

MAULANA AZAD NATIONAL URDU UNIVERSITY

(Established under the Maulana Azad National Urdu University Act, 1996)
MINISTRY OF HUMAN RESOURCE DEVELOPMENT, GOVT. OF INDIA

F.No. MANUU/ER.II/EF.229/2017/

Dated: 4th December 2017

NOTIFICATION

ORDINANCE 3

The Executive Council of Maulana Azad National Urdu University (in its 64th Meeting held on 20.11.2017) in exercise of the powers conferred under section 27 (1)(j) read with Statutes 13 (2) (ii) and (iii) of the Maulana Azad National Urdu University Act, 1996 (No.2 of 1997) and in supersession of "Rules and Procedure for Appointment to the Non-teaching Posts" framed under Ordinance No.3, hereby reframe the following rules for regulating method of recruitment to non-teaching posts (including Library and Physical Education) in the University :

1. Short Title, Application and Commencement :

- (i) These Rules shall be called "*The Maulana Azad National Urdu University Cadre Recruitment (Non-Teaching Employees including Library and Physical Education) Rules, 2017*".
- (ii) These Rules shall come into force with effect from the date of notification by the University.

2. Definitions :

In these Rules, unless the context otherwise requires :

- (a) 'Act' means the Maulana Azad National Urdu University Act, 1996, as amended from time to time.
- (b) 'Appointing Authority' in relation to any post in the University means the authority competent to make appointment to that post under the Act/Statutes/Ordinances/CRRs of the University as amended from time to time.
- (c) 'Appendix' means Appendix related to composition of selection committees for various posts attached to these Rules.
- (d) 'Cadre' means the strength of service or a part of service sanctioned as a separate unit.
- (e) 'Departmental Candidate' means the employee working on a regular basis against a substantive post in the University but does not include an employee working on ad-hoc, daily wage, contract, or temporary basis.
- (f) 'Direct Recruitment' means the recruitment made other than by promotion, deputation or absorption.
- (g) 'Government' means the Government of India.
- (h) 'Non-teaching Employee' means the employee of the University other than the teaching staff.
- (i) 'Regular Service' means service rendered by an employee in the cadre on regular basis and shall not include the service on contract/daily wage/temporary/ad-hoc basis.
- (j) 'Schedule' means the Schedule appended to these Rules.
- (k) 'Selection Committee' means the Selection Committee as specified in the Act, Statutes, Ordinances or the Cadre Recruitment Rules of the University.
- (l) 'Statute', 'Ordinance' and 'Regulation' shall mean, respectively, the 'Statute', 'Ordinance' and 'Regulation' of the Maulana Azad National Urdu University Act, 1996
- (m) 'University' means Maulana Azad National Urdu University established under 'the Maulana Azad National Urdu University Act, 1996'

- (n) All other words and expressions, used herein, but not defined in these Rules, unless the context otherwise requires, shall have the same meaning as they have been assigned in the Maulana Azad National Urdu University Act, 1996, Statutes, Ordinances and Regulations made there under, or in the rules framed by the Government of India.
- (o) Executive Council means Executive Council of University.

3. Extent of Application :

- (a) These Rules shall apply to appointments/engagements on permanent/tenure basis by the university as the case may be.
- (b) The manner of appointment, conditions of service and admissible emoluments etc of the non-teaching employees who were appointed under the pre-amended Recruitment Rules, shall be deemed to have been covered under these Rules.

4. The classification of posts shall be as under :

- (a) Group 'A'
- (b) Group 'B'
- (c) Group 'C' including Multi Tasking Staff (MTS)

5. Schedule :

The number of posts, classification, scale of pay, qualifications, experience, method of recruitment, age limit etc., for various posts shall be as prescribed by the Executive Council from time to time and any other information relevant to the posts are specified in the Schedule (**Appendix-II**).

