), avail leave on piece meal basis or at a time for a period of two months or more during his/ her probation period, his/ her probation period shall be extended proportionately i.e. equal to the total period of leave availed by the employee concerned. The lapsable leave, maternity leave, paternity leave, commuted leave shall not be taken into account while computing the leave as mentioned above.
- (2) In order to avoid any anomalous situation, the cases of probation of officials should be reviewed in every six months. In case, the result of review of performance of an official is found indifferent, he should be warned of the consequences, i.e. termination of his/ her services/ reversion to the post from which he/ she is appointed/ promoted. Such a warning should be issued in advance after which the performance of the official concerned should be continuously kept under observation.
- (3) There will be no probation in the case of an employee appointed to various posts on contract basis, deputation, tenure basis or re-employment after superannuation.
- (4) No application for outside employment shall ordinarily be forwarded during the period of probation in case of temporary employee of the University. However, in case his/ her request has been considered by the Competent Authority of the University at his discretion, an undertaking shall be obtained while forwarding application that he/ she would resign the post in the event of his/ her selection in other department.
- (5) No employee of the University shall be confirmed on his/ her post unless and until he signs the service agreement.

**26. Power to Relax:**

- 26.1. Relaxation in age and experience etc. may be granted to the candidates belonging to the Schedule Caste/ Schedule Tribes/ OBC/ PWD or other reserved categories as per guidelines of the UGC/ Govt. of India/ University Funding Authority. A certificate to this effect issued from the Competent Authority should be attached with the prescribed application form. Wherever, relaxation of qualification including percentage of marks is permitted under

the guidelines of UGC/ Govt. of India/ University Funding Authority, such relaxation shall also be considered in appropriate cases subject to recommendations of the Screening Committee.

- 26.2. In addition to above, the relaxation in age shall also be given in respect of the following categories as mentioned against each:-

S.NO.	CATEGORIES OF PERSONS	EXTENT OF AGE RELAXATION
1.	Employees of Central University of Rajasthan	Age limit shall not apply
2.	Contract/ Workers of Central University of Rajasthan	Condonation of age in these cases shall be strictly limited to the period proportionate to the period of service rendered at the University.
3.	Employees of the Central Government/ State Government/ Central Universities/ UGC maintained Deemed Universities/ Govt./ Govt.-aided College/ Other Central autonomous bodies/ organisations/ Institutions/ Public Sector Undertakings	Relaxation as per Govt. of India norms.

## 27. Disqualification:

- 27.1. No person who has entered into or contracted a marriage with a person having a spouse living or
- 27.2. Who, having a spouse living has entered into or contracted a marriage with any person.

Provided that the Competent Authority of the University may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for so doing, exempt any person from the operation of these rules.

## 28. Discipline/ Vigilance Clearance Reports:

- 28.1. Candidate who is already in service should submit a certificate from the employer or his/ her authorized officer to the effect that no disciplinary proceeding is pending or contemplated against him. Apart from this, the Vigilance Clearance Report shall also be furnished along with the application or at the time of interview.
- 28.2. Wilful suppression of factual information or any document relating to the eligibility or otherwise as a candidate, followed by supply of fake documents/ or misleading statement/ information in the application or tampering of documents or providing such information relating to the achievements, caste, educational qualifications, experience or domicile etc., the Chief Vigilance Officer of the University shall have the powers to investigate/ inquire into the matter and submit his/ her report to the administration for further action in this regard at any time of recruitment process or employment as per rule.

**29. Removal of Difficulties:**

- 29.1. The Executive Council may from time to time, issue such general and specific directions as may be necessary to remove difficulties in the operations of any of the provisions of these rules.
- 29.2. All existing rules and orders in relation to the matters covered under these rules, shall stand superseded but any action already taken by or in pursuance to such existing rules and orders shall be deemed to have been taken under these rules.

**30. Interpretation:**

Any ambiguity or lack of clarity with regard to any clause of the rules, the decision of the Executive Council shall be final.

**31. Amendment of Rules:**

The Executive Council shall have the authority to amend, modify change, withdraw, suspend and relax any or all of these rules. The decisions of the Executive Council shall be final and binding on all employees.

**32. Residuary Matters:**

In respect of all matters not specifically provided for in these rules, the corresponding provisions as provided by the UGC for their employees or as prescribed by the Govt. of India relating to its employees, as amended from time to time, will be followed. In case any particular provision in these rules clashes with any provision of the Act/ Statutes, the provision of the Act/ Statutes shall prevail and the provision in these rules shall stand superseded.

**33. Liability of officers to serve in India or/ and abroad:**

Employees appointed shall be liable to serve anywhere in India or/ and abroad.

**34. Territorial Jurisdiction:**

In cases of any disputes, any suites or legal proceedings against the University, the territorial jurisdiction shall be restricted to the Rajasthan High Court Bench Jaipur.

**35. General Terms and Conditions of recruitments:-**

- (1) The date for determining the eligibility of all candidates in every respect shall be the closing date as prescribed in the advertisement for receipt of the applications. In other words no candidate shall be called for Skill / Trade Test/ Written Test if he does not possess the minimum qualification and experience etc. as on the closing date of the application for a particular post.
- (2) Apart from possessing the requisite qualification and experience as on the closing date of receipt of application prescribed in the advertisement, any additional qualification and experience acquired after the closing date may be taken into account at the time of selection. The experience in different fields as prescribed in these rules against any particular post shall be calculated by taking into account either in one field exclusively or by counting more than one field as the case may be.

- (3) Candidate who is already in service should submit his/ her application through proper channel. However, he/ she may send an advance copy of his/ her application and should produce a "No Objection Certificate" from the employer at the time of interview failing which he/ she shall not be interviewed. The application for appointment on deputation may be forwarded by the employer along with the CR dossiers duly certified by the Competent Authority for the desired periods through proper channel.
- (4) It is the responsibility of the candidate to assess his/ her own eligibility for the post for which he/ she is applying in accordance with the prescribed qualification, experience etc. and submit his/ her application duly filled-in along with the desired information, documents and other supporting materials as per the advertisement. Suppression of factual information, supply of fake documents, providing false or misleading information or any other undesirable action by the candidate shall lead to cancellation of his/ her candidature. In case, it is detected at any point of time in future even after appointment that the candidate was not eligible as per the prescribed qualification, experience etc. which could not be detected at the time of interview due to whatever circumstances, his/ her appointment shall be liable to termination forthwith as per this clause and also based on his/ her undertaking. This must be mentioned in the letter of offer and appointment clearly. With regard to any ambiguity relating to the recruitment rules in general and eligibility in respect of any post in particular, the decision of the Executive Council shall be final.
- (5) Acceptance of documents/ certificates/ claims etc. submitted by an applicant will be subject to their verification by the competent authorities/ sources. If, any claim/ certificate/ document is found to be false/ fake/ incorrect/ *malafide* at any stage of verification before or after appointment, the document in question shall be summarily rejected and action may be initiated against the candidate for this misconduct including rejection of his/ her candidature which shall lead to cancellation of his/ her appointment, if already appointed.
- (6) If at any stage of the recruitment process or employment, it is detected that there is a willful suppression of factual information relating to the eligibility or otherwise as a candidate, followed by supply of fake documents/ or misleading statement/ information in the application or tampering of documents or providing such information relating to the caste, educational qualifications, experience or domicile etc. the candidature shall be cancelled and services shall be terminated forthwith, if already appointed.
- (7) The persons appointed against any post shall be governed by the Act/ Statutes/ Ordinances/ Regulations/ Rules governing the service conditions/ method of recruitments as amended from time to time and resolutions of the Executive Council of the University and rules of the Govt. of India/ Guidelines of the UGC adopted by the University from time to time.
- (8) The appointment of a fresh candidate will be subject to police verification. Until the police verification report is received, the appointment shall be treated as provisional. In case, the report of the police with regard to his/ her conduct, character, antecedents etc. is not found to be satisfactory, the provisional appointment shall be withdrawn/ cancelled/ terminated forthwith without notice.

- (9) The selected candidate will also have to undergo a medical examination/ test to ascertain his/ her medical fitness for the post prior to joining. In case, he/ she is not found to be fit by the authorized medical authorities, the offer of appointment shall be treated as withdrawn. The persons already holding employment under Government or Autonomous Bodies, may submit Medical Fitness Certificate from any Government Hospital at the place of his/ her work duly countersigned by the Civil Surgeon or Chief Medical Officer of the concerned district.
- (10) The terms and conditions of appointment/ Engagement shall be communicated in the "Offer of Appointment/ Engagement" to the Selected Candidates. If the candidate does not accept the terms and conditions mentioned in the offer of appointment/ engagement letter within the stipulated time period, the offer will be treated as withdrawn and no further communication shall be entertained in this regard. The Competent Authority reserves the right to enhance the scope of the nature of duties and can assign any duty to any employee at any point of time even during Saturdays-Sundays and holidays including night duties in the exigency of service and in the interest of the University irrespective of the fact that such duties do not come under the already notified duties for any post. The University administration notwithstanding the schedule of five-day week in its working may also direct any employee to work for six days in a week at its discretion depending upon the exigency of service and in the interest of the University. However, it may be kept in view that the total number of working hours prescribed per week shall be equal to all the employees as per the Govt. of India rules.
- (11) **Nature of Duties:-** The selected candidates will be required to perform duties as per the rules of the University as amended from time to time. The University is free to assign any duty as per the exigency of the situation at any time even during non-working hours/ holidays which the employee has to perform without fail to avoid disciplinary action in this regard.
- (12) The selected person shall be required to arrange his/ her own accommodation as per his/ her convenience.
- (13) The selected candidate will be governed by the "National Pension System" (earlier known as 'New Pension Scheme') of the Govt. of India as applicable w.e.f. 01.01.2004.
- (14) The selected candidate is liable to serve anywhere in the country or outside the country where the offices or projects of the University are located or may be located in future.
- (15) The selected candidates shall be governed by the Act/ Statutes/ Ordinances/ Regulations/ Rules of the University and also the CCS (Conduct) Rules, 1964 and CCS (CCA) Rule, 1965 of the Govt. of India as amended from time to time and any other rule/ resolution prescribed specifically for maintaining the conduct of the employees by the Executive Council of the University.
- (16) The candidate applying for the non-teaching posts should send the self-attested copies of all certificates relating to his/ her educational qualifications, experience, age, caste and other testimonials along with his/ her application (DOPT O.M. No. K-11022/ 67/ 2012-AR dated 10<sup>th</sup> May, 2013).

- (17) A relaxation of marks in case of SC/ ST/ PWD candidates will be applicable as per the Govt. of India guidelines.
- (18) The grade point B in the 7 point scale (Grades O, A, B, C, D, E & F) shall be regarded as equivalent to 55% wherever the grading system is followed.
- (19) Seven Point Scale for grading system is given below for information of all concerned with recruitment:

**PERCENTAGE EQUIVALENCE OF GRADE POINTS  
FOR A SEVEN POINTS SCALE  
(Ref. UGC Regulations, 2010)**

<b>Grade</b>	<b>Grade Point</b>	<b>% Equivalent</b>
O-Excellent	5.50-6.00	75-100
A-Very Good	4.50-5.49	65-74
B-Good	3.50-4.49	55-64
C-Average	2.50-3.49	45-54
D-Below Average	1.50-2.49	35-44
E-Poor	0.50-1.49	25-34
F-Fail	0-0.49	00-24

- (20) At the time of recruitment, a service agreement should be executed between the University and the employee concerned and a copy of the same should be deposited with the Registrar. Such service agreement shall be duly stamped as per the rates applicable.
- (21) The preference against the MTS post(s) may be given to the candidates who have adequate experience of working in the University administration with knowledge of data-feeding/ typewriting on computer, record maintenance, operation and maintenance of photocopier/ lamination machines etc. or having adequate experience in some other technical/ professional fields.
- (22) For Group 'A' posts, the candidate should bring all original certificates relating to his/ her age, qualification, experience and caste etc. at the time of interview. For Group 'B' & 'C' posts, the candidates will be called for verification of documents and certificates after completion of selection process and declaration of shortlisted candidates as per the merit. In case the candidate fails to submit the original documents for verification in time as communicated by the University, his/ her selection to the post shall be treated as cancelled and next wait-listed candidate in the merit list will be considered.
- (23) (i) The University reserves the right to fill or not to fill up the posts advertised for any reasons whatsoever. If any vacancy arises after recruitment to a particular post due to whatsoever reasons, the vacancy may be filled up from the panel of that post within a period of one year from the date of selection committee. In any case every panel shall be treated as invalid after one year w.e.f. the date of the meeting of the Selection Committee.
- (ii) The University reserves the right to withdraw the advertisement either partly or wholly at any time without assigning any reason to this effect.

- (iii) Number of posts advertised may be treated as tentative. The University shall have the right to increase/ decrease the number of posts at the time of selection and make appointments accordingly.
- (iv) The University reserves the right to reject any application without assigning any reason thereof.
- (v) The University reserves the right to appoint/ engage a Consultant for a definite period as per the requirement on the payment term as prescribed by the Govt. of India in case of any exigency.
- (24) (i) Interim enquiries shall not be entertained.
- (ii) 'Canvassing in any form shall disqualify the candidature of the candidate'.
- (iii) Applicants are required to apply on separate form for each post. Each application without the required application fee shall be rejected. Cheque(s)/ Demand Draft(s) shall not be accepted under any circumstances.
- (25) The University shall not be responsible for any postal delay. The candidate shall be required to submit the list of enclosures and also write his/ her complete information with regard to his/ her correspondence and permanent address with pin code, telephone numbers, mobile numbers, e-mail ID, if any in the application which will facilitate communication at any point of time.
- (26) For any clarification, the candidates may contact the designated officer of the University in writing. In case of any grievance of any candidate, the candidate may also approach the Competent Authorities of the University in writing for redressal relating to the recruitment sufficiently in advance.

