

## SUMMARY OF POSTS

Sl. No.	Name of Post	Group	Core Pay Scale as per 6 <sup>th</sup> CPC		7 <sup>th</sup> CPC Pay Matrix	No. of posts
			Pay Band (Rs.)	Grade Pay (Rs.)		
<b>ADMINISTRATIVE / MINISTERIAL SERVICES</b>						
1	Registrar	A	37400-67000	10000	Level 14	1
2	Finance Officer	A	37400-67000	10000	Level 14	1
3	Controller of Examination	A	37400-67000	10000	Level 14	1
4	Deputy Registrar	A	15600-39100	7600	Level 12	2
5	Assistant Registrar	A	15600-39100	5400	Level 10	4
6	Section Officer	B	9300-34800	4600	Level 7	6
7	Assistant	B	9300-34800	4200	Level 6	8
8	Upper Division Clerk	C	5200-20200	2400	Level 4	9
9	Lower Division Clerk (4 posts of Care taker merged with LDC cadre)	C	5200-20200	1900	Level 2	19
10	Multi Tasking Staff	C	5200-20200	1800	Level 1	6
<b>ISOLATED SERVICES</b>						
11	Internal Audit Officer	A	15600 – 39100	7600	Level 12	1
12	Public Relation Officer	A	15600-39100	5400	Level 10	1
13	Statistical Assistant	C	5200-20200	2800	Level 5	1
<b>SECRETARIAL SERVICES</b>						
14	Private Secretary	B	9300 – 34800	4600	Level 7	5
15	Personal Assistant	B	9300 – 34800	4200	Level 6	3
<b>LIBRARY SERVICES</b>						
16	Librarian	A	37400-67000	10000	Academic Level 14	1
17	Deputy Librarian	A	15600-39100	8000	Academic	1

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Sl. No.	Name of Post	Group	Core Pay Scale as per 6 <sup>th</sup> CPC		7 <sup>th</sup> CPC Pay Matrix	No. of posts
			Pay Band (Rs.)	Grade Pay (Rs.)		
					Level 12	
18	Assistant Librarian	A	15600-39100	6000	Academic Level 10	2
19	Information Scientist	A	15600-39100	5400	Level 10	1
20	Professional Assistant	B	9300 – 34800	4200	Level 6	1
21	Semi Professional Assistant	C	5200 – 20200	2800	Level 5	2
22	Library Assistant	C	5200 – 20200	2400	Level 4	2
23	Library Attendant	C	5200 – 20200	1800	Level 1	4
<b>TECHNICAL/LABORATORY SERVICES</b>						
24	Technical Assistant	C	5200-20200	2800	Level 5	2
25	Laboratory Assistant	C	5200 – 20200	2400	Level 4	4
26	Laboratory Attendant	C	5200 – 20200	1800	Level 1	2
<b>INFORMATION AND COMMUNICATION TECH. SERVICES</b>						
27	System Analyst	A	15600 – 39100	5400	Level 10	1
28	Senior Technical Assistant (ICT)	B	9300 – 34800	4200	Level 6	1
29	Technical Assistant (ICT)* * Out of three sanctioned post of Technical Assistant, 01 post of TA has been earmarked for ICT)	C	5200-20200	2800	Level 5	1
<b>MEDICAL SERVICES</b>						
30	Medical Officer	A	15600 – 39100	5400	Level 10	2
31	Nurse	B	9300 – 34800	4200	Level 6	1
32	Pharmacist	C	5200 – 20200	2800	Level 5	1
33	Medical Attendant/ Dresser	C	5200 – 20200	1800	Level 1	1
<b>ENGINEERING SERVICES</b>						
34	Executive Engineer(Civil)	A	15600-39100	6600	Level 11	1
35	Assistant Engineer(Civil)	B	9300 – 34800	4600	Level 7	1
36	Junior Engineer (Civil)	B	9300 – 34800	4200	Level 6	1

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Sl. No.	Name of Post	Group	Core Pay Scale as per 6 <sup>th</sup> CPC		7 <sup>th</sup> CPC Pay Matrix	No. of posts
			Pay Band (Rs.)	Grade Pay (Rs.)		
37	Junior Engineer (Electrical)	B	9300-34800	4200	Level 6	1
<b>RAJBHASHA SERVICES</b>						
38	Hindi Officer	A	15600 – 39100	5400	Level 10	1
39	Hindi Translator	B	9300 – 34800	4200	Level 6	1
40	Hindi Typist	C	5200-20200	1900	Level 2	1
<b>SECURITY SERVICES</b>						
41	Security Officer	B	9300 – 34800	4600	Level 7	1
42	Security Inspector	C	5200 – 20200	2800	Level 5	1
<b>GUEST HOUSE/HOSTEL SERVICES</b>						
43	Cook	C	5200 – 20200	1900	Level 2	3
44	Kitchen Attendant	C	5200 – 20200	1800	Level 1	2
45	Hostel Attendant	C	5200 – 20200	1800	Level 1	2
<b>TRANSPORT SERVICES</b>						
46	Driver	C	5200-20200	1900	Level 2	5

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## ABSTRACT OF POSTS

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Sl. No.	Categories of Posts	No. of Posts Sanctioned
1	ADMINISTRATIVE / MINISTERIAL SERVICES	57
2.	ISOLATED POSTS	03
3	SECRETARIAL SERVICES	08
4.	LIBRARY SERVICES	14
5	TECHNICAL/LABORATORY SERVICES	08
6.	INFORMATION AND COMMUNICATION TECH. SERVICES	03
7.	MEDICAL SERVICES	05
8.	ENGINEERING SERVICES	04
9.	RAJBHASHA SERVICES	03
10.	SECURITY SERVICES	02
11.	GUEST HOUSE/HOSTEL SERVICES	07
12.	TRANSPORT SERVICES	05
	<b>TOTAL</b>	<b>119</b>

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**RECRUITMENT RULES FOR THE POST OF REGISTRAR**

1	Name of Post	<b>Registrar</b>
2	Number of Post	1 (One)
3	Classification	Group 'A'
4	Scale of Pay/Pay Band / Grade Pay	Level 14
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	Preferably below 57 years
7	Educational and other qualifications required for direct recruits	<b>Essential :</b>  i) Master's degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.  ii) At least 15 years of experience as Assistant Professor in the Academic Level 11 and above or with 8 years of service in the Academic Level 12 and above including as Associate Professor along with experience in educational administration  <b>or</b>  Comparable experience in research establishment and/ or other institutions of higher education,  <b>or</b>  15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	Not Applicable
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and	Direct / Deputation for a tenure of five years or till attaining the age of superannuation i.e. 62 years, whichever is earlier