6. Appointing Authority :

The Appointing Authority for various posts in the University shall be as under:

	Appointing Authority	Posts
A.	Executive Council	Permanent Appointment to all Group 'A' posts
B.	Vice-Chancellor	(i) Permanent appointment to all Group 'B' posts subject to ratification of the Executive Council (ii) Temporary appointment to All Group 'A'/ Group 'B' posts subject to ratification of the Executive Council
C.	Registrar	(i) Permanent appointment to all Group 'C' posts. (ii) Temporary appointment to all Group 'C' posts.

7. Method of Recruitment :

- (i) The recruitment to various posts shall be made by the Appointing Authority by the following methods:
- (a) Direct Recruitment
- (b) Promotion
- (c) Deputation with or without provision for absorption
- (d) Tenure appointment
- (e) Short-term contract

Note: Notwithstanding the above, the Vice Chancellor may engage retired employees/ make temporary appointments against any existing vacancy on re-employment basis, as per urgent requirements after assessment of the suitability and observance of due procedures subject to ratification by the Executive Council.

- (ii) The posts which are to be filled up by the above-mentioned methods and the manner of appointment of these posts have been laid down in the schedules appended with.

8. Procedures for issue of advertisement and inviting applications :

I. Issue of Advertisement:

The vacant posts of permanent nature, posts approved under specific schemes/ purposes plan posts, the posts of temporary nature likely to continue, tenure/deputation posts etc. shall be advertised at an appropriate time, giving at least one insertion in any of the national dailies, one insertion in the *Employment News* and the University website also. The candidates may obtain the prescribed application form along with the details of qualifications, experience and other requirements from the University, or download from the University web site: www.manuu.ac.in and submit the application duly completed in all respects along with the prescribed application fees, if any, within the stipulated time.

Note:

- (a) In order to reduce the cost of advertisement, only essential details of the recruitment shall be indicated in the advertisement. The closing date may be extended at the discretion of the Vice-Chancellor, by notifying on the website only, for which the interested candidates have to be in constant touch.
- (b) Applications for engagement of retired employees and /or for short term contractual engagement (not more than 90 days) may be invited through any other mode, such as the circular, notification on the web-site and Notice Boards of the University and also by giving one insertion in the News paper.
- (c) Notwithstanding the provisions mentioned at Para 8(I) above, the University at its discretion, may request the Employment Exchange to sponsor candidates for posts as per the prescribed educational qualifications, experience etc.

II. Validity period of the Advertisement

The validity of the advertisement shall ordinarily be 12 months, effective from the closing date:

Provided that, if in the opinion of the Vice-Chancellor, the circumstances so warrant, he may extend the validity of the advertisement by a maximum period of six months.

III. Application Form

- (a) Applications for all the posts shall be entertained only on the prescribed proforma (Online or direct or both as the case may be), along with the prescribed fee, payable in favour of the Registrar, Maulana Azad National Urdu University through Bank Draft or Online payment.
- (b) The schedule of charges for the application form and the prescribed fee shall be determined by the Vice-Chancellor, from time to time.
- (c) **Receipt of applications after the closing date:** The closing date for receipt of applications shall ordinarily be 30 days from the date of release of advertisement to the press. However, the Vice-Chancellor may, at his discretion, decide the closing date for receipt of applications, keeping in view the exigency of the situation. The closing date shall be specified in the advertisement. Incomplete applications, and the applications received after the due date, shall not be entertained. In case the closing date is a holiday, the next working day shall be treated as the closing / last date. Incomplete applications and applications not submitted on the prescribed format, along with the prescribed fee and self-certified enclosures, etc., shall be summarily rejected.