**SCHEDULE TO  
CADRE RECRUITMENT RULES  
(NON-TEACHING EMPLOYEES), 2018**

## SCHEDULE

### CADRE RECRUITMENT RULES (NON-TEACHING EMPLOYEES), 2018

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**ADMINISTRATIVE / MINISTERIAL SERVICES**

**PAY STRUCTURE**

(In Rupees)

<b>Sl. No.</b>	<b>Name of Post / Nomenclature</b>	<b>Group</b>	<b>Pay as per 6<sup>th</sup> CPC [Pay Band + Grade Pay]</b>	<b>Pay as per 7<sup>th</sup> CPC [Pay Level]</b>	<b>Sanctioned strength</b>
<b>I.</b>	<b>STATUTORY POSTS</b>				
1	Registrar	A	37400-67000 + 10000	Pay Level 14	01
2	Finance Officer	A	37400-67000 + 10000	Pay Level 14	01
3	Controller of Examination	A	37400-67000 + 10000	Pay Level 14	01
<b>II.</b>	<b>OTHER POSTS</b>				
4	Deputy Registrar	A	15600-39100 + 7600	Pay Level 12	02
5	Assistant Registrar	A	15600-39100 + 5400	Pay Level 10	04
6	Information Scientist	A	15600-39100 + 5400	Pay Level 10	01
7	Section Officer	B	9300-34800 + 4600	Pay Level 07	06
8	Assistant	B	9300-34800 + 4200	Pay Level 06	08
9	Statistical Assistant	C	5200-20200 + 2800	Pay Level 05	01
10	Upper Division Clerk	C	5200-20200 + 2400	Pay Level 04	09
11	Lower Division Clerk [including Hindi Typist-01, LDC (Caretaker)-02, Caretaker-01]	C	5200-20200 + 1900	Pay Level 02	20
12	Multi Tasking Staff [including Office Attendant-04]	C	5200-20200 + 1800	Pay Level 01	06
<b>III.</b>	<b>ISOLATED POSTS</b>				
13	Internal Audit Officer (On Deputation)	A	15600-39100 + 7600	Pay Level 12	01
14	Public Relations Officer	A	15600-39100 + 5400	Pay Level 10	01

**RECRUITMENT RULES FOR THE POST OF  
REGISTRAR**

1.	Name of Post	<b>Registrar</b>
2.	Number of Post(s)	One (01)
3.	Classification	Group 'A'
4.	LEVEL in the PAY MATRIX / Pay Band & Grade Pay (GP)	Pay Level-14 (Rs. 144200-218200) / Rs. 37400-67000 (PB-4) + GP Rs. 10000
5.	Whether selection or non-selection post	Not Applicable
6.	Age Limit for direct recruits	Preferably below 57 years
7.	Educational and other qualifications required for direct recruits	<p><b>Essential:</b></p> <p>i) Master's Degree with at least 55% of the marks or its equivalent grade.</p> <p>ii) At least 15 years of experience as Assistant Professor in the AGP Rs. 7000 and above or with 08 years of service in the Academic Pay Level-12 / AGP Rs. 8000 and above including as Associate Professor, along with experience in educational administration,</p> <p style="text-align: center;"><b>OR</b></p> <p>Comparable experience in a research establishment and/ or other institutions of higher education,</p> <p style="text-align: center;"><b>OR</b></p> <p>15 years of administrative experience, of which 08 years shall be as Deputy Registrar or an equivalent post.</p> <p><b>Note:</b> The same qualification will be applicable in case of deputation/ contract.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Not Applicable
9.	Period of probation, if any	Not Applicable
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods.	Direct/ Deputation/ Contract: For a tenure of five (05) years or till attaining the age of 62 years, whichever is earlier. (eligible for re-appointment)
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	As indicated at Col. 7
12.	Composition of Selection Committee for Direct	i) Vice Chancellor – Chairperson ii) A nominee of the Visitor

	Recruitment	<p>iii) Two members of the Executive Council nominated by it.</p> <p>iv) One person not in the service of the University nominated by the Executive Council.</p> <p>v) A representative of SC/ ST/ OBC/ Minority/ Women/ Differently-abled categories, if any of candidate(s) representing these categories is/ are the applicant(s), and if any of the above members of the selection committee do not belong to that category, to be nominated by the Vice Chancellor.</p> <p>From above (ii), (iii) &amp; (iv), at least three of them attend the meeting.</p>
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**RECRUITMENT RULES FOR THE POST OF  
FINANCE OFFICER**

1.	Name of Post	<b>Finance Officer</b>
2.	Number of Post(s)	One (01)
3.	Classification	Group 'A'
4.	LEVEL in the PAY MATRIX / Pay Band & Grade Pay (GP)	Pay Level-14 (Rs. 144200-218200) / Rs. 37400-67000 (PB-4) + GP Rs. 10000
5.	Whether selection or non-selection post	Not Applicable
6.	Age Limit for direct recruits	Preferably below 57 years
7.	Educational and other qualifications required for direct recruits	<p><b>Essential:</b></p> <p>i) Master's Degree with at least 55% of the marks or its equivalent grade.</p> <p>ii) At least 15 years of experience as Assistant Professor in the Pay Level-11 / AGP Rs. 7000 and above or with 08 years of service in the Academic Pay Level-12 / AGP Rs. 8000 and above including as Associate Professor, along with experience in educational administration,</p> <p style="text-align: center;"><b>OR</b></p> <p>Comparable experience in a research establishment and / or other institutions of higher education,</p> <p style="text-align: center;"><b>OR</b></p> <p>15 years of administrative experience, of which 08 years shall be as Deputy Registrar or an equivalent post.</p> <p><b>Desirable:</b> Persons possessing Master's degree in Business Administration (Finance)/ Commerce or possessing CA/ ICWA qualification.</p> <p><b>Note:</b> The same qualification will be applicable in case of deputation/ contract.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Not Applicable
9.	Period of probation, if any	Not Applicable
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods.	Direct / Deputation / Contract For a tenure of five (05) years or till attaining the age of 62 years, whichever is earlier. (eligible for re-appointment)
11.	In case of recruitment by promotion/ deputation/	Appointment preferably by drawing officers belonging to the Indian Audit and Accounts

	absorption, grades from which promotion/ deputation/ absorption to be made	services or other similar organized Services in Central/ State Govt., University System/ Other organisation on Deputation for a tenure of 5 years or till attaining the age of 62 years, whichever is earlier.
12.	Composition of Selection Committee for direct recruitment	<p>i) Vice Chancellor – Chairperson  ii) A nominee of the Visitor  iii) Two members of the Executive Council nominated by it.  iv) One person not in the service of the University nominated by the Executive Council.  v) A representative of SC/ ST/ OBC/ Minority/ Women/ Differently-abled categories, if any of candidate(s) representing these categories is/ are the applicant(s), and if any of the above members of the selection committee do not belong to that category, to be nominated by the Vice Chancellor.</p> <p>From above (ii), (iii) &amp; (iv), at least three of them attend the meeting.</p>

**RECRUITMENT RULES FOR THE POST OF  
CONTROLLER OF EXAMINATIONS**

1.	Name of Post	<b>Controller of Examinations</b>
2.	Number of Post(s)	One (01)
3.	Classification	Group 'A'
4.	LEVEL in the PAY MATRIX / Pay Band & Grade Pay (GP)	Pay Level-14 (Rs. 144200-218200) / Rs. 37400-67000 (PB-4) + GP Rs. 10000
5.	Whether selection or non-selection post	Not Applicable
6.	Age Limit for direct recruits	Preferably below 57 years
7.	Educational and other qualifications required for direct recruits	<p><b>Essential:</b></p> <p>i) Master Degree with at least 55% of marks or its equivalent grade.</p> <p>ii) Overall experience of 15 years:</p> <p>(a) as Assistant Professor or Assistant Registrar or above.</p> <p>(b) at least 08 years of Experience in Academic Pay Level-12 / AGP Rs. 8000 or as Deputy Registrar</p> <p>(c) at least 04 years as Associate Professor or in a position strictly above Academic Pay Level-12 / AGP Rs. 8000</p> <p>iii) Out of overall experience of 15 years, at least 05 years of Administrative experience dealing with academic matters in Universities or Research Institutions.</p> <p><b>Desirable:</b></p> <p>Ph.D. or equivalent research degree</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
9.	Period of probation, if any	Not Applicable
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods.	Direct/ Deputation/ Contract: For a tenure of five (05) years or till attaining the age of 62 years, whichever is earlier. (eligible for re-appointment)
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Deputation/ Contract  As indicated at Col. 7
12.	Composition of DPC or Selection Committee	i) Vice Chancellor – Chairperson ii) A nominee of the Visitor iii) Two members of the Executive Council nominated by it.

		<p>iv) One person not in the service of the University nominated by the Executive Council.</p> <p>v) A representative of SC/ ST/ OBC/ Minority/ Women/ Differently-abled categories, if any of candidate(s) representing these categories is/ are the applicant(s), and if any of the above members of the selection committee do not belong to that category, to be nominated by the Vice Chancellor.</p> <p>From above (ii), (iii) &amp; (iv), at least three of them attend the meeting.</p>
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**RECRUITMENT RULES FOR THE POST OF  
DEPUTY REGISTRAR**

1.	Name of Post	<b>Deputy Registrar</b>
2.	Number of Post(s)	Two (02)
3.	Classification	Group 'A'
4.	LEVEL in the PAY MATRIX / Pay Band & Grade Pay (GP)	Pay Level-12 (Rs. 78800-209200) / Rs. 15600-39100 (PB-3) + GP Rs. 7600
5.	Whether selection or non-selection post	Selection
6.	Age Limit for direct recruits	50 years
7.	Educational and other qualifications required for direct recruits	<p><b>Essential:</b></p> <p>i) Master's Degree with at least 55% of the marks or its equivalent grade.</p> <p>ii) Nine (09) years of experience as Assistant Professor in Academic Pay Level-10 / AGP Rs. 6000 and above with experience in educational administration,</p> <p style="text-align: center;"><b>OR</b></p> <p>Comparable experience in research establishment and/ or other institutions of higher education,</p> <p style="text-align: center;"><b>OR</b></p> <p>iii) Five (05) years of administrative experience as Assistant Registrar or in an equivalent post.</p> <p><b>Desirable :</b></p> <p>Relevant Experience in the areas of Establishment/ Examinations/ Finance.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	<p><b>Age:</b> No</p> <p><b>Qualification:</b> No, but must possess at least Bachelor's degree from a recognized University/ Institute.</p>
9.	Period of probation, if any	One Year
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods.	<p>75% by direct recruitment</p> <p>25% by promotion, failing which by deputation/ direct recruitment (as per the discretion of Competent Authority)</p>
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	<p><b>Promotion:</b> Assistant Registrar with 05 years of regular service in Pay Level-11 / PB-3 (Rs. 15600-39100) + GP Rs. 6600</p> <p><b>Deputation:</b> Officers of Central / State Governments, Universities and other Autonomous Organizations:</p> <p>(a) (i) holding analogous post on regular basis;</p> <p style="text-align: center;"><b>OR</b></p>

		(ii) with five (05) years of regular service in Pay Level-11 / PB-3 (Rs. 15600-39100) + GP Rs. 6600 in the Central/ State Government, Universities and other autonomous organizations; <b>and</b> (b) Possessing the qualifications and experience prescribed for direct recruitment under Col. No.7.
12.	Composition of DPC and Selection Committee	As per the Cadre Recruitment Rules (Non-Teaching Employees), 2018 – Appendix-1

Note: As per the resolution passed by the Executive Council in its 21<sup>st</sup> meeting held on 12<sup>th</sup> December, 2015 vide agenda item no. 21-3.4 based on UGC letter F.No.: 6-7/97(JCRC) Vol. IV dated 01-10-2014 and MHRD letter No. 1-32/2006-U.II/U.I(ii) dated 31.12.2008, the Deputy Registrar, after five (05) years of service is eligible for re-designation as "Joint Registrar" in the pay level-13.

**RECRUITMENT RULES FOR THE POST OF  
ASSISTANT REGISTRAR**

1.	Name of Post	<b>Assistant Registrar</b>
2.	Number of Post(s)	Four (04)
3.	Classification	Group 'A'
4.	LEVEL in the PAY MATRIX / Pay Band & Grade Pay (GP)	Pay Level-10 (Rs. 56100-177500) / Rs. 15600-39100 (PB-3) + GP Rs. 5400  [Assistant Registrar shall be eligible for the higher Pay Level-11 / GP Rs. 6600 within the PB-3 after eight (08) years of services subject to participating in two training programmes on Education Administration, each of approximately four weeks' duration and consistently satisfactory performance appraisal reports. The higher Pay Level-11 / GP Rs. 6600 shall be restricted to 50% of total strength of Assistant Registrar.*]
5.	Whether selection or non-selection post	Selection.
6.	Age Limit for direct recruits	40 years
7.	Educational and other qualifications required for direct recruits	<b>Essential:</b> i) Master's Degree with at least 55% of the marks or its equivalent grade along with a good academic record. <b>OR</b> Bachelor's degree with at least 55% of the marks or its equivalent grade with ICWAI/ CA/CS or equivalent professional degree. ii) Three (03) years of experience in educational Research Institutions/ Central/ State Governments University/ Autonomous organization in Pay Matrix Pay Level-06 and above.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	<b>Age:</b> No <b>Qualification:</b> No, but must possess at least Bachelor's degree from a recognized University/ Institute.
9.	Period of probation, if any	Two Years
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods.	50% by direct recruitment  50% by promotion, failing which by deputation/ direct recruitment (as per the discretion of Competent Authority)
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	<b>Promotion:</b> Section Officer/ Private Secretary with five (05) years of regular service in Pay Level- 07 or 08 / PB-2 (Rs. 9300-34800) + GP Rs. 4600 or 4800**.

		<p><b>Deputation:</b> Officers of Central / State Governments, Universities and other Autonomous Organizations:</p> <p>(a) (i) holding analogous post on regular basis;</p> <p style="text-align: center;"><b>OR</b></p> <p>(ii) with five (05) years of regular service in Pay Level-07 or 08 / PB-2 (Rs. 9300-34800) + GP Rs. 4600 or ₹ 4800; <b>and</b></p> <p>(b) Possessing the qualifications and experience prescribed for direct recruitment under Col. No.7.</p>
12.	Composition of DPC and Selection Committee	As per the Cadre Recruitment Rules (Non-Teaching Employees), 2018 – Appendix-1

\* As per the UGC letter F.No.11-1/2017 (CU) dated 18<sup>th</sup> January 2018 read with MHRD letter No.1-7/2015-U.II(2) dated 2<sup>nd</sup> November 2017

\*\* As per UGC Letter F.No. 3-2/2012(JCRC) dated 28.10.2015, the incumbent promoted on the post of Assistant Registrar shall be placed in the Pay Level-09 / PB-2 at Rs. 9300-34800 with GP Rs. 5400

**RECRUITMENT RULES FOR THE POST OF  
INFORMATION SCIENTIST**

1.	Name of Post	<b>Information Scientist</b>
2.	Number of Post	One (01)
3.	Classification	Group 'A'
4.	LEVEL in the PAY MATRIX / Pay Band & Grade Pay (GP)	Pay Level-10 (Rs. 56100-177500) / Rs. 15600-39100 (PB-3) + GP Rs. 5400
5.	Whether selection or non-selection post	Not Applicable
6.	Age limit for direct recruits	40 years
7.	Educational and other qualifications required for direct recruits	<p><b>Essential:</b> First Class M.E./ M.Tech. (Computer Science/ Information Technology or equivalent) <b>OR</b> First Class B.E./ B. Tech. (Computer Science/Information Technology or equivalent) with three years of relevant experience. <b>OR</b> First Class Master in Computer Applications (MCA) with three years of relevant experience. <b>OR</b> First Class M.Sc. (Computer Science/Information Science or equivalent) from a recognized University/ Institute with three years of relevant experience.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
9.	Period of probation, if any	Two Years
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts	100% by direct recruitment
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Not Applicable
12.	Composition of Selection Committee	As per the Cadre Recruitment Rules (Non-Teaching Employees), 2018 – Appendix-1

Note: The post of Information Scientist is purely non-academic post and MACP will be applicable in case of Information Scientist.