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	percentage of the post to be filled by various methods.	(Eligible for reappointment after observance of due selection process)
11	In case of recruitment by promotion/ deputation / absorption, grades from which promotion / deputation / absorption to be made	<b>Deputation:</b> As indicated at col. 7.
12	Composition of DPC or Selection Committee	<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 to be nominated by the Vice Chancellor, 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.</p> <p><b>Note:</b>(i) From above (ii) (iii) &amp; (iv) at least three of them attend the meeting. (ii) The meeting of the Selection Committee shall be fixed after prior consultation with, and subject to the convenience of Visitor's nominee and the experts nominated by the Executive Council.</p> <p>(Reference : Statute 18 (3) of Central Universities Act, 2009.</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	1 (One)
3	Classification	Group 'A'
4	Scale of Pay/Pay Band / Grade Pay	Level 14
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	Preferably below 57 years
7	Educational and other qualifications required for direct recruits	<p><b>Essential:</b></p> <p>i) Master's degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.</p> <p>ii) At least 15 years of experience as Assistant Professor in the Academic Level 11 and above or with 8 years of service in the Academic Level 12 and above including as Associate Professor along with experience in educational administration</p> <p style="text-align: center;"><b>or</b></p> <p>Comparable experience in research establishment and/ or other institutions of higher education,</p> <p style="text-align: center;"><b>or</b></p> <p>15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.</p>
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	Not Applicable
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	<p>Direct / Deputation for a tenure of five years or till attaining the age of superannuation i.e. 62 years, whichever is earlier</p> <p>(Eligible for reappointment after observance of due selection process)</p>

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11	In case of recruitment by promotion/ deputation / absorption, grades from which promotion / deputation / absorption to be made	<p><b>Deputation:</b> Appointment preferably by drawing officers not below the Level 12 belonging to the Indian Audit and Accounts services or other similar organized Services in Central/ State Govt.</p> <p><b>or</b></p> <p>University System/ Other organisation subject to fulfilment of qualification as indicated under col. 7 on Deputation for a tenure of 5 years or till attaining the age of 62 years, whichever is earlier.</p>
12	Composition of DPC or Selection Committee	<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 to be nominated by the Vice Chancellor, 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.</p> <p><b>Note:</b>(i) From above (ii) (iii) &amp; (iv) at least three of them attend the meeting. (ii) The meeting of the Selection Committee shall be fixed after prior consultation with, and subject to the convenience of Visitor's nominee and the experts nominated by the Executive Council.</p> <p>(Reference : Statute 18 (3) of Central Universities Act, 2009.</p>

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## RECRUITMENT RULES FOR THE POST OF CONTROLLER OF EXAMINATION

1	Name of Post	<b>Controller of Examinations</b>
2	Number of Post	1 (One)
3	Classification	Group 'A'
4	Scale of Pay/Pay Band / Grade Pay	Level 14
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	Preferably below 57 years
7	Educational and other qualifications required for direct recruits	<p><b>Essential:</b></p> <p>i) Master's degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.</p> <p>ii) At least 15 years of experience as Assistant Professor in the Academic Level 11 and above or with 8 years of service in the Academic Level 12 and above including as Associate Professor along with experience in educational administration</p> <p style="text-align: center;"><b>or</b></p> <p>Comparable experience in research establishment and/ or other institutions of higher education,</p> <p style="text-align: center;"><b>or</b></p> <p>15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.</p> <p><b>Desirable:</b> At least five years experience in examination and examination related matters in any University system.</p>
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	Not Applicable
10	Method of recruitment whether	Direct/Deputation for a tenure of five years or till

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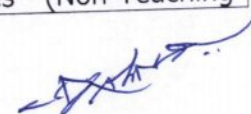
	by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	attaining the age of superannuation i.e. 62 years, whichever is earlier  (Eligible for reappointment after observance of due selection process)
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/ absorption to be made	<b>Deputation:</b> As indicated in 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. 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 to be nominated by the Vice Chancellor, 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.  <b>Note:</b> (i) From above (ii) (iii) & (iv) at least three of them attend the meeting. (ii) The meeting of the Selection Committee shall be fixed after prior consultation with, and subject to the convenience of Visitor's nominee and the experts nominated by the Executive Council.  (Reference : Statute 18 (3) of Central Universities Act, 2009.

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



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	Committee	Employees) 2019 (Schedule-II)
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**RECRUITMENT RULES FOR THE POST OF ASSISTANT REGISTRAR**

1	Name of Post	<b>Assistant Registrar</b>
2	Number of Post (s)	4 (Four)
3	Classification	Group – A
4	Scale of Pay/Pay Band / Grade Pay	Level 10
5	Whether Selection or non-selection post	Selection Not applicable in case of Direct Recruitment/Deputation
6	Age Limit for Direct Recruits	40 Years
7	Educational and other qualifications required for direct Recruits	<b>Essential:</b> Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.  <b>Desirable:</b> 1. Five years of experience in supervisory level in Administration/ Establishment/ Finance/ Examination/ Academic of the University in Level 7 or holding analogous post. 2. Knowledge of Computer Applications.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Age : No Academic Qualification: No, but must possess at least Bachelor's degree from a recognized University/Institute.
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	50% by direct recruitment  50% by promotion, failing which by deputation/direct recruitment.
11	In case of recruitment by promotion/ deputation / absorption, grades from which promotion / deputation / absorption to be made	<b>Promotion:</b> Section Officer/Private Secretary with five years regular service in Level 7 through Written Test/Skill Test. Selection for Promotion shall be based on the ratio of 3:1 from amongst the Section Officer(s) and Private Secretary(s). <b>Deputation:</b> Officers holding analogous posts on regular basis or with 5 years regular service in lower grades position in Level 7/Level 8 in the Central /State Government, Universities and other autonomous organizations. Knowledge of Computer Applications
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees) 2019(Schedule-II)

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## RECRUITMENT RULES FOR THE POST OF SECTION OFFICER

1	Name of Post	<b>Section Officer</b>
2	Number of Post (s)	6 (Six)
3	Classification	Group – B
4	Scale of Pay/Pay Band / Grade Pay	Level 7
5	Whether Selection or non-selection post	Selection Not Applicable in case of Direct Recruitment/Deputation
6	Age Limit for Direct Recruits	35 Years
7	Educational and other qualifications required for direct recruits	<b>Essential:</b> i) A Bachelor's Degree in any discipline from any recognised Institute/ University. ii) Three Years' Experience as Assistant in the Level 6 or eight years as UDC in Level 4 in any Central / State Govt./ University/ PSU and other Central or State Autonomous Institutions or holding equivalent positions in any reputed Private companies/ bank with annual turnover of at least Rs.200/- Crores or more. iii) Proficiency in Computer Operation, noting and drafting.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Age : No Academic Qualification: Yes
9	Period of probation, if any	2 Years for direct recruits
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	75% by Promotion from the cadre of Assistant subject to qualifying the departmental test, failing which by direct recruitment / deputation.  25% by Direct Recruitment (based on written test and skill test)
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion / deputation / absorption to be made	<b>Promotion:</b> 05 years of regular service from the feeder grade of Assistant in Level 6 with qualification as in Col.7 above.  <b>Deputation:</b> Officers holding analogous post on regular basis or with three years regular service in Level 6 or equivalent in the Central/ State Govt. Universities or autonomous organisations and possess the qualification as prescribed for direct recruits at Col.7 above.
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees) 2019(Schedule-II)