- (d) The application should be addressed to "The Registrar, Maulana Azad National Urdu University" in a closed cover super-scribing "Application for the post of"
- (e) **Holding of Written/Skill Tests:** While filling up the posts under direct recruitment, the University shall hold the written and Skill tests for all Group "B", and "C" Non-Teaching posts to be decided by the Vice-Chancellor. The written tests may comprise Reasoning Ability, Simple Arithmetic, General Knowledge, knowledge of the Establishment, Accounts, Examinations, Language proficiency in English, Hindi and Urdu, wherever applicable, noting and drafting, and/or skill tests, or any other type of tests depending upon the job requirements to be decided by the University. The University may conduct written test at two stages (i) A qualifying test consisting of objective-type questions carrying 100 marks, and (ii) Descriptive test carrying 100 marks. The minimum qualifying marks to be secured in each of the tests shall be 40%. The answer scripts of the candidates for descriptive test shall be evaluated only in respect of those candidates who secure qualifying marks in Paper I. The candidates who secure 50% marks in Paper II shall be called for skill test, wherever applicable. The marks for skill test shall be 50 and the minimum qualifying marks in the skill test shall be 25.
- (f) The competent authority to frame the syllabi for the tests, skill tests, modalities for carrying out the tests, evaluation, etc., shall be the Vice-Chancellor.
- (g) 50 marks may be assigned to the skill test/interview, wherever applicable. The minimum qualifying marks in the skill test /interview shall be 50%.
- (h) Relaxation in qualifying marks or any other relaxation in the test, if any for the reserved categories shall be extended as per Govt of India guidelines
- (i) The University may at its discretion adopt appropriate procedures for recruitment against Group 'A' non-teaching posts on similar lines.
- (j) The University may hold the written/skill tests at the time of promotion of the employees of the University and fix qualifying marks and hold interviews, where-ever applicable, as per the Schedule appended herewith, in addition to screening of the Annual Performance Appraisal Reports for preceding years, depending upon the length of Qualifying Service. While screening the Annual Performance Appraisal Reports, the University may also fix any other criteria for consideration of the DPC.

9. Composition and Functioning of the Selection Committee

- (a) The Composition of Selection Committee shall be as prescribed in the Statues/Ordinance/UGC Regulations/Schedule.
- (b) The recommendations of the Selection Committee shall be submitted to the Appointing Authority for consideration and appropriate action.
- (c) If two or more candidates are recommended, the recommendations shall be made in order of merit.
- (d) No recommendation shall be made with a condition attached to it.
- (e) Canvassing in any form on behalf of any candidate shall be treated as a disqualification which shall lead to cancellation of candidature.
- (f) In pursuance of Letter No. 19-50/2015-Desk-U, dated 22.12.2015, of the M.H.R.D, there shall be no interview for appointment to the Group 'C' and 'B' posts carrying Grade Pay of Rs. 4600/- or less. Accordingly, no interview shall be held for appointment to the Group 'C' and Group 'B' posts

10. Qualifications and Experience

The qualifications, (essential and desirable), and experience required shall be as indicated in the Schedule. In addition, the candidate shall bear good conduct, sound mind and also mandatorily submit a Medical Fitness Certificate at the time of joining.

11. Age Limit

The upper age limit for appointment to various posts shall be as specified in the Schedule. The crucial date for determining the age, shall be the last date of receipt of applications as notified in the recruitment advertisement.

12. Reservation of Posts

- (a) The University shall follow the norms of the Government of India in respect of reservation/relaxation/ concessions to various categories in recruitment/ promotions, etc., pertaining to age, qualifying marks, experience/fees, etc., as amended from time to time.
- (b) The candidate belonging to the reserved categories must enclose attested photocopies of the caste certificate and/or medical certificate (pertaining to determination of degrees of disability in case of PwD candidates) from the competent authority in the format prescribed by the Government of India, failing which the application shall be rejected.

Savings : Nothing in these Rules shall affect the reservations, relaxation of age limit and other concessions required to be provided to the Scheduled Castes and Scheduled Tribes, Other Backward Classes, Persons with Disabilities and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

Payment of TA: The candidate shall attend the interview at the designated place and time at his own expenses. However, the outstation candidates belonging to the SC/ST/PwD categories shall be reimbursed to and fro rail fare (Sleeper class) for self only by the shortest route only. In case any station is not connected by rail, ordinary bus fare shall be paid by the shortest route on production of ticket. The above-mentioned concessions shall not be admissible to those SC/ ST/ candidates who are already in Central/ State Government Service/ or holding any other employment under Universities/Autonomous Bodies/PSUs / Local Governments/Panchayats.