## RECRUITMENT RULES FOR THE POST OF SECTION OFFICER

1.	Name of Post	<b>Section Officer</b>
2.	Number of Post(s)	Six (06)
3.	Classification	Group 'B'
4.	LEVEL in the PAY MATRIX / Pay Band & Grade Pay (GP)	Pay Level-07 (Rs. 44900-142400) / PB-2 (Rs. 9300-34800) + GP Rs. 4600
5.	Whether selection or non-selection post	Selection
6.	Age Limit for direct recruits	35 years
7.	Educational and other qualifications required for direct recruits	<p><b>Essential:</b></p> <p>i) Bachelor's degree from a recognized University/ Institute</p> <p>ii) Three years of experience at Pay Level 06 or higher in 7<sup>th</sup> CPC or in the Pay Band Rs. 9300-34800 Grade Pay 4200 or higher in 6<sup>th</sup> CPC in Central/State Governments, University/ Institution of Autonomous nature</p> <p style="text-align: center;"><b>OR</b></p> <p>Six years of experience at Pay Level 04 or higher in 7<sup>th</sup> CPC or in the Pay Band Rs. 5200-20200 Grade Pay 2400 or higher in 6<sup>th</sup> CPC in Central/ State Governments, University/ Institution of Autonomous nature</p> <p>iii) *Knowledge of Computer Applications. * Proficiency to be evaluated and will be of qualifying nature.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	<b>Age:</b> No <b>Qualification:</b> Yes
9.	Period of probation, if any	Two Years
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods.	<p>50% by direct recruitment (03 posts) (based on written test and skill test)</p> <p>50% by promotion (03 posts) from the cadre of Assistant according to seniority-cum-fitness and subject to qualifying the departmental test, failing which by deputation/ direct recruitment (as per the discretion of Competent Authority)</p>
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	<p><b>Promotion:</b> Assistants with 05 years of regular service in PB-2 (Rs. 9300-34800) + GP Rs. 4200.</p> <p><b>Deputation:</b> Officers of Central/ State Governments, Universities and other Autonomous Organizations:</p> <p>(a) (i) holding analogous post on regular basis;</p> <p style="text-align: center;"><b>OR</b></p> <p>(ii) with three (03) years of regular service in Pay Level-06 / PB-2 (Rs. 9300-34800) + GP Rs. 4200 or equivalent; <b>and</b></p> <p>(b) Possessing the qualifications and experience prescribed for direct recruitment under Col. No.7.</p>
12.	Composition of DPC	As per the Cadre Recruitment Rules (Non-Teaching Employees), 2018 – Appendix-1

**RECRUITMENT RULES FOR THE POST OF  
ASSISTANT**

1.	Name of Post	<b>Assistant</b>
2.	Number of Post(s)	Eight (08)
3.	Classification	Group 'B'
4.	LEVEL in the PAY MATRIX / Pay Band & Grade Pay (GP)	Pay Level-06 (Rs. 35400-112400) / PB-2 (Rs. 9300-34800) + GP Rs. 4200
5.	Whether selection or non-selection post	Selection.
6.	Age Limit for direct recruits	35 years
7.	Educational and other qualifications required for direct recruits	<b>Essential:</b> i) Bachelor's degree from a recognized University/ Institute, with at least 50% marks or pass in Master's Degree. ii) Two (02) years of experience in Administration/ Finance & Accounts in Central/ State Governments University/ Research Institution or Autonomous organization. iii) Knowledge of Computer Applications.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	<b>Age:</b> No <b>Qualification:</b> No, but must possess at least Bachelor's degree from a recognized University/ Institute.
9.	Period of probation, if any	Two years
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods.	50% by direct recruitment (based on written test, skill test)  50% by promotion from the cadre of UDCs according to seniority-cum-fitness and subject to qualifying the departmental test, failing which by deputation/ direct recruitment (as per the discretion of Competent Authority)
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	<b>Promotion:</b> UDC with five (05) years of regular service in Pay Level-04 / PB-1 (Rs. 5200-20200) + GP Rs. 2400; <b>OR</b> Ten (10) years of combined service of UDC and LDC, out of which, at least 03 years of regular service as UDC.
12.	Composition of DPC	As per the Cadre Recruitment Rules (Non-Teaching Employees), 2018 - Appendix-1

**RECRUITMENT RULES FOR THE POST OF  
STATISTICAL ASSISTANT**

1.	Name of Post	<b>Statistical Assistant</b>
2.	Number of Post(s)	One (01)
3.	Classification	Group 'C'
4.	LEVEL in the PAY MATRIX / Pay Band & Grade Pay (GP)	Pay Level-05 (Rs. 29200-92300) / PB-1 (Rs. 5200-20200) + GP Rs. 2800
5.	Whether selection or non-selection post	Selection
6.	Age Limit for direct recruits	32 years
7.	Educational and other qualifications required for direct recruits	<b>Essential:</b> i) Master's Degree in Statistics/ Applied Statistics/ Statistics and Informatics/ Statistics and Computers from a recognized University/ Institute with at least 55% marks ii) *Knowledge of Computer based Data Analysis Software. * Proficiency to be evaluated and will be of qualifying nature.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Not Applicable
9.	Period of probation, if any	Two Years
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods.	100% by Direct Recruitment
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Not Applicable
12.	Composition of DPC	Not applicable

**RECRUITMENT RULES FOR THE POST OF  
UPPER DIVISION CLERK**

1.	Name of Post	<b>Upper Division Clerk</b>
2.	Number of Post(s)	Nine (09)
3.	Classification	Group 'C'
4.	LEVEL in the PAY MATRIX / Pay Band & Grade Pay (GP)	Pay Level-04 (Rs. 25500-81100) / PB-1 (Rs. 5200-20200) + GP Rs. 2400
5.	Whether selection or non-selection post	Non-selection.
6.	Age Limit for direct recruits	32 years
7.	Educational and other qualifications required for direct recruits	<b>Essential:</b> i) Bachelor's Degree from a recognized University/ Institute, with at least 50% marks or pass in Master's Degree. ii) Two (02) years of experience as Lower Division Clerk in Central/ State Governments University/ Research Institution/ Autonomous organization iii) Knowledge of Computer Applications.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	<b>Age:</b> No <b>Qualification:</b> No, but must possess at least Bachelor's degree from a recognized University/ Institute.
9.	Period of probation, if any	Two Years
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods.	25% by direct recruitment  75% by promotion, failing which by deputation/ direct recruitment (as per the discretion of Competent Authority)
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	<b>Promotion:</b> Lower Division Clerk with five (05) years of regular service in the Pay Level-02 / PB-1 (Rs. 5200-20200) + GP Rs. 1900.
12.	Composition of DPC	As per the Cadre Recruitment Rules (Non-Teaching Employees), 2018 – Appendix-1

**RECRUITMENT RULES FOR THE POST OF  
LOWER DIVISION CLERK**

1.	Name of Post	<b>Lower Division Clerk</b>
2.	Number of Post(s)	Twenty (20) [including Hindi Typist-01, LDC (Caretaker)-02, Caretaker-01*]
3.	Classification	Group 'C'
4.	LEVEL in the PAY MATRIX / Pay Band & Grade Pay (GP)	Pay Level-02 (Rs. 19900-63200) / PB-1 (Rs. 5200-20200) + GP Rs. 1900
5.	Whether selection or non-selection post	Selection
6.	Age Limit for direct recruits	30 years
7.	Educational and other qualifications required for direct recruits	<b>Essential:</b> i) Bachelor's Degree from a recognized University/ Institute with at least 50% marks or pass in Master's Degree. ii) A typing speed of 35 words per minute in English or 30 words per minute in Hindi on Computer. iii) Knowledge of Computer Applications.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	As indicated at column 11.
9.	Period of probation, if any	Two years
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods.	85% by direct recruitment  15% by promotion
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	<b>Promotion:</b> (a) 10% of vacancies shall be filled from amongst the Group 'C' Staff in the Pay Level-01 / GP Rs. 1800** and who possess Senior Secondary(+2) or equivalent qualification and have rendered three (03) years of regular service in the grade, on the basis of departmental qualifying examination. The maximum age limit for eligibility for examination is 45 years.  <b>Note:</b> if more of such employees than the number of vacancies available under clause (a) qualified at the examination, such excess number of employee shall be considered for filling the vacancies arising in the subsequent years so that the employees qualifying at an earlier examination are considered before those who qualify at a later examination.

		<p>(b) 05% of the vacancies shall be filled on seniority-cum-fitness basis from the employees in Pay Level-01 / GP Rs. 1800** who have completed –</p> <p>i) Five (05) years of regular service and possessing Senior Secondary (+2) or equivalent qualification</p> <p style="text-align: center;"><b>OR</b></p> <p>ii) Eight (08) years of regular service and possessing Matriculation or equivalent pass / ITI qualification.</p> <p><b>Note:</b> Direct Recruitment should be through an appropriate mechanism i.e. written test, typing test, computer skill test / trade test.</p>
12.	Composition of DPC	As per the Cadre Recruitment Rules (Non-Teaching Employees), 2018 – Appendix-1

\* As per the UGC Letter F.No. 20-1/2008(JCRC) dated 04 April 2013, existing one post of Caretaker merged in the cadre of LDC Pay Level-02 / PB-1 + GP 1900.

\*\* Office Attendants, Multi-Tasking Staff, Hostel Attendants with Pay Level-01 / Grade Pay of Rs. 1800/-

**RECRUITMENT RULES FOR THE POST OF  
MULTI TASKING STAFF**

1.	Name of Post	<b>Multi Tasking Staff*</b>
2.	Number of Post(s)	Six (06)
3.	Classification	Group 'C'
4.	LEVEL in the PAY MATRIX / Pay Band & Grade Pay (GP)	Pay Level-01 (Rs. 18000-56900) / PB-1 (Rs. 5200-20200) + GP Rs. 1800
5.	Whether selection or non-selection post	Not Applicable
6.	Age Limit for direct recruits	30 years
7.	Educational and other qualifications required for direct recruits	<b>Essential:</b> Matriculation or equivalent pass <b>OR</b> ITI pass
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Not Applicable
9.	Period of probation, if any	Two Years
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods.	100% by Direct Recruitment
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Not Applicable
12.	Composition of Selection Committee	Not applicable

\* Existing posts of Office Attendant have been merged in the cadre of MTS

**RECRUITMENT RULES FOR THE POST OF  
INTERNAL AUDIT OFFICER**

1.	Name of Post	<b>Internal Audit Officer (On Deputation)</b>
2.	Number of Post	One (01)
3.	Classification	Group 'A'
4.	LEVEL in the PAY MATRIX / Pay Band & Grade Pay (GP)	Pay Level-12 (Rs. 78800-209200) / Rs. 15600-39100 (PB-3) + GP Rs. 7600
5.	Whether selection or non-selection post	Not Applicable
6.	Age limit for direct recruits	Not Applicable
7.	Educational and other qualifications required for direct recruits	Not Applicable
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Not Applicable
9.	Period of probation, if any	Not Applicable
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts	<b>Deputation:</b> by drawing officers belonging to Audit and Accounts Services or other similar organized Services in Central/ State Govt., University System/ Other organisation.
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	<b>Deputation:</b> Officers of Central/ State Governments, Universities and other Autonomous Organizations: (a) (i) holding analogous posts on regular basis; <b>OR</b> (ii) with three (03) years of regular service in Pay Level-11 / PB-3 (Rs. 15600-39100) + GP Rs. 6600; <b>OR</b> (iii) with five (05) years of regular service in Pay Level-10 / PB-3 (Rs. 15600-39100) + GP Rs. 5400; <b>and</b> (b) possessing appropriate qualifications and experience
12.	Composition of Selection Committee	As per the Cadre Recruitment Rules (Non-Teaching Employees), 2018 - Appendix-1

**RECRUITMENT RULES FOR THE POST OF  
PUBLIC RELATIONS OFFICER**

1.	Name of Post	<b>Public Relations Officer</b>
2.	Number of Post(s)	One (01)
3.	Classification	Group 'A'
4.	LEVEL in the PAY MATRIX / Pay Band & Grade Pay (GP)	Pay Level-10 (Rs. 56100-177500) / Rs. 15600-39100 (PB-3) + GP Rs. 5400
5.	Whether selection or non-selection post	Not Applicable
6.	Age Limit for direct recruits	40 years
7.	Educational and other qualifications required for direct recruits	<b>Essential:</b> i) Master's degree in Mass Communication and Journalism / Public Relations with at least 55% of the marks or its equivalent grade along with a good academic record from a recognized University/ Institute ii) At least two years of experience in the editorial department of any established English Newspaper/ Periodical and with excellent command of English and Hindi in speaking.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Not Applicable
9.	Period of probation, if any	Two years
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods.	100% by direct recruitment
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Not Applicable
12.	Composition of Selection Committee	As per the Cadre Recruitment Rules (Non-Teaching Employees), 2018 - Appendix-1

## TRANSPORT SERVICES

### PAY STRUCTURE

(In Rupees)

Sl. No.	Name of Post	Group	Pay as per 6 <sup>th</sup> CPC [Pay Band + Grade Pay]	Pay as per 7 <sup>th</sup> CPC [Pay Level]	Sanctioned strength
1	Driver (ordinary grade)	C	5200-20200 + 1900	Pay Level 02	01
2	Driver (Grade II)	C	5200-20200 + 2400	Pay Level 04	02
3	Driver (Grade I)	C	5200-20200 + 2800	Pay Level 05	02