**RECRUITMENT RULES FOR THE POST OF ASSISTANT**

1	Name of Post	<b>Assistant</b>
2	Number of Post (s)	8 (Eight)
3	Classification	Group – B
4	Scale of Pay/Pay Band / Grade Pay	Level 6
5	Whether Selection or non-selection post	Selection Not Applicable in case of Direct Recruitment/Deputation
6	Age Limit for Direct Recruits	35 Years
7	Educational and other qualifications required for direct recruits	<b>Essential:</b> Bachelor Degree from a recognized University / Institution.  Two Years of experience as UDC or equivalent in the Level 4 in Central/ State Government/ University/ PSU and other Central / State Autonomous Bodies or equivalent pay package in the reputed private Companies/ corporate banks with a minimum annual turnover of at least Rs.200/- Crores or more.  Proficiency in Typing, Computer applications, noting and drafting.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Age : No Academic Qualification : Yes
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	50% by Promotion from the cadre of UDC with five years of regular service according to seniority-cum-fitness failing which by Direct Recruitment/Deputation.  50% by Direct Recruitment (based on written test and skill test) failing which by deputation.
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	<b>Promotion:</b> UDC with 5 years of regular service in Level 4.  <b>Deputation:</b> Officers holding analogous post on regular basis or with three years regular service in Level 4/5 or equivalent in the Central/ State Govt. Universities or autonomous organisations and possess the qualification as prescribed for direct recruits at Col.7 above.
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees) 2019 (Schedule-II)

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



1	Name of Post	<b>Upper Division Clerk</b>
2	Number of Post (s)	09 (Nine)
3	Classification	Group – C
4	Scale of Pay/Pay Band / Grade Pay	Level 4
5	Whether Selection or non-selection post	Non-Selection Not applicable in case of Direct Recruitment
6	Age Limit for Direct Recruits	32 Years
7	Educational and other qualifications required for direct recruits	<b>Essential :</b>  1. A Bachelor's Degree from any recognized Institute/ University. 2. Two years experience as Lower Division Clerk/ Equivalent posts in University/ Research Establishment / Central State Govt./ PSU/ Autonomous Bodies or equivalent pay package in the reputed private Companies/ corporate banks with a minimum annual turnover of at least Rs.200/- Crores or more. 3. Speed in English Typing @ 35 wpm OR Speed in Hindi Typing @ 30 wpm 4. Proficiency in Computer Operations.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Age : No Academic Qualification: No
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	50% by Promotion from the cadre of Lower Division Clerk/Hindi Typist subject to qualifying the departmental test.  50% by Direct Recruitment (based on written test and skill test)
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	<b>Promotion :</b> Lower Division Clerk/Hindi Typist with five years regular service in Level 2
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees) 2019 (Schedule-II)





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

1	Name of Post	<b>Lower Division Clerk</b>
2	Number of Post (s)	19 (Nineteen)
3	Classification	Group - C
4	Scale of Pay/Pay Band / Grade Pay	Level 2
5	Whether Selection or non-selection post	Selection Non-Selection for Col. 10 (iii) Not Applicable for Direct Recruitment
6	Age Limit for Direct Recruits	30 Years
7	Educational and other qualifications required for direct recruits	<b>Essential :</b>  (i) A Bachelor's Degree from any recognized Institute/ University.  (ii) English Typing @ 35 wpm OR Hindi Typing @ 30 wpm (35wpm and 30wpm correspond to 10500KDPH/ 9000KDPH on an average of 5 Key depressions for each work)  (iii) Proficiency in Computer Operations.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Age : No Academic Qualification : 10+2
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	i) 85% by Direct Recruitment through written and skill test in various components of MS Office particularly in MS Word, MS Excel, etc.  ii) 10% of vacancies shall be filled up from amongst the Group 'C' employees in the Level 1 and who possess Senior Secondary (10+2) or equivalent qualification and have rendered three years regular service in the grade, on the basis of the departmental qualifying examination and typing test. The maximum age limit for eligibility for such examination is 45 Years
		Note: The panel shall be valid for a period of one




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		year.  iii. <b>Promotion:</b> 5% of the vacancies shall be filled on seniority-cum-fitness basis from Group 'C' (MTS and Hostel Attendant) employees who have five years regular service in posts in the Level 1 subject to fulfilling the educational qualification of(10+2) or equivalent.
11	In case of recruitment by promotion/ deputation / absorption, grades from which promotion/ deputation / absorption to be made	As in Column No. 10
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees) 2019 (Schedule-II)

Note : \* 15 LDC + 4 Caretaker merged into LDC cadre

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



1	Name of Post	<b>Multi-Tasking Staff (MTS)</b>
2	Number of Post (s)	6 (Six)
3	Classification	Group – C
4	Scale of Pay/Pay Band / Grade Pay	Level 1
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	30 Years
7	Educational and other qualifications required for direct recruits	<b>Essential :</b>  10 <sup>th</sup> Pass from a recognized Board.  <b>OR</b>  ITI Pass.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment through Written and Trade Test.
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees) 2019(Schedule-II)

**Note:** *The post of Peon/Office Attendant and certain other erstwhile group 'D' posts now classified as Group 'C' Posts as per 6<sup>th</sup> CPC, may be given the common designation as MTS by keeping the functional designation of the incumbent in the parenthesis. This will bring all such employees under one umbrella.*



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

*Q. No. 2*


1	Name of Post	<b>Internal Audit Officer</b>
2	Number of Post (s)	1 (One)
3	Classification	Group - A
4	Scale of Pay/Pay Band / Grade Pay	Level 12
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	56 Years
7	Educational and other qualifications required for direct recruits	Not Applicable
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	Not Applicable
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Deputation
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	<p><b>Deputation:</b> By drawing officers belonging to Audit and Accounts Services or other similar organised Accounts Services in Central / State Govt., holding analogous posts on regular basis.</p> <p align="center"><b>OR</b></p> <p>with three years regular service in Level 11 or equivalent in the area of Audit and Accounts in any Govt. Department/ Autonomous Bodies.</p> <p align="center"><b>OR</b></p> <p>with five years regular service in Level 10 or equivalent in the area of Audit and Accounts in any Govt. Department/ Autonomous Bodies.</p>
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees) 2019(Schedule-II)

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



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



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	deputation/absorption to be made	
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees) 2019(Schedule-II)

**Note :** The post of PRO is covered under MACP Scheme as per Govt. of India Rules.

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

*Chowdhury*

1	Name of Post	<b>Statistical Assistant</b>
2	Number of Post (s)	1 (One)
3	Classification	Group – C
4	Scale of Pay/Pay Band / Grade Pay	Level 5
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	32 Years
7	Educational and other qualifications required for direct recruits	<p>1. Post Graduate Degree in Statistics / Operational Research / Mathematical Statistics/ Applied Statistics or Post Graduate Degree in Economics / Mathematics/ Commerce (with Statistics as one of the subjects / papers in Post Graduation / Graduation level).</p> <p align="center">OR</p> <p>2. Bachelor's Degree with Honours in Statistics with two years of relevant experience</p> <p align="center">Or</p> <p>Bachelor's degree with Honours in Mathematics/ Economics/Commerce with Statistics as one of the subjects with two years of relevant experience</p>
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment through written test
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees) 2019(Schedule-II)