13. Constitution and Role of the Screening Committee

- (a) The Vice-Chancellor may constitute a Screening Committee by including at least one outside expert in the relevant field, in addition to the internal members. The Member-Secretary to the Screening Committee shall be nominated by the Vice-Chancellor.
- (b) It shall be the duty of the Member-Secretary to place the relevant documents/ rules/ guidelines, etc., relating to the selection before the Screening Committee.
- (c) The Screening Committee shall screen the applications and shortlist the candidates in accordance with the eligibility criteria, prescribed in the advertisement and as per recruitment rules.
- (d) Except for the posts of Registrar, Finance Officer, Controller of Examination, Librarian, Director of Physical Education & Sports, it must be ensured that the ratio between the number of vacant posts to be filled and the number of candidates to be called for interview shall not exceed 1:20.
- (e) If three candidates are not available to meet the minimum ratio, the post shall be re-advertised. In case of posts in which there is a provision for holding a common written test, the eligible candidates may be called for the written test notwithstanding the maximum prescribed ratio. However, the Screening Committee(s) may at its discretion, recommend the candidate for the post on conditional basis and the conditions must be complied with by the candidate before the written test/skill test/interview as the case may be. Till such time, the candidature of the candidate shall continue to remain provisional.

Note : The Acting/In-charge Vice-Chancellor shall not make any appointment to permanent teaching and non-teaching positions. However, the Acting/In-charge Vice-Chancellor may constitute a Screening Committee/Selection Committee for the appointment of temporary posts as per MHRD letter F. No. 19-58/2014-Desk (U) dated 09/01/2014 subject to approval of the Executive Council.

14. Constitution of Selection Committees / Departmental Promotion Committees.

- (a) The Constitution of the Selection Committees or Departmental Promotion Committees (DPC) are specified in the Schedule (**Appendix-I**). The Vice-Chancellor, at his discretion, may include the Head or any other senior member of the unit concerned, in the absence of the Head of the Department concerned, in the Selection Committee / Departmental Promotion Committee at the time of selection / promotion to any post in the University. Any other member / members can also be included in the Selection Committee / Departmental Promotion Committee as per the GoI/UGC guidelines.
- (b) A person shall be disqualified for sitting as a member of any Selection/ Promotion Committee and from taking part in any selection/ promotion process under these Rules, if he is related to any candidate or there would be any conflict of interest in case of his association with the selection process. For this purpose, the University shall obtain a certificate to this effect from the members of the selection committee, prior to the commencement of the interview.

15. Quorum for the Selection Committee :

The Quorum for the Selection Committee for those posts prescribed under Statutes 19 (2) and UGC Regulations, 2010 will be applicable mutatis mutandis as amended from time to time. For other posts, two-thirds of the members present shall form the quorum for the meeting of a Selection Committee, which shall include Chairman, Visitor's nominee (wherever applicable), at least one external expert out of two Experts or two outside experts out of three Experts and one representative from the reserved category as per requirement.

16. Direct Recruitment by Open Competition :

- (a) Wherever the UGC guidelines in respect of any particular non-teaching post are not available or framed, the University shall frame its own recruitment rules, laying down the qualifications, experience and nature of duties, etc., according to the requirement and compatibility of the post.
- (b) Recruitment to any regular post in the University shall be made on the recommendations of a duly constituted Selection Committee, as prescribed in the **Appendix-I** to these rules.
- (c) The Chairman shall be entitled to vote at the Selection Committee meeting and, in case of a tie, shall have a casting vote.
- (d) In case two or more candidates are recommended for appointment, the recommendation shall be in order of merit.
- (e) The recommendations of the Selection Committee for Statutory posts and other Group 'A' posts covered under UGC Regulations (such as Deputy Librarian, Deputy Director of Physical Education, Assistant Librarian, Assistant Director of Physical Education, Deputy Registrar, Assistant Registrar etc) shall be placed before the Executive Council for approval. If the Executive Council is unable to accept the recommendations made by a Selection Committee, it shall record its reasons and submit the case to the visitor for final orders in terms of Statute 19(6) of the Statutes of the University.
- (f) The recommendations of the Selection Committee for either non-statutory Group 'A', 'B' & Group 'C' posts or not covered by the UGC Regulations, shall be placed before the competent authority as prescribed under these rules for consideration and approval. In case the recommendations of the Selection Committee are not accepted, the reason for non-acceptance of such recommendations shall be recorded. The power to reject the recommendations of the Selection Committee shall rest with the Executive Council in such cases.