**RECRUITMENT RULES FOR THE POST OF  
DRIVER (ORDINARY GRADE)**

1.	Name of Post	<b>Driver (ordinary grade)</b>
2.	Number of Post	01 (05 for all Pay Level) (Year of framing: 2018)
3.	Classification	Group 'C'
4.	LEVEL in the PAY MATRIX / Pay Band & Grade Pay (GP)	Pay Level-02 (Rs. 19900-63200) / PB-1 (Rs. 5200-20200) + GP Rs. 1900
5.	Whether selection or non-selection post	Not Applicable
6.	Age limit for direct recruits	30 years
7.	Educational and other qualifications required for direct recruits	<p><b>Essential:-</b></p> <p>i) Class 10<sup>th</sup> standard from a recognized School/ Board.</p> <p>ii) Possession of a valid driving commercial license for L/M/H motor vehicles issued by the Competent Authority.</p> <p>iii) Knowledge of motor mechanism (the candidate should be able to remove minor defects in vehicles).</p> <p>iv) Experience of driving motor vehicles for at least 03 years.</p> <p><b>Desirable:</b> The candidate having commercial license for Heavy Motor Vehicles will be given preference.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
9.	Period of probation, if any	Two Years
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts	100% by direct recruitment/ absorption through driving test, knowledge of traffic rules
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	<b>Absorption:</b> From amongst the regular Multi-tasking Staff in the University who possess valid Driving License for L/ M/ H Motor Vehicles and those who fulfill the necessary qualification as prescribed at Col.7
12.	Composition of Selection Committee	Not applicable

**RECRUITMENT RULES FOR THE POST OF  
DRIVER (GRADE-II)**

1.	Name of Post	<b>Driver (Grade-II)</b>
2.	Number of Post	02 (05 for all Pay Level) (Year of framing: 2018)
3.	Classification	Group 'C'
4.	LEVEL in the PAY MATRIX / Pay Band & Grade Pay (GP)	Pay Level-04 (Rs. 25500-81100) / PB-1 (Rs. 5200-20200) + GP Rs. 2400
5.	Whether selection or non-selection post	Non-Selection
6.	Age limit for direct recruits	Not Applicable
7.	Educational and other qualifications required for direct recruits	Not Applicable
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	No, but must also possess commercial license for Heavy Motor Vehicles
9.	Period of probation, if any	Not Applicable
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts	100% by Promotion, failing which by direct recruitment as Driver (Ordinary Grade) as per the discretion of Competent Authority.
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	<b>Promotion:</b> Driver (Ordinary Grade) in the Pay Level-02 / PB-1 (Rs. 5200-20200) + GP Rs. 1900 with eight (08) years of regular service and have passed the trade test in driving the Heavy Motor Vehicles with commercial license for Heavy Motor Vehicles.
12.	Composition of DPC	As per the Cadre Recruitment Rules (Non-Teaching Employees), 2018 - Appendix-1

**RECRUITMENT RULES FOR THE POST OF  
DRIVER (GRADE-I)**

1.	Name of Post	<b>Driver (Grade-I)</b>
2.	Number of Post	02 (05 for all Pay Level) (Year of framing: 2018)
3.	Classification	Group 'C'
4.	LEVEL in the PAY MATRIX / Pay Band & Grade Pay (GP)	Pay Level-05 (Rs. 29200-92300) / PB-1 (Rs. 5200-20200) + GP Rs. 2800
5.	Whether selection or non-selection post	Non-Selection
6.	Age limit for direct recruits	Not Applicable
7.	Educational and other qualifications required for direct recruits	Not Applicable
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	No, but must also possess commercial license for Heavy Motor Vehicles
9.	Period of probation, if any	Not Applicable
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts	100% by Promotion, failing which by direct recruitment as Driver (Ordinary Grade) as per the discretion of Competent Authority.
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	<b>Promotion:</b> Six (06) years of regular service in Driver (Grade-II) in the Pay Level-04 / PB-1 (Rs. 5200-20200) + GP Rs. 2400 or fourteen (14) years of combined service in Driver Grade-II and Driver (Ordinary Grade); and have passed the trade test in driving the Heavy Motor Vehicles with commercial license for Heavy Motor Vehicles.
12.	Composition of DPC	As per the Cadre Recruitment Rules (Non-Teaching Employees), 2018 - Appendix-1

## LIBRARY SERVICES

### PAY STRUCTURE

(In Rupees)

Sl. No.	Name of Post	Group	Pay as per 6 <sup>th</sup> CPC [Pay Band + Grade Pay]	Pay as per 7 <sup>th</sup> CPC [Pay Level]	Sanctioned strength
1	Librarian	A	37400-67000 + 10000	Pay Level 14	01
2	Deputy Librarian	A	15600-39100 + 8000	Pay Level 12	01
			37400-67000 + 9000 (After 3 yrs)	Pay Level 13A (After 3 yrs)	
3	Assistant Librarian	A	15600-39100 + 6000	Pay Level 10	02
4	Professional Assistant	B	9300-34800 + 4200	Pay Level 06	01
5	Semi Professional Assistant	C	5200-20200 + 2800	Pay Level 05	02
6	Library Assistant	C	5200-20200 + 2000	Pay Level 03	02
7	Library Attendant	C	5200-20200 + 1800	Pay Level 01	04

**RECRUITMENT RULES FOR THE POST OF  
LIBRARIAN**

1.	Name of Post	<b>Librarian</b>
2.	Number of Post	One (01)
3.	Classification	Group 'A'
4.	LEVEL in the PAY MATRIX / Pay Band & Grade Pay (GP)	Academic Pay Level-14 (Rs. 144200-218200) / Rs. 37400-67000 (PB-4) + AGP Rs. 10000
5.	Whether selection or non-selection post	Not Applicable
6.	Age limit for direct recruits	Preferably below 57 years
7.	Educational and other qualifications required for direct recruits	<b>Essential*:</b> i) A Master's Degree in Library Science/ Information Science/ Documentation Science with at least 55% marks or an equivalent grade in a point-scale wherever the grading system is followed. ii) At least ten years as a Librarian at any level in University Library or ten years of teaching as Assistant/ Associate Professor in Library Science or ten years' experience as a College Librarian. iii) Evidence of innovative library services, including the integration of ICT in a library. iv) A Ph.D. Degree in library science/information science/ documentation/ archives and manuscript-keeping.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
9.	Period of probation, if any	One year
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts	100% by direct recruitment
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	As per the UGC Regulations, 2018 and as amended from time to time.
12.	Composition of DPC or Selection Committee	As per the UGC Regulations, 2018 and as amended from time to time.

**\*Note:** Other conditions as per UGC Regulations, 2018 and as amended from time to time.

**RECRUITMENT RULES FOR THE POST OF  
DEPUTY LIBRARIAN**

1.	Name of Post	<b>Deputy Librarian</b>
2.	Number of Post	One (01)
3.	Classification	Group 'A'
4.	LEVEL in the PAY MATRIX / Pay Band & Grade Pay (GP)	Academic Pay Level-12 (Rs. 79800-211500) / Rs. 15600-39100 (PB-3) + AGP Rs. 8000 <b>After three years of service:</b> Academic Pay Level-13A (Rs. 131400-217100) / Rs. 37400-67000 (PB-4) + AGP Rs. 9000
5.	Whether selection or non-selection post	Not Applicable
6.	Age limit for direct recruits	55 years
7.	Educational and other qualifications required for direct recruits	<b>Essential:-</b> i) A Master's Degree in Library Science/Information Science/ Documentation Science, with at least 55% marks. ii) Eight years of experience as an Assistant University Librarian/College Librarian. iii) Evidence of Innovative Library Services including integration of ICT in library. iv) A Ph.D. Degree in Library Science/ Information Science/ Documentation Science/ Archives and Manuscript Keeping/ Computerization of Library. <b>Note:</b> Other conditions shall be applicable to all candidates as per UGC/University amendments.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
9.	Period of probation, if any	One Year
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts	100% by direct recruitment
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Not Applicable
12.	Composition of DPC or Selection Committee	As per the UGC Regulations, 2018 and as amended from time to time.

**RECRUITMENT RULES FOR THE POST OF  
ASSISTANT LIBRARIAN**

1.	Name of Post	<b>Assistant Librarian</b>
2.	Number of Post	Two (02)
3.	Classification	Group 'A'
4.	LEVEL in the PAY MATRIX / Pay Band & Grade Pay (GP)	Academic Pay Level-10 (Rs. 57700-182400) / Rs. 15600-39100 (PB-3) + AGP Rs. 6000
5.	Whether selection or non-selection post	Not Applicable
6.	Age limit for direct recruits	40 years
7.	Educational and other qualifications required for direct recruits	<p><b>Essential*:</b></p> <p>i) Master's degree in Library Science/ Information Science/ Documentation or an equivalent professional degree with at least 55% of marks (or an equivalent grade in a point scale wherever grading system is followed) and a consistently good academic record with knowledge of computerization of library.</p> <p>ii) Qualifying in the National Level Test (NET) 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 M.Phil/Ph.D. Degree), Regulations 2009 or 2016" and their amendments from time to time, shall be exempted from the requirement of the minimum eligibility condition of NET for recruitment and appointment of University Assistant Librarian.</p> <p><b>Note:</b> The fulfillment of these conditions is to be certified by the Registrar or the Dean (Academic Affairs) of the University concerned.</p> <p><b>Desirable:</b> PG Diploma in Library Automation and Networking or PGDCA or equivalent.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
9.	Period of probation, if any	Two Years
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts	100% by direct recruitment

11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Not Applicable
12.	Composition of DPC or Selection Committee	As per the UGC Regulations, 2018 as amended from time to time

\* Note: Other conditions as per UGC Regulations, 2018 and as amended from time to time.

**RECRUITMENT RULES FOR THE POST OF  
PROFESSIONAL ASSISTANT**

1.	Name of Post	<b>Professional Assistant</b>
2.	Number of Post	One (01)
3.	Classification	Group 'B'
4.	LEVEL in the PAY MATRIX / Pay Band & Grade Pay (GP)	Pay Level-06 (Rs. 35400-112400) / PB-2 (Rs. 9300-34800) + GP Rs. 4200
5.	Whether selection or non-selection post	Selection
6.	Age limit for direct recruits	35 years
7.	Educational and other qualifications required for direct recruits	<p><b>Essential:</b></p> <p>i) Master's degree in Library &amp; Information Science</p> <p>ii) Knowledge of Computer Applications.</p> <p><b>Desirable:-</b></p> <p>i) Two years' relevant experience.</p> <p>ii) PG Diploma in Library Automation and Networking or PGDCA or equivalent.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	<p><b>Age:</b> No</p> <p><b>Qualification:</b> No</p>
9.	Period of probation, if any	Two Years
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts	<p>50% by direct recruitment.</p> <p>50% by promotion, failing which by deputation (as per the discretion of Competent Authority)</p>
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	<b>Promotion:</b> Semi Professional Assistant with five (05) years of regular service in the Pay Level-05 / Grade Pay of Rs 2800/-
12.	Composition of DPC or Selection Committee	As per the Cadre Recruitment Rules (Non-Teaching Employees), 2018 - Appendix-1

**RECRUITMENT RULES FOR THE POST OF  
SEMI PROFESSIONAL ASSISTANT**

1.	Name of Post	<b>Semi Professional Assistant</b>
2.	Number of Post	Two (02)
3.	Classification	Group 'C'
4.	LEVEL in the PAY MATRIX / Pay Band & Grade Pay (GP)	Pay Level-05 (Rs. 29200-92300) / PB-1 (Rs. 5200-20200) + GP Rs. 2800
5.	Whether selection or non-selection post	Non-selection
6.	Age limit for direct recruits	32 years
7.	Educational and other qualifications required for direct recruits	<p><b>Essential:</b></p> <p>i) Bachelor's degree in Library &amp; Information Science/ Bachelor's degree in Library Science or equivalent.</p> <p>ii) Knowledge of Computer Applications</p> <p><b>Desirable:</b></p> <p>i) Master in Library &amp; Information Science/ Master in Library Science or equivalent</p> <p>ii) PG Diploma in Library Automation and Networking or PGDCA.</p> <p>iii) Experience of working in Library in University/ National Educational Institutes</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	<p><b>Age:</b> No</p> <p><b>Qualification:</b> Yes</p>
9.	Period of probation, if any	Two Years
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts	<p>50% by direct recruitment</p> <p>50% by promotion, failing which by deputation/ direct recruitment (as per the discretion of Competent Authority)</p>
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	<b>Promotion:</b> Library Assistant with eight (08) years of regular service in Pay Level-03 / PB-1 (Rs. 5200-20200) + GP Rs. 2000.
12.	Composition of DPC	As per the Cadre Recruitment Rules (Non-Teaching Employees), 2018 - Appendix-1

**RECRUITMENT RULES FOR THE POST OF  
LIBRARY ASSISTANT**

1.	Name of Post	<b>Library Assistant</b>
2.	Number of Post	Two (02)
3.	Classification	Group 'C'
4.	LEVEL in the PAY MATRIX / Pay Band & Grade Pay (GP)	Pay Level-03 (Rs. 21700-69100) / PB-1 (Rs. 5200-20200) + GP Rs. 2000
5.	Whether selection or non-selection post	Selection
6.	Age limit for direct recruits	30 years
7.	Educational and other qualifications required for direct recruits	<b>Essential:</b> i) Bachelor's degree in Library & Information Science/ Bachelor's degree in Library Science or equivalent. ii) A typing speed of 30 words per minute in English. iii) Knowledge of Computer Applications.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	<b>Age:</b> No <b>Qualification:</b> No
9.	Period of probation, if any	Two Years
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts	75% by direct recruitment  25% by promotion from the cadre of Library Attendant according to seniority-cum-fitness and subject to qualifying the departmental test failing which by deputation/ direct recruitment (as per the discretion of Competent Authority)
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	<b>Promotion:</b> Library Attendant possessing 10+2 qualification or equivalent and certificate in Library Science with five (05) years of regular service in Pay Level-01 / PB-1 (Rs. 5200-20200) + GP Rs. 1800 and qualifying departmental test.
12.	Composition of DPC	As per the Cadre Recruitment Rules (Non-Teaching Employees), 2018 - Appendix-1

**RECRUITMENT RULES FOR THE POST OF  
LIBRARY ATTENDANT**

1.	Name of Post	<b>Library Attendant</b>
2.	Number of Post	Four (04)
3.	Classification	Group 'C'
4.	LEVEL in the PAY MATRIX / Pay Band & Grade Pay (GP)	Pay Level-01 (Rs. 18000-56900) / PB-1 (Rs. 5200-20200) + GP Rs. 1800
5.	Whether selection or non-selection post	Not Applicable
6.	Age limit for direct recruits	30 Years
7.	Educational and other qualifications required for direct recruits	<b>Essential:</b> i) 10+2 or its equivalent examination from a recognized Board ii) Certificate course in Library Science from a recognized Institution.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
9.	Period of probation, if any	Two Years
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts	100% by direct recruitment
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Not Applicable
12.	Composition of Selection Committee	Not Applicable

## HEALTH AND MEDICAL SERVICES

### PAY STRUCTURE

(In Rupees)

Sl. No.	Name of Post	Group	Pay as per 6 <sup>th</sup> CPC [Pay Band + Grade Pay]	Pay as per 7 <sup>th</sup> CPC [Pay Level]	Sanctioned strength
1.	Medical Officer	A	15600-39100 + 5400	Pay Level 10	02 [01-Male, 01-Female]
2.	Nursing Officer	B	9300-34800 + 4200	Pay Level 06	01
3.	Pharmacist	C	5200-20200 + 2800	Pay Level 05	01
		B	After two years: non-functional upgradation to the Grade Pay Rs. 4200	Pay Level-06	
4.	Dresser/ Medical Attendant	C	5200-20200 + 1800	Pay Level 01	01

**RECRUITMENT RULES FOR THE POST OF  
MEDICAL OFFICER**

1.	Name of Post	<b>Medical Officer</b>
2.	Number of Post	Two (02) [01-Male, 01-Female]
3.	Classification	Group 'A'
4.	LEVEL in the PAY MATRIX / Pay Band & Grade Pay (GP)	Pay Level-10 (Rs. 56100-177500) / Rs. 15600-39100 (PB-3) + GP Rs. 5400
5.	Whether selection or non-selection post	Not Applicable
6.	Age limit for direct recruits	40 years
7.	Educational and other qualifications required for direct recruits	<b>Essential:</b> MBBS recognized by M.C.I.  <b>Desirable:</b> i) Post Graduate Medical Qualification from a recognized Institution by the MCI. ii) Preference will be given to experienced candidate. iii) Working experience in a Hospital attached with a Medical College/ Corporate Hospital
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
9.	Period of probation, if any	Two Years
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts	100% by direct recruitment
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Not Applicable
12.	Composition of Selection Committee	As per the Cadre Recruitment Rules (Non-Teaching Employees), 2018 – Appendix-1

**Note:** As per UGC Letter No. F.4-4/2009(JCRC) dated 09.06.2011, the facility of Dynamic Assured Career Progression scheme (DACP) and other facilities like Non-Practicing Allowance (NPA) shall be applicable for Medical Officer of Central Universities.