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

*Q. 1*

1	Name of Post	<b>Private Secretary</b>
2	Number of Post (s)	5 (Five)
3	Classification	Group – B
4	Scale of Pay/Pay Band / Grade Pay	Level 7
5	Whether Selection or non-selection post	Selection Not applicable in case of Direct Recruitment
6	Age Limit for Direct Recruits	35 Years
7	Educational and other qualifications required for direct recruits	<p><b>Essential:</b></p> <ol style="list-style-type: none"> <li>1. A Bachelor's Degree from a recognized University/Institute.</li> <li>2. At least 03 Years experience as Personal Assistant or 5 years as Stenographer in a University/ Research establishment/ Central/ State Govt. /PSU and other autonomous bodies.</li> <li>3. English/Hindi Stenography speed:120 wpm in English or 100 wpm in Hindi</li> <li>4. English/Hindi Type speed: 35 w.p.m. in English or 30 w.p.m.in Hindi.</li> <li>5. Knowledge of computer applications.</li> </ol> <p><b>Skill Test Norms on Computer:</b></p> <p>Dictation: 10 minutes @ 120 w.p.m./100 w.p.m. Transcription : 50 minutes (English)/ 60 minutes (Hindi)</p> <p><b>Desirable:</b> Proficiency in English &amp; good communication skills.</p>
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Age : No Academic Qualification : Yes
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	<ol style="list-style-type: none"> <li>i) 50% by promotion through seniority-cum-fitness, subject to qualifying in the stenography test as mentioned under column 7 failing which by Direct Recruitment.</li> <li>ii) 50% by direct recruitment failing which by deputation.</li> </ol>

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11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	<b>Promotion:</b> Personal Assistant with 05 (five) years regular service in Level 6 along with the qualification as in Column 7.  <b>Deputation:</b> Persons holding analogous posts on regular basis or with 3 years regular service as Personal Assistant in the Level 6 of any Central/State Govt./ University/ Public Sector Undertaking as other Central or State Autonomous bodies and fulfilling the educational qualifications and other professional requirements as prescribed at column 7.
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees) 2019 (Schedule-II)

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



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



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		recruits at Col.7 above.
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees) 2019(Schedule-II)

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**RECRUITMENT RULES FOR THE POST OF  
LIBRARIAN**

*Q. No. 2*

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

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	promotion / deputation/ absorption, grades from which promotion/ deputation/absorption to be made	Universities and other Autonomous Organizations holding analogous posts on regular basis subject to possessing educational qualification and experience as prescribed in column 07.
12	Composition of DPC or Selection Committee	As per the UGC Regulations, 2018 as amended from time to time.


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



1	Name of Post	<b>Deputy Librarian</b>
2	Number of Post (s)	1 (One)
3	Classification	Group – A
4	Scale of Pay/Pay Band / Grade Pay	Academic Level 12 Academic Level 13 (After three years of service and observance of due procedure)
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	<p><b>Essential:-</b></p> <ul style="list-style-type: none"> <li>i. Master's degree in Library Science/ Information Science/ documentation science, with at least 55% of the marks or an equivalent grade in a point scale wherever the grading system is followed.</li> <li>ii. Eight years experience as an Assistant University Librarian/ College Librarian.</li> <li>iii. Evidence of innovative library services including integration of ICT in library.</li> <li>iv. A Ph.D. Degree in library science / information science/ Documentation Science/ Archives and manuscript keeping/ computerization of library</li> </ul> <p>(Selection shall be made as per provisions of the UGC Regulations 2018)</p> <p>Note : PhD as per UGC Regulations.</p>
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	1Year
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment failing which by Deputation
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee	As per the UGC Regulations, 2018 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 (s)	2 (Two)
3	Classification	Group – A
4	Scale of Pay/Pay Band / Grade Pay	Academic Level 10
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	40 Years
7	Educational and other qualifications required for direct recruits	<p><b>Essential:</b></p> <ol style="list-style-type: none"><li>i. A Master's degree in Library Science, Information Science or Documentation Science or an equivalent professional degree with at least 55% of marks (or an equivalent grade in a point scale wherever grading system is followed)</li><li>ii. A consistently good academic record with knowledge of computerization of library.</li><li>iii. Qualifying in the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET or who are or have been awarded a Ph.D. degree in accordance with the "University Grants commission (Minimum Standards and Procedure for Award of M.Phil/Ph.D. Degree), Regulations 2009 or 2016 and their amendments from time to time as the case may be :</li></ol> <p><i>Provided</i> that the, candidates registered for the Ph.D. programme prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances / Bye-laws / Regulations of the Institutions awarding the degree and such Ph.D. candidates shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges / Institutions subject to the fulfilment of the following conditions:</p> <ol style="list-style-type: none"><li>a) The Ph.D. degree of the candidate has been awarded in regular mode</li><li>b) The Ph.D. thesis has been evaluated by at least two external examiners;</li></ol>

		<p>c) Open Ph.D. viva voce of the candidate had been conducted;</p> <p>d) The candidate has published two research papers from his/her Ph.D. work out of which at least one must be in a refereed journal;</p> <p>e) The Candidate has presented at least two papers based on his/her Ph.D. work in conferences/ seminars sponsored/ funded/ supported by the UGC/ ICSSR/ CSIR or any other similar agency.</p> <p>Note :</p> <p>(i) The fulfilment of these conditions is to be certified by the Registrar or the Dean (Academic Affairs) of the university concerned.</p> <p>(ii) NET/SLET/SET shall also not be required for such Masters Programmes for which NET/SLET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET.</p> <p>(Selection shall be made as per provisions of the UGC Regulations 2018)</p>
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	1 Year
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment.
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion / deputation / absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee	As per the UGC Regulations, 2018 as amended from time to time



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

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1	Name of Post	<b>Information Scientist</b>
2	Number of Post (s)	1 (One)
3	Classification	Group – A
4	Scale of Pay/Pay Band / Grade Pay	Level 10
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	40 Years
7	Educational and other qualifications required for direct recruits	<p><b>Essential :</b> First Class M.E. / M.Tech. (Computer Science) / Information Technology) Or equivalent.</p> <p align="center"><b>OR</b></p> <p>First Class B.E. / B.Tech (Computer Science) / Information Technology) or equivalent with two years of relevant experience.</p> <p align="center"><b>OR</b></p> <p>First Class Master in Computer Applications (MCA) or equivalent with two years of relevant experience.</p> <p align="center"><b>OR</b></p> <p>First Class M.Sc.(Computer Science/ Information Technology) from a recognized University/ Institute with three years of relevant experience.</p> <p align="center"><b>OR</b></p> <p>First Class Masters Degree in Library and Information Science (M.Lib. or M.LIS) and Post Graduate Diploma in Computer Applications with two years of relevant experience.</p> <p><b>Desirable:</b> Relevant experience in Library/office automation/server configuration/maintenance of e-resource/data base management/ content management/ programming/ development of website/ portals/information systems/gateway and networking.</p>
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment failing which by deputation
11	In case of recruitment by	<b>Deputation:</b> Officers of the Central/ State