17. Seniority

The seniority of each candidate in the respective cadre shall be determined on the basis of his/her position in the merit list in a particular method of appointment recommended by the Selection Committee and in accordance with the relevant rules of the Govt. of India/ UGC.

18. Appointment and Joining Time

- (a) The appointment of a candidate shall be subject to the verification of character & antecedents, caste certificate, certificate of disability, educational qualifications, experience and medical fitness.
- (b) An offer of appointment issued by the University specify the period (which shall not normally exceed one or two months) after which the offer would lapse automatically if the candidate did not join within the specified period.

Notwithstanding the above, the Vice-Chancellor may allow the extension of joining time, at his discretion, for a period not exceeding three months.

19. General Terms and Conditions of Recruitment

- (a) Mere possession of eligibility conditions shall not entitle a candidate to be called for written/skill test (or interview, where ever applicable).
- (b) Candidate who is already in service shall submit his application through proper channel. However, he may send an advance copy of his application and in case his application is not forwarded due to whatever reasons till the time of written or interview as the case may be, he/she, should produce a "No Objection Certificate" from the employer failing which he shall not be allowed to appear at the test/ interview as the case may be.
- (c) The application for appointment on deputation may be forwarded by the employer along with the Annual Performance Appraisal Reports (APARs) for the preceding five years and Vigilance Clearance Certificate, duly certified by the Competent Authority. It shall be the responsibility of the candidate to assess his own eligibility for the post for which he is applying in accordance with the prescribed qualifications, experience, etc., and submit his application duly filled in, along with the desired information and documents as per the advertisement. Suppression of factual information, supply of fake documents, providing false or misleading information or canvassing in any manner on the part of the candidates shall lead to his disqualification. In case, it is detected at any point of time in future, even after appointment, that the candidate was not eligible or had furnished false information, his appointment shall be liable to termination forthwith as per this clause. This must be mentioned in the letter of offer and appointment clearly. In case of any ambiguity in the recruitment rules in general and eligibility in respect of any post, the decision of the Executive Council shall be final.
- (d) Acceptance of documents submitted by an applicant shall be subject to verification by the competent authority. If any document is found to be false / fake / incorrect either before or after appointment; the document shall be summarily rejected and action may be initiated against the candidate which shall lead to cancellation of his appointment, as the case may be.
- (e) The person appointed against any post shall be governed by the Act/ Statutes/ Ordinances/ Rules of the University and also the CCS (Conduct) Rules, 1964, CCS (CCA) Rule, 1965 or any other rules of the Government of India, as amended from time to time and any other rule/ resolution prescribed specifically for maintaining the conduct of the employees by the Executive Council of the University in consonance of Govt. of India norms.
- (f) The appointment of a candidate shall be subject to verification of character and antecedents by the competent authority. Until the verification of character and antecedents report is received, the appointment shall be treated as provisional. In case the report with regard to his conduct, character, antecedents, etc., is found to be unsatisfactory, the appointment shall be cancelled / terminated forthwith.
- (g) The selected candidate shall produce a medical fitness certificate issued by a Govt. Hospital / or Govt/CGHS empanelled Hospital duly countersigned by the concerned civil surgeon or the

Medical Superintendent/ Director of the concerned hospital for Group B and C post and certificate from the Medical Board issued by a Govt. Hospital/ or Govt./CGHS empanelled Hospital for Group A post as the case may be prior to his joining. In cases where a person has already been examined by a Medical Board in respect of the previous appointment and if standard of medical examination prescribed for the new post is the same, then he need not be required to undergo a fresh examination. For this purpose he has to supplicate a copy of the medical certificate duly countersigned by the designated officer of the university.