**RECRUITMENT RULES FOR THE POST OF  
NURSING OFFICER**

1.	Name of Post	<b>Nursing Officer*</b>
2.	Number of Post	One (01)
3.	Classification	Group 'B'
4.	LEVEL in the PAY MATRIX / Pay Band & Grade Pay (GP)	Pay Level-06 (Rs. 35400-112400) / PB-2 (Rs. 9300-34800) + GP Rs. 4200
5.	Whether selection or non-selection post	Not Applicable
6.	Age limit for direct recruits	35 years
7.	Educational and other qualifications required for direct recruits	<b>Essential:</b> i) B.Sc. Nursing from a recognized University/ Institution.  <b>OR</b> Diploma in General Nursing and Midwifery (GNM). ii) Registered as Nurse in the Indian Nursing Council or its affiliated State Nursing Council. iii) Relevant experience of two (02) years in reputed Hospital
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
9.	Period of probation, if any	Two Years
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts	100% by direct recruitment
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Not Applicable
12.	Composition of Selection Committee	Not Applicable

\* As per UGC Letter No. F.6-7/97(JCRC) Part File dated 29th November 2017, the nomenclature of the post of 'Staff Nurse' has been changed with 'Nursing Officer'.

**RECRUITMENT RULES FOR THE POST OF  
PHARMACIST**

1.	Name of Post	<b>Pharmacist</b>
2.	Number of Post	One (01)
3.	Classification	Group 'C'
4.	LEVEL in the PAY MATRIX / Pay Band & Grade Pay (GP)	Pay Level-05 (Rs. 29200-92300) / PB-1 (Rs. 5200-20200) + GP Rs. 2800  After completing of two years of service with GP Rs. 2800, granted non-functional upgradation to the higher Pay Level-06 / GP Rs. 4200 in PB-2 (Group 'B')*
5.	Whether selection or non-selection post	Not Applicable
6.	Age limit for direct recruits	32 years
7.	Educational and other qualifications required for direct recruits	<b>Essential:</b> i) 10+2 or equivalent in Science subjects from a recognized Board or University ii) Diploma in Pharmacy from an Institute recognized by the Pharmacy Council of India <b>OR</b> Bachelor's degree in Pharmacy from a University/ Institute approved by the Pharmacy Council of India. iii) Registered as Pharmacist under the Pharmacy Act, 1948.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
9.	Period of probation, if any	Two Years
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts	100% by direct recruitment
11.	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Not Applicable
12.	Composition of Selection Committee	Not Applicable

\* As per the UGC letter no. F.7-2/2010 (JCRC) dated 10<sup>th</sup> December, 2010

**RECRUITMENT RULES FOR THE POST OF  
DRESSER/ MEDICAL ATTENDANT**

1.	Name of Post	<b>Dresser/ Medical Attendant</b>
2.	Number of Post	One (01)
3.	Classification	Group 'C'
4.	LEVEL in the PAY MATRIX / Pay Band & Grade Pay (GP)	Pay Level-01 (Rs. 18000-56900) / PB-1 (Rs. 5200-20200) + GP Rs. 1800
5.	Whether selection or non-selection post	Not Applicable
6.	Age limit for direct recruits	30 years
7.	Educational and other qualifications required for direct recruits	<p><b>Essential:</b></p> <p>i) Matriculation or its equivalent examination from any recognized Board/ University.</p> <p>ii) Elementary knowledge of first aid.</p> <p>iii) One year experience in hospital work or handling of dressing wounds.</p> <p><b>Desirable:</b></p> <p>10+2 with Science Biology subject or equivalent from a recognized Board/ University</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
9.	Period of probation, if any	Two Years
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts	100% by direct recruitment
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Not Applicable
12.	Composition of Selection Committee	Not Applicable

**OFFICIAL LANGUAGE SERVICES**

**PAY STRUCTURE**

(In Rupees)

<b>Sl. No.</b>	<b>Name of Post</b>	<b>Group</b>	<b>Pay as per 6<sup>th</sup> CPC [Pay Band + Grade Pay]</b>	<b>Pay as per 7<sup>th</sup> CPC [Pay Level]</b>	<b>Sanctioned strength</b>
1.	Hindi Officer	A	15600-39100 + 5400	Pay Level 10	01
2.	Junior Translator	B	9300-34800 + 4200	Pay Level 06	01

**RECRUITMENT RULES FOR THE POST OF  
HINDI OFFICER**

1.	Name of Post	<b>Hindi Officer</b>
2.	Number of Post	One (01)
3.	Classification	Group 'A'
4.	LEVEL in the PAY MATRIX / Pay Band & Grade Pay (GP)	Pay Level-10 (Rs. 56100-177500) / Rs. 15600-39100 (PB-3) + GP Rs. 5400
5.	Whether selection or non-selection post	Not Applicable
6.	Age limit for direct recruits	40 years
7.	Educational and other qualifications required for direct recruits	<p><b>Essential:</b></p> <p>i) Master's degree of a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level;</p> <p style="text-align: center;"><b>OR</b></p> <p>Master's degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level;</p> <p style="text-align: center;"><b>OR</b></p> <p>Master's degree of a recognized University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of examination at the degree level;</p> <p style="text-align: center;"><b>OR</b></p> <p>Master's degree of a recognized University in any subject other than Hindi or English, with English medium and Hindi as a compulsory or elective subject or as a medium of a examination at the degree level;</p> <p style="text-align: center;"><b>OR</b></p> <p>Master's degree of a recognized University in any subject other than Hindi or English, with Hindi and English as compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at the degree level.</p> <p style="text-align: center;"><b>AND</b></p> <p>ii) Three (03) years of experience of using/ applying terminology (terminological work) in Hindi and translation work from English to Hindi or vice-versa, preferably of technical or scientific literature under Central/ State Governments/ Autonomous Body/ Statutory Organizations/ PSUs/ Universities or recognized research or educational institutions.</p>

		<p style="text-align: center;"><b>OR</b></p> <p>Three (03) years of experience of teaching in Hindi and English or research in Hindi or English under Central/ State Governments/ Autonomous Body/ Statutory Organizations/ PSUs/ Universities or recognized research or educational institutions.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
9.	Period of probation, if any	Two Years
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts	100% by direct recruitment
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	<p><b>Deputation:</b> Officers from the Central Govt./ State Govt./ University System or other similar organisations:</p> <p>(a) (i) holding analogous posts on regular basis;</p> <p style="text-align: center;"><b>OR</b></p> <p>with five (05) years' service in posts in the Pay Level-6 or 7 / PB-2 + GP Rs. 4200 / or 4600 or equivalent; <b>and</b></p> <p>(b) Possessing educational and other qualifications as prescribed for direct recruits at Col. 7.</p>
12.	Composition of Selection Committee	As per the Cadre Recruitment Rules (Non-Teaching Employees), 2018 – Appendix-1

**RECRUITMENT RULES FOR THE POST OF  
JUNIOR TRANSLATOR**

1.	Name of Post	<b>Junior Translator*</b>
2.	Number of Post	One (01)
3.	Classification	Group 'B'
4.	LEVEL in the PAY MATRIX / Pay Band & Grade Pay (GP)	Pay Level-06 (Rs. 35400-112400) / PB-2 (Rs. 9300-34800) + GP Rs. 4200
5.	Whether selection or non-selection post	Not Applicable
6.	Age limit for direct recruits	35 years
7.	Educational and other qualifications required for direct recruits	<p><b>Essential:</b></p> <p>i) Master's degree of a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level</p> <p style="text-align: center;"><b>OR</b></p> <p>Master's degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level</p> <p style="text-align: center;"><b>OR</b></p> <p>Master's degree of a recognized University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of a examination at the degree level;</p> <p style="text-align: center;"><b>OR</b></p> <p>Master's degree of a recognized University in any subject other than Hindi or English, with English medium and Hindi as a compulsory or elective subject or as the medium of a examination at the degree level;</p> <p style="text-align: center;"><b>OR</b></p> <p>Master's Degree of a recognized University in any subject other than Hindi or English, with Hindi and English as compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at degree level;</p> <p style="text-align: center;"><b>AND</b></p> <p>ii) Recognized Diploma or Certificate course in translation from Hindi to English &amp; vice versa or two (02) years of experience of translation work from Hindi to English and vice versa in Central or State Government office, including Government of India Undertaking.</p>

8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
9.	Period of probation, if any	Two Years
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts	100% by direct recruitment
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	<p><b>Deputation:</b> Officers from the Central Govt./ State Govt./ University System or other similar organisations:</p> <p>(a) (i) holding analogous posts on regular basis;</p> <p style="text-align: center;"><b>OR</b></p> <p>(ii) with three (03) years of service in posts in the Pay Level-05 or 04 / scale of PB-1 (Rs. 5200-20200) + GP Rs. 2800 / or 2400 or equivalent;</p> <p style="text-align: center;"><b>OR</b></p> <p>(iii) with eight (08) years of service in posts in the in the Pay Level-02 / scale of PB-1 (Rs. 5200-20200) + GP Rs. 1900 or equivalent; <b>and</b></p> <p>(b) Possessing the qualifications prescribed for direct recruitment under Col. No.7.</p>
12.	Composition of Selection Committee	As per the Cadre Recruitment Rules (Non-Teaching Employees), 2018 - Appendix-1

\*As per UGC Letter F.No. 32-1/2005(JCRC) dated 23.06.2014, the nomenclature of the post of 'Hindi Translator' has been changed with 'Junior Translator'.

## SECRETARIAL SERVICES

### PAY STRUCTURE

(In Rupees)

Sl. No.	Name of Post	Group	Pay as per 6 <sup>th</sup> CPC [Pay Band + Grade Pay]	Pay as per 7 <sup>th</sup> CPC [Pay Level]	Sanctioned strength
1.	Private Secretary	B	9300-34800 + 4600	Pay Level 07	05
2.	Personal Assistant	B	9300-34800 + 4200	Pay Level 06	03

**RECRUITMENT RULES FOR THE POST OF  
PRIVATE SECRETARY**

1.	Name of Post	<b>Private Secretary</b>
2.	Number of Post	Five (05)
3.	Classification	Group 'B'
4.	LEVEL in the PAY MATRIX / Pay Band & Grade Pay (GP)	Pay Level-07 (Rs. 44900-142400) / PB-2 (Rs. 9300-34800) + GP Rs. 4600
5.	Whether selection or non-selection post	Selection
6.	Age limit for direct recruits	35 years
7.	Educational and other qualifications required for direct recruits	<p><b>Essential:</b></p> <p>i) Bachelor's Degree from a recognized University/ Institute.</p> <p>ii) Three years of experience as Personal Assistant at Pay Level 06 in 7<sup>th</sup> CPC or in the Pay Band Rs. 9300-34800 Grade Pay 4200 or Pay Band Rs. 5200-20200 Grade Pay 3600 in 6<sup>th</sup> CPC in Central/ State Governments, University/ Institution of Autonomous nature.</p> <p>iii) *Proficiency in Stenography in English/ Hindi with minimum speed of 100 w.p.m.</p> <p>iv) *Proficiency in Typing in English/ Hindi with minimum speed of 35/ 30 w.p.m.</p> <p>v) *Knowledge of computer applications.</p> <p>* Proficiency to be evaluated and will be of qualifying nature.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
9.	Period of probation, if any	Two Years
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts	75% by direct recruitment  25% by promotion through seniority-cum-fitness, failing which by deputation/ direct recruitment (as per the discretion of Competent Authority)
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	<b>Promotion:</b> Personal Assistant having five (05) years of regular service in Pay Level-06 / PB-2 (Rs. 9300-34800) + GP Rs. 4200 through seniority-cum-fitness and qualifying the Stenography test with minimum speed of 80 w.p.m.
12.	Composition of DPC	As per the Cadre Recruitment Rules (Non-Teaching Employees), 2018 – Appendix-1

**RECRUITMENT RULES FOR THE POST OF  
PERSONAL ASSISTANT**

1.	Name of Post	<b>Personal Assistant</b>
2.	Number of Post	Three (03)
3.	Classification	Group 'B'
4.	LEVEL in the PAY MATRIX / Pay Band & Grade Pay (GP)	Pay Level-06 (Rs. 35400-112400) / PB-2 (Rs. 9300-34800) + GP Rs. 4200
5.	Whether selection or non-selection post	Not Applicable
6.	Age limit for direct recruits	35 years
7.	Educational and other qualifications required for direct recruits	<b>Essential:</b> i) Bachelor's Degree from a recognized University/ Institute. ii) Proficiency in Stenography in English/ Hindi with minimum speed of 80 w.p.m. iii) Proficiency in Typing in English/ Hindi with minimum speed of 35/ 30 w.p.m. iv) Knowledge of computer applications. v) One (01) year of experience as Stenographer in Central/ State Governments, University/ Research Institution or Autonomous organization.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
9.	Period of probation, if any	Two Years
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts	100% by direct recruitment
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Not Applicable
12.	Composition of Selection Committee	Not Applicable

## ENGINEERING SERVICES

### PAY STRUCTURE

(In Rupees)