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	promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Government, Autonomous or Statutory Organisation, PSU, University or recognised research institution; (i) Holding analogous post on regular basis in the parent cadre or department or (ii) with 5 years' service rendered after appointment to the post on regular basis in the Level 6/7 or equivalent in the parent cadre or department; and (iii) Possessing the qualifications and experience prescribed for direct recruitment under column 7.
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees) 2019(Schedule-II)

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

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1	Name of Post	<b>Professional Assistant</b>
2	Number of Post (s)	1 (One)
3	Classification	Group – B
4	Scale of Pay/Pay Band / Grade Pay	Level 6
5	Whether Selection or non-selection post	Non-Selection Not applicable in case of Direct Recruitment
6	Age Limit for Direct Recruits	35 Years
7	Educational and other qualifications required for direct recruits	<p><b>Essential :</b></p> <p>1. Master's Degree in Library &amp; Information Science from any recognised University /Institution with one year experience in the relevant field in a University/Research establishment / Central / State Govt. / PSU and Library of other autonomous Institutions.</p> <p align="center"><b>OR</b></p> <p>Bachelor's Degree in Library / Library and Information Science from any recognised Institute/ University with three years experience in the relevant field in a University / Research Establishment / Central / State Govt. / PSU and Library of other autonomous Institutions.</p> <p>2. Knowledge of Computer Applications.</p>
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Age : No Academic Qualification : Yes
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	50% by Direct Recruitment 50% by Promotion failing which by direct recruitment.
11	In case of recruitment by promotion/ deputation/absorption, grades from	<b>Promotion:</b> Semi Professional Assistant with five years regular service in Level 5.

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*Q. No. 12*

	which promotion/ deputation/absorption to be made	
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees) 2019(Schedule-II)

**Note:** The post of Professional Assistant is covered under MACP Scheme as per Govt. of India Rules.

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

*Done*

1	Name of Post	<b>Semi Professional Assistant</b>
2	Number of Post (s)	2 (Two)
3	Classification	Group – C
4	Scale of Pay/Pay Band / Grade Pay	Level 5
5	Whether Selection or non-selection post	Non-Selection Not application in case of Direct Recruitment/Deputation
6	Age Limit for Direct Recruits	35 Years
7	Educational and other qualifications required for direct recruits	<b>Essential :</b> 1. Master's Degree in Library and Information Science from any recognised University/Institution  <b>OR</b>  Bachelor's Degree in Library/ Library and Information Science from a recognised Institute/ University with two years relevant experience in a University/ Research Establishment / Central / State Govt./ PSU Autonomous Institutions.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Age : No Academic Qualification : Yes
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	50% by Direct Recruitment 50% by Promotion failing which by direct recruitment.
11	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	<b>Promotion:</b> Library Assistant with 5 years of regular service in Level 3.
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees) 2019(Schedule-II)

**Note:** - One Post of Junior Professional Assistant is merged with Semi Professional Assistant

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

1	Name of Post	<b>Library Assistant</b>
2	Number of Post (s)	2 (Two)
3	Classification	Group – C
4	Scale of Pay/Pay Band / Grade Pay	Level 4
5	Whether Selection or non-selection post	Selection Not applicable in case of Direct Recruitment.
6	Age Limit for Direct Recruits	30 Years
7	Educational and other qualifications required for direct recruits	<b>Essential:</b> i) Bachelor's degree in Library & Information Science or equivalent from a recognized University. ii) Typing speed of 30 words per minute in English. iii) Knowledge of Computer Applications.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Age: No Qualification: No. But must possess the qualification as indicated in Column 11.
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	25% by promotion from the cadre of Library Attendant according to seniority-cum-fitness and subject to qualifying the departmental test failing which by direct recruitment  75% by Direct Recruitment
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	<b>Promotion:</b> Library Attendant possessing 10+2 qualification or equivalent and certificate in Library Science with five years regular service in Level 1.
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees) 2019(Schedule-II)

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



1	Name of Post	<b>Library Attendant</b>
2	Number of Post (s)	4 (Four)
3	Classification	Group – C
4	Scale of Pay/Pay Band / Grade Pay	Level 1
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	30 Years
	Educational and other qualifications required for direct recruits	<b>Essential:</b> <ul style="list-style-type: none"> <li>i) 10+2 or its equivalent examination from a recognized Board.</li> <li>ii) Certificate course in Library Science from a recognized Institution.</li> <li>iii) One year experience in a University/ College/ Educational Institution Library.</li> <li>iv) Basic knowledge of computer applications.</li> </ul>
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees) 2019(Schedule-II)



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



1	Name of Post	<b>Technical Assistant</b>
2	Number of Post (s)	2 (Two)
3	Classification	Group – C
4	Scale of Pay/Pay Band / Grade Pay	Level 5
5	Whether Selection or non-selection post	Not Applicable for Direct Recruitment Selection for Promotion
6	Age Limit for Direct Recruits	32 Years
7	Educational and other qualifications required for direct recruits	<p><b>Essential:</b></p> <p>Bachelor's degree in Science in relevant subject (In Physics/ Chemistry / Bio Chemistry / Environmental Science / Botany / Zoology /Micro Biology / Anthropology etc.) with at least 55% of marks from any recognised University with three years of working experience in any research laboratory in a University / National Level R&amp; D Laboratories.</p> <p align="center">OR</p> <p>Bachelor's degree in relevant subject (In Psychology / Education etc.) with at least 55% of marks from any recognised University with three years of working experience in any research laboratory in a University / National Level R&amp; D Laboratories.</p> <p>Note : University to advertise the Qualification as per its functional requirement.</p>
8	Whether Age and education qualifications prescribed for direct recruits will apply in the case of promotions	Age : No Qualification : Yes
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	50% By Direct Recruitment 50% By Promotion failing which by deputation / direct recruitment.
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	<b>Promotion:</b> Laboratory Assistant with five years of regular service in Level 4.
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees) 2019 (Schedule-II)





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

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1	Name of Post	<b>Laboratory Assistant</b>
2	Number of Post (s)	4 (Four)
3	Classification	Group – C
4	Scale of Pay/Pay Band / Grade Pay	Level 4
5	Whether Selection or non-selection post	Selection Not Applicable for Direct Recruitment
6	Age Limit for Direct Recruits	32 Years
7	Educational and other qualifications required for direct recruits	<b>Essential :</b>  Bachelors' Degree in Science or any other degree in the relevant field from a recognized Institute/ University along with two Years Experience in Laboratory of Academic / Research Institution.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Age : No Academic Qualification : Yes
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	25% by Promotion 75% by Direct Recruitment
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	<b>Promotion:</b> Laboratory Attendant with five years of regular service in Level 1 with the requisite qualification prescribed at Col.No.7.
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees) 2019(Schedule-II)