- (h) The terms and conditions of appointment shall be communicated to the candidate in the form of 'Offer of Appointment' to the selected candidates. If the candidate does not accept the terms and conditions mentioned in the offer of appointment within the stipulated time, the offer shall be treated as withdrawn.
- (i) The selected candidates shall be required to perform duties as per the Rules of the University, as amended from time to time. The University shall be free to assign any duty as per the exigency of the situation at any time even during non-working hours / holidays which the employee shall have to perform without fail to avoid any disciplinary action.
- (j) The selected candidate shall be governed by the 'New Pension Scheme' of the Government of India as in force as amended from time to time. However, if the selected candidates entered into Central/State Government Services or in the services of Central/State Autonomous Body set up by the Central/State Government, as the case may be, on or before 31st December, 2003, satisfying the conditions laid down in Government of India, Department of Personnel & Administrative Reforms, O.M/No.28-10/84-Pension Unit dated 29th August,1984 read with Department of Pensions and Pensioner Welfare, O.M. No.28-(10)/84-P&PW/Vol.II dated 7th February 1986 as revised from time to time and are governed by the old pension scheme under Central Civil Services (Pension) Rules, 1972 or old Pension Scheme similar to Central Civil Services (Pension) Rules,1972, they will continue to be governed by the old pension scheme. They will be eligible for counting of their past services for this purpose under Rule 26(2) of Central Civil Services (Pension) Rules, 1972 or under the provisions of O.M. dated 29th August,1984 read with O.M. dated 7th February 1986 subject to payment of pro-rata retirement benefits for their past services to MANUU and submission of technical resignation from the present employment in terms of Department of Pension & Pensioners Welfare O.M.No.28/30/2004-P&PW(B) dated 26th July, 2005 as modified vide O.M. of even no. dated 28th October, 2009 to take up the appointment offered by MANUU where pension scheme under Central Civil Services (Pension) Rules, 1972 already exists for employees who had entered into service on or before 31st December, 2003. However in the case of tenure post, NPS shall be applicable.
- (k) The selected candidate shall be liable to serve anywhere within the jurisdiction of the University.
- (l) The minimum educational qualification and experience, constitution of Selection Committee, prescribed quota, method of recruitment or any other eligibility criteria, etc., for direct recruitment or promotion/under career progression scheme, wherever applicable on the posts of Registrar, Finance Officer, Controller of Examinations, Librarian, Deputy Registrar, Assistant Registrar, Assistant Librarian, etc., and equivalent posts shall be governed strictly as per the Government of India/UGC's guidelines/Regulations. Any amendment to the Notification/Regulations/Guidelines of the UGC/Government of India in future shall be deemed to have been adopted by the University for implementation in supersession of the existing provisions already adopted and incorporated in these Rules.
- (m) At the time of recruitment, a 'Service Agreement' shall be executed between the University and the employee concerned for such categories of staff as provided under the Statues of the University, and a copy of the same shall be deposited with the Registrar. Such service agreement shall be duly stamped as per the rates applicable.
- (n) The candidate shall bring all original certificates relating to his age, qualifications, experience, caste, etc., at the time of tests/interview. In case the candidate fails to submit the original documents for verification of the certified photocopies of the enclosures to his application, he may not be allowed to appear at the tests/interview and his candidature may be treated as cancelled without any further communication in this regard.
- (o) (i) The University reserves the right to fill or not to fill up the posts advertised for any reasons whatsoever.

(ii) The University may draw a panel in form of a waiting list to fill up a post, if a candidate on higher merit regrets to join.

(iii) The University reserves the right to withdraw the advertisement, either partly or wholly, at any time without assigning any reason.