Sl. No.	Name of Post	Group	Pay as per 6 <sup>th</sup> CPC [Pay Band + Grade Pay]	Pay as per 7 <sup>th</sup> CPC [Pay Level]	Sanctioned strength
1.	Executive Engineer	A	15600-39100 + 6600	6600	01
2.	Assistant Engineer (Electrical)	B	9300-34800 + 4600	4600	01
3.	Junior Engineer	B	9300-34800 + 4200	4200	02 (01-Civil, 01-Electrical)

**RECRUITMENT RULES FOR THE POST OF  
EXECUTIVE ENGINEER**

1.	Name of Post	<b>Executive Engineer</b>
2.	Number of Post	One (01)
3.	Classification	Group 'A'
4.	LEVEL in the PAY MATRIX / Pay Band & Grade Pay (GP)	Pay Level-11 (Rs. 66700-208700) / Rs. 15600-39100 (PB-3) + GP Rs. 6600 Note: The promotion criteria will be as per the UGC / Funding Agency as issued / amended from time to time.
5.	Whether selection or non-selection post	Not Applicable
6.	Age limit for direct recruits	50 years
7.	Educational and other qualifications required for direct recruits	<p><b>Essential:</b></p> <p>i) Bachelor's degree in Engineering (Civil) from a recognized University/ Institute or equivalent.</p> <p>ii) Eight (08) years of experience in relevant field as Assistant Engineer from CPWD/ State Government PWD services or similar organized services/ Semi Government/ PSU/ Statutory or Autonomous organization/ University System/ reputed private organizations.</p> <p>iii) Relaxation of two (02) years in experience will be given to those possessing Post-Graduate qualification in Construction Management/ Structural Engineering or equivalent fields.</p> <p><b>Desirable:</b></p> <p>i) At least two (02) years of experience as Executive Engineer, In-Charge of time bound construction projects of multistory buildings and have experience in planning/ estimation/ tendering as per the CPWD/ PWD norms. Good knowledge of CPWD manuals, preparation/ checking of estimates, drawings, structural details, bill of quantities, substitute/ deviation items statements and other associated issues related with building and constructions.</p> <p>ii) Knowledge of Computer Aided Design (CAD) and latest Management Technology/ other relevant software.</p>
8.	Whether age and educational qualifications prescribed for	Not Applicable

	direct recruits will apply in the case of promotees	
9.	Period of probation, if any	Two Years
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts	100% by direct recruitment, failing which by deputation
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	<p><b>Deputation:</b> Officers of the CPWD/ State Government PWD services or similar organized services/ Semi Government/ PSU/ Statutory or Autonomous organization/ University System:-</p> <p>(a) (i) holding analogous post on regular basis;</p> <p style="text-align: center;"><b>OR</b></p> <p>(ii) with five (05) years of regular service as Assistant Engineer possessing a degree in Engineering in the relevant area;</p> <p style="text-align: center;"><b>OR</b></p> <p>(iii) with eight (08) years of regular service as Assistant Engineer possessing Diploma in Engineering in the relevant area; <b>and</b></p> <p>(b) Possessing the qualifications and experience prescribed for direct recruitment under Col. No.7.</p>
12.	Composition of Selection Committee	As per the Cadre Recruitment Rules (Non-Teaching Employees), 2018 - Appendix-1

**RECRUITMENT RULES FOR THE POST OF  
ASSISTANT ENGINEER**

1.	Name of Post	<b>Assistant Engineer (Electrical)*</b>
2.	Number of Post	One (01)
3.	Classification	Group 'B'
4.	LEVEL in the PAY MATRIX / Pay Band & Grade Pay (GP)	Pay Level-07 (Rs. 44900-142400) / PB-2 (Rs. 9300-34800) + GP Rs. 4600
5.	Whether selection or non-selection post	Non-selection
6.	Age limit for direct recruits	35 years
7.	Educational and other qualifications required for direct recruits	<p><b>Essential:</b></p> <p><b>A.</b></p> <p>i) Bachelor's degree in Electrical Engineering from a recognized University/ Institute or equivalent.</p> <p>ii) Two (02) years of experience in relevant field as Junior Engineer from CPWD/ State Government PWD services or similar organized services/ Statutory or Autonomous organization/ University System/ reputed private organizations.</p> <p style="text-align: center;"><b>OR</b></p> <p><b>B.</b></p> <p>i) Diploma in Electrical Engineering from a recognized University/ Institute</p> <p>ii) Five (05) years of experience in relevant field as Junior Engineer from CPWD/ State Government PWD services or similar organized services/ Statutory or Autonomous organization/ University System/ reputed private organizations.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	<p><b>Age:</b> No</p> <p><b>Qualification:</b> Yes</p>
9.	Period of probation, if any	Two Years
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts	<p>50% by direct recruitment</p> <p>50% by promotion, failing which by deputation/ direct recruitment (as per the discretion of Competent Authority)</p>
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	<p><b>Promotion:</b> Junior Engineer in PB-2 (Rs. 9300-34800) + GP Rs. 4200 with three (03) years of regular service and possessing a degree in Engineering in the relevant field;</p> <p style="text-align: center;"><b>OR</b></p> <p>Junior Engineer in PB-2 (Rs. 9300-34800) + GP Rs. 4200 with five (05) years of regular service and possessing Diploma in Engineering in the</p>

		<p>relevant field.</p> <p><b>Deputation:</b> Officers of the CPWD/ State Government PWD services or similar organized services/ Semi Government/ PSU/ Statutory or Autonomous organization/ University System:-</p> <p>(a) (i) holding analogous post on regular basis;  <b>OR</b>  (ii) with three (03) years of regular service as Junior Engineer possessing a degree in Engineering in the relevant field;  <b>OR</b>  (iii) with five (05) years of regular service as Junior Engineer possessing Diploma in Engineering in the relevant field; <b>and</b></p> <p>(b) Possessing the qualifications and experience prescribed for direct recruitment under Col. No.7.</p>
12.	Composition of DPC and Selection Committee	As per the Cadre Recruitment Rules (Non-Teaching Employees), 2018 – Appendix-1

\*As per the resolution of the Executive Council in its 23<sup>rd</sup> meeting held on 27-6-2016 vide Agenda Item No. 23-3.2, the post of Assistant Engineer (Civil) has been re-designated as Assistant Engineer (Electrical)

**RECRUITMENT RULES FOR THE POST OF  
JUNIOR ENGINEER (CIVIL/ ELECTRICAL)**

1.	Name of Post	<b>Junior Engineer (Civil / Electrical)</b>
2.	Number of Post	Two (02) - 01(Civil), 01(Electrical)
3.	Classification	Group 'B'
4.	LEVEL in the PAY MATRIX / Pay Band & Grade Pay (GP)	Pay Level-06 (Rs. 35400-112400) / PB-2 (Rs. 9300-34800) + GP Rs. 4200
5.	Whether selection or non-selection post	Not Applicable
6.	Age limit for direct recruits	35 years
7.	Educational and other qualifications required for direct recruits	<p><b>Essential:</b> Bachelor's degree in Engineering (Civil/ Electrical) from a recognized University/ Institute;</p> <p style="text-align: center;"><b>OR</b></p> <p>Diploma in Engineering (Civil/ Electrical) from a recognized University/ Institute with at least two (02) years of experience in relevant field in CPWD/ State Government PWD services or similar organized services/ Statutory or Autonomous organization/ University System/ reputed private organizations.</p> <p><b>Desirable:</b> Working knowledge of AUTOCAD, other relevant software.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
9.	Period of probation, if any	Two Years
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts	100% by direct recruitment
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Not Applicable
12.	Composition of Selection Committee	Not Applicable

## SECURITY SERVICES

### PAY STRUCTURE

(In Rupees)

Sl. No.	Name of Post	Group	Pay as per 6 <sup>th</sup> CPC [Pay Band + Grade Pay]	Pay as per 7 <sup>th</sup> CPC [Pay Level]	Sanctioned strength
1.	Security Officer	B	9300-34800 + 4600	Pay Level 07	01
2.	Security Inspector	C	5200-20200 + 2800	Pay Level 05	01

**RECRUITMENT RULES FOR THE POST OF  
SECURITY OFFICER**

1.	Name of Post	<b>Security Officer</b>
2.	Number of Post	One (01)
3.	Classification	Group 'B'
4.	LEVEL in the PAY MATRIX / Pay Band & Grade Pay (GP)	Pay Level-7 (Rs. 44900-142400) / PB-2 (Rs. 9300-34800) + GP Rs. 4600
5.	Whether selection or non-selection post	Not Applicable
6.	Age limit for direct recruits	35 years
7.	Educational and other qualifications required for direct recruits	<b>Essential:</b> Bachelor's Degree with five (05) years of experience as Security Supervisor/ supervisory position in security in a Govt. Office, Educational Institution/ Private Organization of repute; <b>OR</b> Persons who have served in the Army or such Uniformed service at JCO Pay Level or above with at least Class 10 <sup>th</sup> standard pass or Army Class-I examination or an equivalent examination.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
9.	Period of probation, if any	Two Years
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts	100% by direct recruitment
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	<b>Deputation/ short-term contract:</b> Officers from the Central/ State Government, Universities and other Autonomous organizations:- (a) (i) holding analogous posts on regular basis; <b>OR</b> (ii) with three (03) years of regular service in the Pay Level-06 / PB-2 (Rs. 9300-34800) + GP Rs. 4200. (b) possessing qualifications with experience as prescribed at Col.7
12.	Composition of Selection Committee	As per the Cadre Recruitment Rules (Non-Teaching Employees), 2018 – Appendix-1

**RECRUITMENT RULES FOR THE POST OF  
SECURITY INSPECTOR**

1.	Name of Post	<b>Security Inspector</b>
2.	Number of Post	One (01)
3.	Classification	Group 'C'
4.	LEVEL in the PAY MATRIX / Pay Band & Grade Pay (GP)	Pay Level-05 (Rs. 29200-92300) / PB-1 (Rs. 5200-20200) + GP Rs. 2800
5.	Whether selection or non-selection post	Not Applicable
6.	Age limit for direct recruits	32 years
7.	Educational and other qualifications required for direct recruits	<b>Essential:</b> Bachelor's Degree with Three (03) years of experience as Security Supervisor/ supervisory position in security in a Govt. Office, Educational Institution/ Private Organization of repute; <b>OR</b> Persons who have served in the Army or such Uniformed service at JCO Pay Level or above with at least Class 10 <sup>th</sup> standard pass or Army Class-I examination or an equivalent examination.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
9.	Period of probation, if any	Two Years
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts	100% by direct recruitment
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Not Applicable
12.	Composition of Selection Committee	Not Applicable

**TECHNICAL/ LABORATORY/  
INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) SERVICES**

**PAY STRUCTURE**

(In Rupees)

<b>Sl. No.</b>	<b>Name of Post</b>	<b>Group</b>	<b>Pay as per 6<sup>th</sup> CPC [Pay Band + Grade Pay]</b>	<b>Pay as per 7<sup>th</sup> CPC [Pay Level]</b>	<b>Sanctioned strength</b>
1.	System Analyst	A	15600-39100 + 5400	Pay Level 10	01
2.	Senior Technical Assistant (Laboratory-05 posts/ ICT-02 posts)	B	9300-34800 + 4200	Pay Level 06	07
3.	Technical Assistant	C	5200-20200 + 2800	Pay Level 05	08
4.	Laboratory Assistant	C	5200-20200 + 2400	Pay Level 04	13
5.	Laboratory Attendant	C	5200-20200 + 1800	Pay Level 01	12

**RECRUITMENT RULES FOR THE POST OF  
SYSTEM ANALYST**

1.	Name of Post	<b>System Analyst</b>
2.	Number of Post	One (01)
3.	Classification	Group 'A'
4.	LEVEL in the PAY MATRIX / Pay Band & Grade Pay (GP)	Pay Level-10 (56100 -177500)/ Rs. 15600-39100 (PB-3) + GP Rs. 5400
5.	Whether selection or non-selection post	Not Applicable
6.	Age limit for direct recruits	40 years
7.	Educational and other qualifications required for direct recruits	<b>Essential:</b> First class M.Tech./ M.E. (Computer Science/ Information Technology) or equivalent <b>OR</b> First class B.E./ B. Tech. (Computer Science/ Information Technology) or equivalent with two years of relevant experience. <b>OR</b> First Class Master in Computer Applications (MCA) or equivalent with two years of relevant experience. <b>OR</b> M.Sc. (Computer Science/ Information Science) from a recognized University/ Institute with three (03) years of relevant experience
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
9.	Period of probation, if any	Two Years
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts	100% by direct recruitment
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Not Applicable
12.	Composition of Selection Committee	As per the Cadre Recruitment Rules (Non-Teaching Employees), 2018 – Appendix-1

**RECRUITMENT RULES FOR THE POST OF  
SENIOR TECHNICAL ASSISTANT (LABORATORY/ ICT)**

1.	Name of Post	<b>Senior Technical Assistant (Laboratory/ ICT)</b>
2.	Number of Post	Seven (07) [02-Instrumental, 01-Physical Science, 01-Chemical Science, 01-Biological Science, 02-ICT]
3.	Classification	Group 'B'
4.	LEVEL in the PAY MATRIX / Pay Band & Grade Pay (GP)	Pay Level-06 (Rs. 35400-112400) / PB-2 (Rs. 9300-34800) + GP Rs. 4200
5.	Whether selection or non-selection post	Selection
6.	Age limit for direct recruits	35 years
7.	Educational and other qualifications required for direct recruits	<p><b>Essential:</b></p> <p>i) <u>STA (ICT):</u> First class M. Tech./ M.E. (Computer Science/ Information Technology) from a recognized University/ Institute. <b>OR</b> First Class Master in Computer Applications (MCA) from a recognized University/ Institute. <b>OR</b> First Class M.Sc. in Computer Science from a recognized University/ Institute. <b>AND</b> Three (03) years of relevant experience.</p> <p>ii) <u>STA (Instrumentation):</u> M.Tech./ M.E. in Instrumentation with at least 60% of marks from a recognized University/ Institute with three (03) years' experience of maintenance of scientific instruments;</p> <p>iii) <u>STA (Physical Science):</u> Master's degree in Physics or M.Tech./ M.E. in Electrical/ Electronics &amp; Communication/ Instrumentation, with at least 60% of marks from a recognized University/ Institute with three (03) years' working experience in a recognized University/ National Level R&amp;D Laboratory</p> <p>iv) <u>STA (Chemical Science):</u> Master's degree in Chemistry with at least 60% of marks from a recognized University/ Institute with three (03) years of working experience in a recognized University/ National Level R&amp;D Laboratory</p>

		v) <u>STA (Biological Science):</u> Master's degree in Biotechnology/ Microbiology/ Biochemistry/ Environmental Science with at least 60% of marks from a recognized University/ Institute with three (03) years of working experience in a recognized University/ National Level R&D Laboratory;
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	<b>Age:</b> No  <b>Qualification:</b> No, but must possess at least Bachelor's degree in relevant stream from a recognized University/ Institute.
9.	Period of probation, if any	Two Years
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts	50% by direct recruitment (03 posts)  50% by promotion (04 posts), failing which by deputation/ direct recruitment (as per the discretion of Competent Authority)
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	<b>Promotion:</b> Technical Assistant with five (05) years of regular service in the Pay Level-05 / PB-1 (Rs. 5200-20200) + GP Rs. 2800 and qualifying departmental test.
12.	Composition of DPC and Selection Committee	As per the Cadre Recruitment Rules (Non-Teaching Employees), 2018 – Appendix-1