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

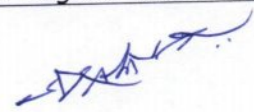
1	Name of Post	<b>Laboratory Attendant</b>
2	Number of Post (s)	2 (Two)
3	Classification	Group – C
4	Scale of Pay/Pay Band / Grade Pay	Level 1
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	30 Years
7	Educational and other qualifications required for direct recruits	<b>Essential :</b>  10+2 with Science stream from any recognized Central/ State Board and one year experience in Laboratory of recognised University / Institution / College.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees) 2019(Schedule-II)

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



1	Name of Post	<b>System Analyst</b>
2	Number of Post (s)	1 (One)
3	Classification	Group – A
4	Scale of Pay/Pay Band / Grade Pay	Level 10
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	40 Years
7	Educational and other qualifications required for direct recruits	<p><b>Essential:</b> First class M.E. / M.Tech. (Computer Science &amp; Engineering / Technology)/ Information Technology)/ or equivalent from a recognised University / Institution.</p> <p align="center"><b>OR</b></p> <p>First class B.E./B. Tech. (Computer Science &amp; Engineering / Technology/ Information Technology) or equivalent from a recognised University / Institution with two years of relevant experience.</p> <p align="center"><b>OR</b></p> <p>First class MCA/ M.Sc. (Computer Science/ Information Technology) or equivalent from a recognised University / Institution with two years relevant experience.</p> <p><b>Desirable:</b> Cisco Certified Network Associate/ Cisco Certified Network Professional or equivalent certification.</p>
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment failing which by deputation.
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/ absorption to be made	<p><b>Deputation:</b> Officers of the Central/ State Government, Autonomous or Statutory Organisation, PSU, University or recognised research institution; (i) Holding analogous post on regular basis in the</p>



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		parent cadre or department or with 5 years' service rendered after appointment to the post on regular basis in the Level 7/8 or equivalent in the parent cadre or department; and (ii) Possessing the qualifications and experience prescribed for direct recruitment under column 7.
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees) 2019(Schedule-II)

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

1	Name of Post	<b>Senior Technical Assistant (ICT)</b>
2	Number of Post (s)	1 (One)
3	Classification	Group – B
4	Scale of Pay/Pay Band / Grade Pay	Level 6
5	Whether Selection or non-selection post	Selection Not applicable in case of Direct Recruitment.
6	Age Limit for Direct Recruits	35 Years
7	Educational and other qualifications required for direct recruits	<p>(i) B.E./ B.Tech. (Computer Science/ Information Technology / Electronics and Communication Engineering) from a recognised University / Institution.</p> <p align="center"><b>OR</b></p> <p>Master in Computer Application (MCA) / or equivalent) from a recognised University / Institute.</p> <p align="center"><b>OR</b></p> <p>M.Sc (Computer Science/ Information Science from a recognised University / Institute</p> <p>(ii) Two years experience in relevant field in University/ Research establishment / Central / State Govt. / PSU and other autonomous bodies or Private organization of repute with annual turnover of at least Rs.200/- Crores or more.</p>
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Age : No Academic Qualification : Yes
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	50% by Promotion failing which by direct recruitment. 50% by Direct Recruitment
11	In case of recruitment by promotion/	<b>Promotion:</b> Technical Assistant (ICT) with five

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	deputation/absorption, grades from which promotion/deputation/absorption to be made	years regular service in Level 5.
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees) 2019(Schedule-II)

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



1	Name of Post	<b>Technical Assistant (ICT)</b>
2	Number of Post (s)	1 (One)
3	Classification	Group – C
4	Scale of Pay/Pay Band / Grade Pay	Level 5
5	Whether Selection or non-selection post	Not Applicable for Direct Recruitment
6	Age Limit for Direct Recruits	32 Years
7	Educational and other qualifications required for direct recruits	<p><b>Essential:</b></p> <p>B.E / B.Tech. (Computer Science / Information Technology / Electronics and Communications Engineering) from a recognised University / Institution.</p> <p style="text-align: center;">OR</p> <p>Master in Computer Application (MCA) or equivalent from a recognised University / Institution.</p> <p style="text-align: center;">OR</p> <p>M.Sc.( Computer Science)</p> <p style="text-align: center;">OR</p> <p>BCA / B.Sc. (Computer Science) or equivalent with three years of relevant experience.</p> <p>Note: Relevant Experience should be in Central / State Govt Organisations / University Research Institution or Central / State Autonomous Institution / reputed private institutions having a turnover of 200 Crores.</p>
8	Whether Age and education qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	100% by Direct Recruitment
11	In case of recruitment by promotion/ deputation/absorption, grades from	Not Applicable.



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	which promotion/ deputation/absorption to be made	
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees) 2019 (Schedule-II)

- One post of Technical Assistant sanctioned vide letter Ref.No.D.O.No.F.24-36/2009(CU) dt. 25.06.2009 is to be treated as Technical Assistant (Computers) Other two sanctioned posts of Technical Assistants to be treated as for Laboratories.

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

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1	Name of Post	<b>Medical Officer</b>
2	Number of Post (s)	2 (Two) (one Male and one Female)
3	Classification	Group – A
4	Scale of Pay/Pay Band / Grade Pay	Level 10
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	40 Years
7	Educational and other qualifications required for direct recruits	<p>Post Graduate in Medicine from a University / Institute recognised by the Medical Council of India.</p> <p align="center">OR</p> <p>MBBS degree from a University / Institute recognized by Medical Council of India with two years of experience in Government / Corporate Hospital or Hospital recognized by the Government/CGHS.</p> <p><b>Desirable :</b></p> <p>For the post of Female Medical Officer - one year hospital experience in Obstetrics and Gynaecology.</p>
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion / deputation / absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees) 2019(Schedule-II)

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**RECRUITMENT RULES FOR THE POST OF NURSE**



1	Name of Post	<b>Nurse</b>
2	Number of Post (s)	1 (One)
3	Classification	Group – B
4	Scale of Pay/Pay Band / Grade Pay	Level 6
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	35 Years
7	Educational and other qualifications required for direct recruits	<p><b>Essential</b></p> <p>i. B.Sc. (Honours) in Nursing from a recognized University / Institute</p> <p align="center">OR</p> <p>B.Sc. Nursing from a recognised University / Institute</p> <p align="center">OR</p> <p>Post Basic Nursing from a recognised University or Institute</p> <p>ii. Registered as a Nurse in State / Indian Nursing Council.</p>
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct recruitment
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees) 2019(Schedule-II)



**RECRUITMENT RULES FOR THE POST OF  
PHARMACIST**



1	Name of Post	<b>Pharmacist</b>
2	Number of Post (s)	1 (One)
3	Classification	Group - C
4	Scale of Pay/Pay Band / Grade Pay	Level 5
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	32 Years
7	Educational and other qualifications required for direct recruits	<b>Essential:</b> (i) 10+2 from a recognised Board with Diploma in Pharmacy (2years duration) from a recognised University / Institute. (ii) Registration with State Pharmacy Council. (iii) 2 years relevant experience.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees) 2019(Schedule-II)

Note: Pharmacist is eligible for non-functional up gradation to the next higher Level i.e. Level 6 on satisfactory completion of 2 years' regular service.



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

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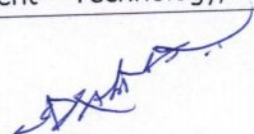
1	Name of Post	<b>Medical Attendant / Dresser</b>
2	Number of Post (s)	1 (One)
3	Classification	Group – C
4	Scale of Pay/Pay Band / Grade Pay	Level 1
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	32 Years
7	Educational and other qualifications required for direct recruits	<b>Essential :</b> (i) 10+2 with Biology Subject or equivalent from any recognized Board  (ii) Two years experience in at least in a 50 bedded Govt. / Corporate Hospital and with elementary knowledge of first aid or handling of dressing wounds.
8	Whether Age and education qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment
11	In case of recruitment by promotion/ deputation/ grades from which promotion/ deputation/absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees) 2019(Schedule-II)

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**RECRUITMENT RULES FOR THE POST OF  
EXECUTIVE ENGINEER (CIVIL)**



1	Name of Post	<b>Executive Engineer ( Civil)</b>
2	Number of Post (s)	One (01)
3	Classification	Group – A
4	Scale of Pay/Pay Band / Grade Pay	Level 11
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	45 Years
7	Educational and other qualifications required for direct recruits	<p><b>Essential:</b></p> <p>i) First Class Bachelor's Degree in Civil Engineering from a recognised Institute/ University or equivalent.</p> <p>ii) Eight years of experience (out of which five years as Assistant Engineer) in the relevant field from CPWD/State Government /PWD services or similar organized services/Semi Government/ PSU/ Statutory or Autonomous organization/ University System or reputed private organizations with an annual turnover of at least Rs.200/- Crores or more</p> <p>Relaxation of two 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) Experience in construction of projects of multi-storey buildings and have experience in planning/estimation/measurement/tendering as per the CPWD/ PWD norms. Good knowledge of CPWD manuals, preparations/checking of estimates, drawings, structural details, bill of quantities, substitute/deviation items statements and other associated issues related with building and constructions.</p> <p>ii) Knowledge of Computer Aided Design (CAD) and latest Management Technology/other</p>



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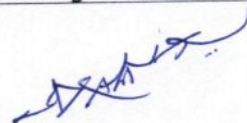
		relevant software.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	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	Deputation: Officers of the CPWD/ State Government PWD services or similar organized services/ Semi Government/ PSU/ Statutory or Autonomous Organisation/ University System: holding analogous post  OR with five years regular service as Assistant Engineer possessing a degree in Engineering in the relevant area:  OR with seven years of regular service as Assistant Engineer possessing Diploma in Engineering in the relevant area.
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees) 2019(Schedule-II)

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**RECRUITMENT RULES FOR THE POST OF  
ASSISTANT ENGINEER (CIVIL)**



1	Name of Post	<b>Assistant Engineer ( Civil)</b>
2	Number of Post (s)	1 (One)
3	Classification	Group – B
4	Scale of Pay	Level 7
5	Whether Selection or non-selection post	Non-Selection Not applicable in case of Direct Recruitment/Deputation
6	Age Limit for Direct Recruits	40 Years
7	Educational and other qualifications required for direct recruits	<b>Essential:</b>  i) First Class Bachelor's Degree in relevant field (Civil) from a recognised Institute/ University or equivalent.  ii) Three years' experience in the relevant field as Junior Engineer or Equivalent in State Government PWD services or similar organized services/ Statutory or Autonomous organization/ University System or reputed private organizations with an annual turnover of at least Rs.200/- Crores or more.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment failing which by deputation
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	<b>Deputation:</b>  Officers of the CPWD/ State Government PWD services or similar organized services/ Semi Government/ PSU / Statutory or Autonomous organization/University System; holding analogous posts;  <b>OR</b>  with three years regular service as Junior Engineer possessing a degree in Engineering in the relevant



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		field; <b>OR</b> with five years of regular service as Junior Engineer possessing Diploma in Engineering in the relevant field.
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees) 2019(Schedule-II)

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



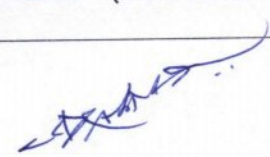
1	Name of Post	<b>Junior Engineer (Civil)</b>
2	Number of Post (s)	1 (One)
3	Classification	Group – B
4	Scale of Pay/Pay Band / Grade Pay	Level 6
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	35 Years
7	Educational and other qualifications required for direct recruits	<p><b>Essential:</b></p> <p>Bachelor's Degree of Engineering/Technology in Civil or relevant field from a recognised Institute/ University with one year relevant experience</p> <p align="center"><b>OR</b></p> <p>Diploma in Engineering in the relevant field and three years' experience in relevant field in CPWD / State PWD or Similar Organised Services / Statutory or Autonomous Organisations / Central / State Universities / Autonomous Institutions or reputed Private construction company with an annual turnover of at least Rs.200/- Crores or more.</p>
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees) 2019(Schedule-II)



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



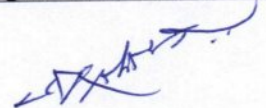
1	Name of Post	<b>Junior Engineer (Electrical)</b>
2	Number of Post (s)	1 (One)
3	Classification	Group – B
4	Scale of Pay/Pay Band / Grade Pay	Level 6
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	35 Years
7	Educational and other qualifications required for direct recruits	<p><b>Essential:</b></p> <p>Bachelor's Degree of Engineering/ Technology in Electrical or relevant field from recognised Institute/ University with one year relevant experience</p> <p align="center"><b>OR</b></p> <p>Diploma in Engineering/Technology in Electrical or in the relevant field and three years' experience in relevant field in CPWD / State PWD or Similar Organised Services / Statutory or Autonomous Organisations / Central / State Universities / Autonomous Institutions or reputed Private construction company with an annual turnover of at least Rs.200/- Crores or more</p>
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees) 2019(Schedule-II)



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



1	Name of Post	<b>Hindi Officer</b>
2	Number of Post (s)	1 (One)
3	Classification	Group – A
4	Scale of Pay/Pay Band / Grade Pay	Level 10
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	40 Years
7	Educational and other qualifications required for direct recruits	<b>Essential :</b>  Master's Degree of a recognised University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level; <b>OR</b> Master's Degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level; <b>OR</b> Master's degree of a recognised University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of examination at the degree level; <b>OR</b> Master's degree of a recognised University in any subject other than Hindi or English. With English Medium and Hindi as a compulsory or elective subject or as a medium of a examination at the degree level; <b>OR</b> Master's Degree of a recognized University in any subject other than Hindi or English, with Hindi and English as a compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at the degree level <b>AND</b> Three Years experience of using / applying terminology (terminological work) in Hindi and translation work from English to Hindi or vice-versa, preferably of technical or scientific literature under Central / State Govt. / Autonomous Body / Statutory Organisation / PSU / Universities or recognised research or



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		educational institutes <b>OR</b> Three Years experience of teaching in Hindi and English or research in Hindi or English under Central / State Govt./ Autonomous Body/ Statutory Organisations/ PSUs/ Universities or recognised research or educational institutions.  <b>Desirable:</b> Studied one of the languages other than Hindi included in the 8 <sup>th</sup> schedule of the Constitution at 10 <sup>th</sup> level from a recognised board.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees) 2019(Schedule-II)