**RECRUITMENT RULES FOR THE POST OF  
TECHNICAL ASSISTANT**

1.	Name of Post	<b>Technical Assistant</b>
2.	Number of Post	Eight (08)*
3.	Classification	Group 'C'
4.	LEVEL in the PAY MATRIX / Pay Band & Grade Pay (GP)	Pay Level-05 (Rs. 29200-92300) / PB-1 (Rs. 5200-20200) + GP Rs. 2800
5.	Whether selection or non-selection post	Selection
6.	Age limit for direct recruits	32 years
7.	Educational and other qualifications required for direct recruits	<p><b>Essential:</b></p> <p>i) <u>TA (ICT):</u> First Class B. Tech./ B.E. (Computer Science/ Information Technology) from a recognized University/ Institute.</p> <p style="text-align: center;"><b>OR</b></p> <p>First Class Master in Computer Applications (MCA) from a recognized University/ Institute.</p> <p style="text-align: center;"><b>OR</b></p> <p>First Class M.Sc. in Computer Science from a recognized University/ Institute.</p> <p style="text-align: center;"><b>AND</b></p> <p>Two (02) years of relevant experience.</p> <p>ii) <u>TA (Instrumentation):</u> M.Sc. in Instrumentation / Electronics/ Electrical or B. Tech./ B.E. in Instrumentation/ Electronics/ Electrical, with at least 60% from a recognized University with two (02) years of experience of maintenance scientific instruments;</p> <p>iii) <u>TA (Physical):</u> Bachelor's degree in Physics or B.Tech./ B.E. in Electrical/ Electronics &amp; Communication/ Instrumentation, with at least 60% of marks from a recognized University/ Institute with two (02) years of working experience in relevant field.</p> <p>iv) <u>TA (Chemical Science):</u> Bachelor's degree in Chemistry with at least 60% of marks from a recognized University with two (02) years of working experience in relevant field.</p> <p>v) <u>TA (Biological Science):</u></p>

		Bachelor's degree in Biotechnology / Microbiology / Biochemistry / Environmental Science with at least 60% of marks from a recognized University with two (02) years of working experience in relevant field.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	<b>Age:</b> No <b>Qualification:</b> No, but must possess at least Bachelor's degree in relevant stream from a recognized University/ Institute.
9.	Period of probation, if any	Two Years
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts	50% by direct recruitment  50% by promotion, failing which by deputation/ direct recruitment (as per the discretion of Competent Authority)
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	<b>Promotion:</b> Laboratory Assistant with five (05) years of regular service in the Pay Level-04 / PB-1 (Rs. 5200-20200) + GP Rs. 2400.
12.	Composition of DPC	As per the Cadre Recruitment Rules (Non-Teaching Employees), 2018 - Appendix-1

\* Note: The number of post/s shall be earmarked for ICT, Instrumentation and other laboratories as per the requirement.

**RECRUITMENT RULES FOR THE POST OF  
LABORATORY ASSISTANT**

1.	Name of Post	<b>Laboratory Assistant</b>
2.	Number of Post	Thirteen (13)*
3.	Classification	Group 'C'
4.	LEVEL in the PAY MATRIX / Pay Band & Grade Pay (GP)	Pay Level-04 (Rs. 25500-81100)** / PB-1 (Rs. 5200-20200) + GP Rs. 2400
5.	Whether selection or non-selection post	Selection
6.	Age limit for direct recruits	30 years
7.	Educational and other qualifications required for direct recruits	<b>Essential:</b> Bachelor's degree in Science or other relevant field from a recognized University;  <b>Desirable:</b> Experience in Science Laboratories of Academic/ Research institutions.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	<b>Age:</b> No  <b>Qualification:</b> Yes
9.	Period of probation, if any	Two Years
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts	75% by direct recruitment  25% by promotion based on a departmental test, failing which by deputation/ direct recruitment (as per the discretion of Competent Authority)
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	<b>Promotion:</b> Laboratory Attendant with five (05) years of regular service in Pay Level-01 / PB-1 (Rs. 5200-20200) + GP Rs. 1800 and qualifying departmental test.
12.	Composition of DPC and Selection Committee	As per the Cadre Recruitment Rules (Non-Teaching Employees), 2018 – Appendix-1

\* Note: The number of post/s shall be earmarked for ICT, Instrumentation and other laboratories as per the requirement.

\*\* As per the resolution passed by the Executive Council of the University in its 22<sup>nd</sup> meeting held on 3rd March, 2016 vide agenda item no. 22-3.2 based on UGC letter no. F.No. 40-1/2004(JCRC) Vol.III dated 04.04.2015.

**RECRUITMENT RULES FOR THE POST OF  
LABORATORY ATTENDANT**

1.	Name of Post	<b>Laboratory Attendant</b>
2.	Number of Post	Twelve (12)
3.	Classification	Group 'C'
4.	LEVEL in the PAY MATRIX / Pay Band & Grade Pay (GP)	Pay Level-01 (Rs. 18000-56900) / PB-1 (Rs. 5200-20200) + GP Rs. 1800
5.	Whether selection or non-selection post	Not Applicable
6.	Age limit for direct recruits	30 years
7.	Educational and other qualifications required for direct recruits	<b>Essential:</b> 10+2 or its equivalent examination with Science subjects from a recognised Board.  <b>Desirable:</b> Experience of working in a Science Laboratory
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
9.	Period of probation, if any	Two Years
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts	100% by direct recruitment
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Not Applicable
12.	Composition of Selection Committee	As per the Cadre Recruitment Rules (Non-Teaching Employees), 2018 - Appendix-1

**GUEST HOUSE/ HOSTEL/ CANTEEN SERVICES**

**PAY STRUCTURE**

(In Rupees)

<b>Sl. No.</b>	<b>Name of Post</b>	<b>Group</b>	<b>Pay as per 6<sup>th</sup> CPC [Pay Band + Grade Pay]</b>	<b>Pay as per 7<sup>th</sup> CPC [Pay Level]</b>	<b>Sanctioned strength</b>
1.	Cook (Ordinary Grade)	C	5200-20200 + 1900	Pay Level 02	02
2.	Cook (Grade-II)	C	5200-20200 + 2400	Pay Level 04	01
3.	Kitchen Attendant	C	5200-20200 + 1800	Pay Level 01	02
4.	Hostel Attendant	C	5200-20200 + 1800	Pay Level 01	02

**RECRUITMENT RULES FOR THE POST OF  
COOK (ORDINARY GRADE)**

1.	Name of Post	<b>Cook (Ordinary Grade)</b>
2.	Number of Post	02 (03 for all Pay Level)
3.	Classification	Group 'C'
4.	LEVEL in the PAY MATRIX / Pay Band & Grade Pay (GP)	Pay Level-02 (Rs. 19900-63200) / PB-1 (Rs. 5200-20200) + GP Rs. 1900
5.	Whether selection or non-selection post	Selection
6.	Age limit for direct recruits	30 years
7.	Educational and other qualifications required for direct recruits	<p><b>Essential:-</b></p> <p>i) Class 10<sup>th</sup> Standard from a recognized School/ Board</p> <p>ii) Two (02) years of experience in cooking/ catering services in educational institutions/ guest houses, reputed hotels, restaurants or similar organizations.</p> <p><b>Desirable:-</b></p> <p>i) ITI Trade Certificate in Bakery &amp; Confectionery (one year duration)</p> <p>ii) Experience in preparation of vegetarian and non-vegetarian food items both of South Indian/ North Indian cuisine and Continental cuisine.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	<p><b>Age:</b> No</p> <p><b>Qualification:</b> Yes</p>
9.	Period of probation, if any	Two Years
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts	<p>50% by direct recruitment</p> <p>50% by promotion according to seniority-cum-fitness and qualifying trade test, failing which by direct recruitment.</p>
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	<b>Promotion:</b> Kitchen Attendant with five (05) years of regular service in Pay Level-01 / PB-1 (Rs. 5200-20200) + GP Rs. 1800 and qualifying trade test.
12.	Composition of DPC and Selection Committee	As per the Cadre Recruitment Rules (Non-Teaching Employees), 2018 – Appendix-1

**RECRUITMENT RULES FOR THE POST OF  
COOK (GRADE-II)**

1.	Name of Post	<b>Cook (Grade-II)</b>
2.	Number of Post	01 (03 for all Pay Level)
3.	Classification	Group 'C'
4.	LEVEL in the PAY MATRIX / Pay Band & Grade Pay (GP)	Pay Level-04 (Rs. 25500-81100) / PB-1 (Rs. 5200-20200) + GP Rs. 2400
5.	Whether selection or non-selection post	Non-Selection
6.	Age limit for direct recruits	Not Applicable
7.	Educational and other qualifications required for direct recruits	Not Applicable
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
9.	Period of probation, if any	Not Applicable
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts	100% by Promotion, failing which by direct recruitment as Cook (Ordinary Grade) as per the discretion of Competent Authority.
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	<b>Promotion:</b> Cook (Ordinary Grade) with eight (08) years of regular service in Pay Level-02 / PB-1 (Rs. 5200-20200) + GP Rs. 1900 and qualifying trade test.
12.	Composition of DPC	As per the Cadre Recruitment Rules (Non-Teaching Employees), 2018 – Appendix-1

**RECRUITMENT RULES FOR THE POST OF  
KITCHEN ATTENDANT**

1.	Name of Post	<b>Kitchen Attendant</b>
2.	Number of Post	Two (02)
3.	Classification	Group 'C'
4.	LEVEL in the PAY MATRIX / Pay Band & Grade Pay (GP)	Pay Level-01 (Rs. 18000-56900) / PB-1 (Rs. 5200-20200) + GP Rs. 1800
5.	Whether selection or non-selection post	Not Applicable
6.	Age limit for direct recruits	30 years
7.	Educational and other qualifications required for direct recruits	<b>Essential:-</b> i) Class 10 <sup>th</sup> Standard from a recognized School/ Board. <b>OR</b> ITI Trade Certificate in the relevant field ii) Two (02) years of experience as Cook Apprentice in cooking/ catering services in educational institutions/ guest houses, reputed hotels, restaurants and similar facilities
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
9.	Period of probation, if any	Two Years
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts	100% by direct recruitment
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Not Applicable
12.	Composition of Selection Committee	As per the Cadre Recruitment Rules (Non-Teaching Employees), 2018 – Appendix-1

**RECRUITMENT RULES FOR THE POST OF  
HOSTEL ATTENDANT**

1.	Name of Post	<b>Hostel Attendant</b>
2.	Number of Post	Two (02)
3.	Classification	Group 'C'
4.	LEVEL in the PAY MATRIX / Pay Band & Grade Pay (GP)	Pay Level-01 (Rs. 18000-56900) / PB-1 (Rs. 5200-20200) + GP Rs. 1800
5.	Whether selection or non-selection post	Not Applicable
6.	Age limit for direct recruits	30 years
7.	Educational and other qualifications required for direct recruits	<b>Essential:</b> Matriculation or equivalent pass <b>OR</b> ITI pass  <b>Desirable:</b> Two (02) years of experience of working in a Hostel/ Canteen/ Hotel or similar organizations.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
9.	Period of probation, if any	Two Years
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts	100% by direct recruitment
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Not Applicable
12.	Composition of Selection Committee	Not Applicable

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

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

(a) Selection Committee for statutory posts like **Registrar, Finance Officer, Controller of Examinations**, etc.:

As per Statue 18(2) of the Statutes of the Central Universities Act, 2009 and as amended from time to time.

(b) Selection Committee for the posts of **Assistant Librarian, Deputy Librarian, Librarian**:

As per UGC Regulations, 2018 and as amended from time to time.

(c) Selection Committee / Departmental Promotion Committee for the post of **Assistant Registrar and above** (other than statutory posts):

1.	Vice-Chancellor/ Pro-Vice-Chancellor* (*in the absence of Vice-Chancellor) or nominee of the Vice Chancellor not below the rank of Professor	:	Chairman
2.	Two members from amongst the members of Executive Council to be nominated by the Executive Council	:	Member
3.	Two expert, not in service of the University, nominated by the Vice Chancellor	:	Member
4.	A representative of SC/ST/OBC/Minority/Women/Differently-abled categories, if any of candidate representing these categories is the applicant, to be nominated by the Vice Chancellor, if any of the above members of the Selection Committee do not belong to that category.	:	Member
5.	The Head of Department concerned	:	Member
6.	Registrar	:	Member-Secretary

(d) Departmental Promotion Committee for the **Technical posts below Assistant Registrar:**

1.	Dean of the concerned School of Studies	:	Chairman
2.	One member of Executive Council to be nominated by the Executive Council	:	Member
3.	Two experts, not in service of the University, nominated by the Vice Chancellor	:	Members
4.	A representative of SC/ST/OBC/ Minority/ Women/ Differently-abled categories, if any of candidate representing these categories is the applicant, to be nominated by the Vice Chancellor, if any of the above members of the Selection Committee do not belong to that category.	:	Member
5.	The Head of the Department / Centre / Institution concerned	:	Member
6.	Registrar / Deputy Registrar* (*in the absence of Registrar, to be nominated by the Vice Chancellor)	:	Member-Secretary

(e) Departmental Promotion Committee for **Non-Technical posts below Assistant Registrar:**

1.	Registrar	:	Chairman
2.	One member nominated by the Executive Council	:	Member
3.	Finance Officer or Controller of Examinations or Librarian, nominated by the Vice Chancellor	:	Member
4.	A representative of SC/ST/OBC/ Minority/ Women/ Differently-abled categories, if any of candidate representing these categories is the applicant, to be nominated by the Vice Chancellor, if any of the above members of the selection committee do not belong to that category.	:	Member
5.	Two Experts, not in the service of the University, nominated by the Vice-Chancellor,	:	Members
6.	Any one Deputy Registrar, nominated by the Vice Chancellor	:	Member-Secretary



**Procedure, Components for Skill / Trade Test, Written Test, Short listing criteria, and the Interview (only for 'Group-A' posts) for recruitment on various non-teaching posts**

[Posts as mentioned in the Schedule to the CRR (Non-Teaching Employees), 2018]

Keeping in view the instructions / rules of Government of India / MHRD / UGC, the University has decided the procedure, Components for Skill / Trade Test, Written Test and Short listing criteria for recruitment on various non-teaching posts as follows:

**(A) GROUP 'A' POSTS [from Pay Level 10 and above]**

The step-wise procedure, Components for Written Test, Interview and Short listing criteria for recruitment on the Group 'A' Posts are as follows:

**Step-I:** On the basis of minimum academic qualifications, age, experience for the Post under direct recruitment, the applications of the candidates will be scrutinized and the candidates, who fulfill minimum eligibility criteria, will be declared eligible provisionally for Skill/Trade/Written Test.