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

1	Name of Post	<b>Hindi Translator</b>
2	Number of Post (s)	1 (One)
3	Classification	Group – B
4	Scale of Pay/Pay Band / Grade Pay	Level 6
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	35 Years
7	Educational and other qualifications required for direct recruits	<b>Essential :</b>  Master's Degree of a recognised University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level; <b>OR</b> Master's Degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level; <b>OR</b> Master's degree of a recognised University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of examination at the degree level; <b>OR</b> Master's degree of a recognised University in any subject other than Hindi or English. With English Medium and Hindi as a compulsory or elective subject or as a medium of a examination at the degree level; <b>OR</b> Master's Degree of a recognized University in any subject other than Hindi or English, with Hindi and English as a compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at the degree level <b>AND</b> Recognized Diploma or Certificate course in translation from Hindi to English & vice versa or two years experience of translation work from Hindi to English and vice versa in Central or State Government office, including Government of India Undertaking.

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		Studied one of the languages other than Hindi included in the 8 <sup>th</sup> schedule of the Constitution at 10 <sup>th</sup> level from a recognised board.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees) 2019(Schedule-II)

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

1	Name of Post	<b>Hindi Typist</b>
2	Number of Post (s)	1 (One)
3	Classification	Group – C
4	Scale of Pay/Pay Band / Grade Pay	Level 2
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	30 Years
7	Educational and other qualifications required for direct recruits	<b>Essential :</b>  i. Bachelor's Degree from a recognized University/ Institute.  ii. 30 words per minute in Hindi Typing Speed.  iii. Knowledge of Computer Applications
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees) 2019 (Schedule-II)



## RECRUITMENT RULES FOR THE POST OF SECURITY OFFICER

1	Name of Post	<b>Security Officer</b>
2	Number of Post (s)	1 (One)
3	Classification	Group – B
4	Scale of Pay/Pay Band / Grade Pay	Level 7
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	35 Years
7	Educational and other qualifications required for direct recruits	<p><b>Essential :</b> Bachelor's Degree from a recognized University/ Institution with five years experience as Security Supervisor / Supervisory Position in Security in a Govt. Office, Educational Institute / Private Organisation of repute with an annual turnover of at least Rs.200/- Crores or more</p> <p style="text-align: center;"><b>OR</b></p> <p>Persons who have served in the Army or such Uniformed Service at JCO level or equivalent or above, with 10th standard pass or Army class I Examination or an equivalent examination.</p> <p style="text-align: center;"><b>AND</b></p> <p>Holding a valid Driving License (LMV/ Motor cycle).</p>
8	Whether Age and education qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment failing which by deputation.
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	<p><b>Deputation:</b> Officer from the Central/ State Govt./ Universities/ Other autonomous organizations.</p> <p>i. Holding analogous post on regular basis.</p> <p style="text-align: center;"><b>OR</b></p> <p>ii. With three years regular service in the relevant field in the Level 6.</p>
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees) 2019(Schedule-II)



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

1	Name of Post	<b>Security Inspector</b>
2	Number of Post (s)	1 (One)
3	Classification	Group – C
4	Scale of Pay/Pay Band / Grade Pay	Level 5
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	32 Years
7	Educational and other qualifications required for direct recruits	<p><b>Essential :</b> Bachelor's Degree from a recognized University/ Institution with three years' experience as Security Supervisor / Supervisory Position in Security in a Govt. Office, Educational Institute / Private Organisation of repute with an annual turnover of at least Rs.200/- Crores or more.</p> <p style="text-align: center;"><b>OR</b></p> <p>Persons who have served in the Army or such Uniformed service with at least Class 10th standard pass or Army Class I examination or an equivalent examination.</p> <p style="text-align: center;"><b>AND</b></p> <p>Holding a valid Driving License (LMV / Motor cycle).</p>
8	Whether Age and education qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	100% by Direct Recruitment
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees) 2019(Schedule-II)

**RECRUITMENT RULES FOR THE POST OF  
COOK**



1	Name of Post	<b>Cook</b>
2	Number of Post (s)	3 (Three)
3	Classification	Group – C
4	Scale of Pay/Pay Band / Grade Pay	Level 2
5	Whether Selection or non-selection post	Selection Not applicable in case of Direct Recruitment.
6	Age Limit for Direct Recruits	32 Years
7	Educational and other qualifications required for direct recruits	<b>Essential:</b> (i) Class 10 <sup>th</sup> from a recognized Board.  <b>OR</b>  ITI Trade certificate in relevant field  (ii) Two years experience in cooking / catering services in educational institutions/ guest houses, reputed hotels, restaurants or similar organisations.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Age: No Qualification : Yes
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	50% by Direct Recruitment 50% by promotion according to seniority-cum-fitness and qualifying trade test, failing which by direct recruitment
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	<b>Promotion:</b> Kitchen Attendant with three years of regular service in Level 1.
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees) 2019 (Schedule-II)



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

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1	Name of Post	<b>Kitchen Attendant</b>
2	Number of Post (s)	2 (Two)
3	Classification	Group – C
4	Scale of Pay/Pay Band / Grade Pay	Level 1
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	32 Years
7	Educational and other qualifications required for direct recruits	<p><b>Essential:</b></p> <p>(i) 10<sup>th</sup> Pass from any State/ Central School / Board.</p> <p align="center"><b>OR</b></p> <p>ITI Trade Certificate in the relevant trade.</p> <p>(ii) Two years experience in cooking/ catering services in a Canteen/ reputed Hotel/ Guest Houses of reputed organizations/ University</p>
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees) 2019 (Schedule-II)

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

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1	Name of Post	<b>Hostel Attendant</b>
2	Number of Post (s)	2 (Two)
3	Classification	Group – C
4	Scale of Pay/Pay Band / Grade Pay	Level 1
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	32 Years
7	Educational and other qualifications required for direct recruits	<p><b>Essential:</b></p> <p>(i) 10<sup>th</sup> Pass from any State/ Central School / Board</p> <p align="center"><b>OR</b></p> <p>ITI Pass</p> <p>(ii) At least two years of experience in a Hostel / Canteen/ Hotel/ Guest House etc..</p>
8	Whether Age and education qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees) 2019(Schedule-II)

*[Signature]*

**RECRUITMENT RULES FOR THE POST OF  
DRIVER**

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1	Name of Post	<b>Driver</b>
2	Number of Post (s)	5 (Five)
3	Classification	Group – C
4	Scale of Pay/Pay Band / Grade Pay	Level 2
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	35 Years
7	Educational and other qualifications required for direct recruits	<p><b>Essential :</b></p> <p>(i) 10<sup>th</sup> Pass from any recognised Board</p> <p>(ii) Possession of a Valid Commercial Driving License for Light/ Medium/ Heavy Vehicles issued by the Competent authority having no adverse endorsement</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 3 years.</p>
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment through driving test, knowledge of traffic rules and skill test.
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees) 2019(Schedule-II)

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