During the scrutiny of candidates' application for the post of **System Analyst**, the followings **shall be considered** as experience:

- (a) Relevant experience as Technical Analyst or its equivalent.
- (b) Teaching experience as lecturer or equivalent in computer science/IT /relevant field.
- (c) JRF/SRF/ Technical Analyst in Computer/ IT/ relevant field

During the scrutiny of candidates' application for the post of **Hindi Officer**, the followings **shall not be considered** as relevant experience:

- (a) School teaching experience.
- (b) Hour basis teaching and or job experience.
- (c) Publishing house work experience.
- (d) M. Phil & Ph. D degree period

The list of provisionally eligible / ineligible candidates will be displayed on the University Website, and grievance (if any) will be invited through email from the candidates within seven days for consideration.



**Step-II:** After considering the grievance(s), the list of eligible / ineligible candidates will be notified on the University Website and the eligible candidates will be called for written test accordingly.

**Criteria and Components of Written test for Group 'A' posts:**

**(1) Paper-I: Multiple Choice Questions (MCQs):**

S. No.	Subject	No. of MCQs	Max. Marks	Duration
1.	Language proficiency in English, General Knowledge, Analytical Ability, University System, Central Universities Act, 2009, Statutes and Ordinances, Office Procedures, Filing, Noting, Drafting, Basic GoI Rules etc.	50	50	1½ hrs
2.	Questions relevant to subject / work profile of the Post	50	50	
<b>Total</b>		<b>100</b>	<b>100</b>	

**Note-** Language of the test paper will be English only. Each correct answer will carry 01 mark and for each wrong answer, 0.25 marks will be deducted. Qualifying marks in written test (Paper-I) will be 35.

**(2) Paper-II: Descriptive Type Questions:**

S. No.	Subject/Syllabus	No. of Questions	Maximum Marks	Duration
1	Language proficiency in English University System, Central Universities Act, 2009, Statutes and Ordinances, Office Procedures, Filing, Noting, Drafting, and Basic GoI Rules, Current Affairs <b>and / or</b> questions relevant to subject / work profile of the Posts	05 to 10	50 marks	1 hour
<i><b>NB:</b> The Answer Script of Paper-II of a candidate would be evaluated, only if the candidate qualifies in Paper-I (min. 35 marks).</i>				



**Step-III:** The candidates will be shortlisted for the interview in the ratio of not exceeding 1:15 (ratio between number of posts and number of candidates) on the basis of the academic career, experiences, and performance in the written test.



**Step-IV:** Interview and selection of the candidates in order of merit.

**Weightage:**

Criteria	Weightage/ Marks (Max.)
80% of the total marks secured in the short listing process (out of 100) as mentioned in <b>step-III</b>	80
Interview	20
<b>Total</b>	<b>100</b>

The interview/personality test shall be conducted in such a manner that the candidates' suitability for the post is probed among other things, through academic qualifications, relevant experience, extra-curricular activities, knowledge, general awareness, communication and problem solving skills and overall domain knowledge to discharge duties of the cadre post(s).

**(B) GROUP 'B' POSTS [from Pay Level 06 to 09]**

The step-wise procedure, Components for Skill / Trade Test, Written Test and Short listing criteria for recruitment on the **Group 'B' Posts** are as follows:

**Step-I:** All the candidates who submit application form for Group 'B' posts will be invited to appear for Skill/ Trade Test. It will be the responsibility of the individual candidate to ensure that he/she fulfills the minimum eligibility criteria. In case after the Skill/ Trade Test, he/she is found to not fulfill minimum eligibility/ qualification for the post, his/her application will be treated as cancelled.

**Scheme / Criteria for Skill / Trade Test for Group 'B' posts**

**Posts:** Section Officer, Assistant, Professional Assistant (Library cadre)

Subject	Max. Marks	Description
Test in MS Word (Skill in noting and drafting)	40	
Test in MS Excel (Data Analysis, subject / work profile of the Post )	40	
Presentation in MS Power Point	20	
<b>Total marks</b>	<b>100</b>	<b>Qualifying Marks: 35</b>

**Posts:** Private Secretary, Personal Assistant

<b>Subject</b>	<b>Duration Max.: 1h35m</b>	<b>Max. Marks</b>	<b>Description</b>
Dictation of test passage in English and/ or Hindi at the speed of words per minute as specified in the RR of the post	10 min.	10	
Transcription: on Computer	English: 40 min. / Hindi: 55 min.	20	
Computer proficiency (Typing Skill, Word Processing, Spread sheet, Internet, E-mail communication, etc.)	30 min.	20	
<b>Total marks</b>		<b>50</b>	<b>Qualifying Marks: 18</b>
<b>Note:</b> Dictation of trial passage of 02 minutes duration will be given before the test passage in English / Hindi.			

**Posts:** Senior Technical Assistant (ICT) / Senior Technical Assistant (Laboratory)

<b>Subject</b>	<b>Max. Marks</b>	<b>Description</b>
Hands-on Laboratory Practices, Basic Principles & Operation of various Instruments and other relevant Laboratory Tools (Subject/ Department Concerned)	50	Duration :
<b>Total marks</b>	<b>50</b>	<b>Qualifying Marks: 18</b>

**Post:** Security Officer, Assistant Engineer, Junior Engineer (Civil/ Electrical), Nurse/ Compounder and Hindi Translator

<b>Subject</b>	<b>Max. Marks</b>	<b>Description</b>
Work Profile, duties of the concerned post	50	
<b>Total marks</b>	<b>50</b>	<b>Qualifying Marks: 18</b>



**Step-II:** The result of the Skill Test will be prepared and displayed on the Notice Board / University website. On the basis of qualifying mark in the Skill Test, the successful candidates will be scrutinized and only eligible candidates will be called for written test accordingly.

## **Criteria and Components of Written test for Group 'B' posts:**

Multiple Choice Questions (MCQs):

S. No.	Subject	No. of MCQs	Max. Marks	Duration
1.	Language proficiency in English, General Knowledge, Analytical Ability, University System, Central Universities Act, 2009, Statutes and Ordinances, Office Procedures, Filing, Noting, Drafting, Basic GoI Rules etc.	50	50	1.5 hours
2.	Questions relevant to subject / work profile of the Post	50	50	
<b>Total</b>		<b>100</b>	<b>100</b>	<b>Qualifying marks: 35</b>

**Note-** Language of the test paper will be English only. Each correct answer will carry 01 mark and for each wrong answer, 0.25 marks will be deducted. Qualifying marks in written test will be 35.



**Step-IV:** Preparation of Merit List for selection:-

1. All those candidates who qualify in the **Written Test** will be ranked according to the marks obtained.
2. Merit list of the candidates will be prepared on the basis of the academic career, experiences, performance in the Skill Test and/or Written Test.
3. The candidate having more marks in aggregate in the written test/degree/diploma /experience (if any) which is defined as the minimum eligibility for the respective post, will be given preference.
4. Tie cases (equal marks in overall process) will be resolved using-
  - i) Candidates with higher marks in Written Test will be placed above those with lower marks
  - ii) Despite the above, in case of further bunching/bracketing of candidates, the candidate senior in age (born earlier) will be given preference.
  - iii) In case, above mentioned option is exhausted, it will be decided through draw of lots.

## **(C) GROUP 'C' POSTS [from Pay Level 01 to 05]**

The step-wise procedure, Components for Skill / Trade Test, Written Test and Short listing criteria for recruitment on the **Group 'C' Posts** are as follows:

**Step-I:** All the candidates who submit application form for Group 'B' posts will be invited to appear for Skill/ Trade Test. It will be the responsibility of the individual candidate to ensure that he/she fulfills the minimum eligibility criteria. In case after the Skill/ Trade Test, he/she is found to not fulfill minimum eligibility/ qualification for the post, his/her application will be treated as cancelled.

**Scheme / Criteria for Skill / Trade Test for Group 'C' posts**

**Posts:** Upper Division Clerk, Semi Professional Assistant (Library Cadre), Lower Division Clerk, Library Assistant

**Trade Test:** Only for the post of Lower Division Clerk and Library Assistant

<b>Subject</b>	<b>Max. Marks</b>	<b>Description</b>
<b>Post: Lower Division Clerk</b> Typing Speed Test in English or Hindi* on Computer: 10 min.	10 marks (Beyond 35 wpm in English / 30 wpm in Hindi, every increment of one correct word per minute will be awarded with 0.5 mark)	<b>Qualifying Criteria:</b> Minimum typing speed of 35 wpm in English OR 30 wpm in Hindi
<b>Post: Library Assistant</b> Typing Speed Test in English on Computer: 10 min.	10 marks (Beyond 30 wpm in English, every increment of one correct word per minute will be awarded with 0.5 mark)	<b>Qualifying Criteria:</b> Minimum typing speed of 30 wpm in English
<p><b>Note:</b> (1) *The candidates for the post of LDC are required to indicate their option either for English or Hindi while applying for the post.</p> <p>(2) Before starting the test, 05 minutes will be given to the candidates for practice / to make ensure that computers and keyboards are in working condition.</p> <p>(3) Typing Test for the post of LDC and Library Assistant is of qualifying in nature. Only those candidates, who qualify in Typing Speed Test, will be permitted to appear in the Skill Test.</p> <p>(4) All the candidates for the post of UDC and Semi Professional Assistant (Library Cadre) will be allowed for appearing in Computer Skill Test.</p>		

**Computer Skill Test:** Upper Division Clerk, Semi Professional Assistant (Library Cadre), Lower Division Clerk, Library Assistant

<b>Subject</b>	<b>Max. Marks</b>	<b>Description</b>
Test in MS Word (Communication skills and work profile of the post )	40	
Test in MS Excel (Data Analysis, subject / work profile of the Post )	30	
Presentation in MS Power Point	20	
<b>Total marks</b>	<b>100</b>	<b>Qualifying Marks: 35</b>

**Post:** Driver

<b>Subject</b>	<b>Max. Marks</b>	<b>Description</b>
Hands-on Driving Practices, Rules & Regulations of Traffic, Driving of Four & Six Wheelers etc.	50	
<b>Total marks</b>	<b>50</b>	<b>Qualifying Marks: 18</b>

**Posts:** Technical Assistant

<b>Subject</b>	<b>Max. Marks</b>	<b>Description</b>
Hands-on Laboratory Practices, Basic Principles & Operation of various Instruments and other relevant Laboratory Tools (Subject/ Department Concerned)	50	
<b>Total marks</b>	<b>50</b>	<b>Qualifying Marks: 18</b>

**Posts:** Laboratory Assistant, Laboratory Attendant

<b>Subject</b>	<b>Max. Marks</b>	<b>Description</b>
Hands-on Laboratory Practices, Basic Principles of various Instruments and other relevant Laboratory Tools	50	
<b>Total marks</b>	<b>50</b>	<b>Qualifying Marks: 18</b>

**Posts:** Cook, Kitchen Attendant

<b>Subject</b>	<b>Max. Marks</b>	<b>Description</b>
Hands-on Kitchen Practices, Kitchen Safety Guidelines, Rules & Regulations etc.	50	
<b>Total marks</b>	<b>50</b>	<b>Qualifying Marks: 18</b>

**Posts:** MTS

<b>Subject</b>	<b>Max. Marks</b>	<b>Description</b>
Hands-on practices and duties of MTS like physical maintenance of records, general cleanliness & upkeep, carrying of files & other papers, photocopying, sending of FAX etc., other non-clerical work, assisting in routine office work like diary, despatch etc., including on computer, watch & ward duties, driving of vehicles, upkeep of parks, lawns, potted plants, etc.	50	
<b>Total marks</b>	<b>50</b>	<b>Qualifying Marks: 18</b>

**Posts:** Hostel Attendant

<b>Subject</b>	<b>Max. Marks</b>	<b>Description</b>
Hands-on Hostel Practices, Rules & Regulations of Hostels etc.	50	
<b>Total marks</b>	<b>50</b>	<b>Qualifying Marks: 18</b>

**Posts:** Security Inspector, Library Attendant, Pharmacist and Dresser

<b>Subject</b>	<b>Max. Marks</b>	<b>Description</b>
Hands-on practices/ Work Profile, duties of the concerned post	50	
<b>Total marks</b>	<b>50</b>	<b>Qualifying Marks: 18</b>



**Step-III:** The result of the Skill Test (wherever applicable) will be prepared and displayed on the Notice Board / University website. On the basis of qualifying mark in the Skill Test, the successful candidates will be scrutinized and only eligible candidates will be called for written test accordingly.

**Criteria and Components of Written test for Group 'C' posts:**

Multiple Choice Questions (MCQs)

<b>S. No.</b>	<b>Subject</b>	<b>No. of MCQs</b>	<b>Max. Marks</b>	<b>Duration</b>
1.	Language proficiency in English, General Knowledge, Analytical Ability, University System, Central Universities Act, 2009, Statutes and Ordinances, Office Procedures, Filing, Noting, Drafting, Basic GoI Rules etc.	50	50	1.5 hours
2.	Questions relevant to subject / work profile of the Post	50	50	
<b>Total</b>		<b>100</b>	<b>100</b>	

**Note-** Language of the test paper will be English only. Each correct answer will carry 01 mark and for each wrong answer, 0.25 marks will be deducted. Qualifying marks in written test will be 35.



**Step-IV:** Preparation of Merit List for selection:-

1. All those candidates who qualify in the **Written Test** will be ranked according to the marks obtained.
2. Merit list of the candidates will be prepared on the basis of the academic career, experiences, performance in the Skill Test and/or Written Test.
3. The candidate having more marks in aggregate in the written test/degree/diploma /experience (if any) which is defined as the minimum eligibility for the respective post, will be given preference.
4. Tie cases (equal marks in overall process) will be resolved using-
  - i) Candidates with higher marks in Written Test will be placed above those with lower marks
  - ii) Despite the above, in case of further bunching/bracketing of candidates, the candidate senior in age (born earlier) will be given preference.
  - iii) In case, above mentioned option is exhausted, it will be decided through draw of lots.