(v) If any advertisement for any post is withdrawn by the University, the application fee collected from the candidates shall be refunded.

20. Promotion

- (a) The candidates to be considered for promotion must comply with the prescribed eligibility criteria as on the date of issue of the notification.
- (b) Promotion is earned by dint of hard work, good conduct, and result-oriented performance, as reflected in the APARs. Only performance reported "Good (Grade 5)" carrying Grade Pay up to Rs. 6600, consistently for the preceding five years shall be taken into consideration by the DPC. In case of Group 'A' post carrying Grade Pay of Rs. 7600/- or above, persons reported "Very Good" (Grade Point 7) shall only be considered. Those with "average performance", which is not an adverse remark, shall not be considered for promotion by the DPC.
- (c) The DPC should assess the suitability of the employees for promotion on the basis of their service records and the Annual Performance Appraisal Reports for the preceding five years, as specified above at clause (b). In case there is any adverse entry in the APAR, or for want of prescribed score in the APAR, the case of promotion shall not be considered unless and until the competent authority expunges such adverse entry. If the competent authority does not expunge the adverse entry or does not increase the score as per procedures, the employee concerned may have to wait for the required number of reports carrying the prescribed bench marks as required for the post under these Rules.
- (d) The eligibility criteria, Vigilance Clearance Reports, and APAR dossiers, duly completed in all respects along with the seniority list and results of the written test of the eligible employees to be considered for promotion, with details of the number of vacancies, number of posts reserved for SCs / STs, etc. shall be provided to the DPC for consideration as per GoI rules.
- (e) In the case of "Selection", the zone of consideration of eligible officers with extended zone for SCs / STs to ensure the promotional chances against the reserved quota shall be decided by the DPC on the basis of the service records of the officers. The normal zone and the extended zone will be as per the Govt. of India rules.

The DPC shall make its own assessment of the officers and shall determine the merit of those being assessed for promotion with reference to the benchmark "Good" i.e. minimum score 5 for all officers up to the Grade Pay of Rs. 6600 and "Very Good", i.e. a minimum score of 7 for all Group 'A' posts upto the Grade Pay of Rs. 7600 and above, accordingly, grade the officers as 'fit' or 'unfit' only. Those who are graded as 'fit' shall be included in the select panel in order of their inter-se seniority in the feeder grade, subject to the availability of vacancies. Those employees who are graded 'unfit' by the DPC shall not be included in the selection panel. There shall be no supersession in promotion among those who are graded 'fit'. The grading and score are quoted below:

S.No.	Grading System and Score in APAR
(i)	Grade "between 8-10" shall be rated as 'outstanding' and shall be given a score of 9 for the purpose of calculating average scores for promotion.
(ii)	Grade "between 6 and short of 8" shall be rated as 'very good' and will be given a score of 7 for the purpose of calculating average scores for promotion.
(iii)	Grade "between 4 and short of 6" shall be rated as 'good' and shall be given a score of 5 for the purpose of calculating Average scores for promotion.
(iv)	Below 4 shall be given a score of 'zero'.

- (f) The meeting of the Departmental Promotion Committee (DPC) shall ordinarily be convened at least once in a year, which shall depend upon the availability of vacancy.
- (g) The administrative Division/Section shall ordinarily ensure that the information furnished to the Departmental Promotion Committee is accurate and in proper order in all cases and a certificate to this effect duly signed by the Officer designated for the purpose. shall form a part of the note for the DPC.
- (h) Penalties of any kind (major or minor) shall constitute a bar to one's eligibility for promotion or confirmation. However, minor penalty of "censure" would not constitute a bar on the eligibility and consideration for the purposes of promotion/confirmation unless otherwise mentioned specifically in the order about such a bar on the eligibility and in terms of Govt. of India Guidelines on the subject.
- (i) The following cases shall be brought to the notice of the DPC:-
 - (i) Employees under suspension;
 - (ii) In respect of whom a charge-sheet has been issued and disciplinary proceedings are pending; and
 - (iii) In respect of whom prosecution for a criminal charge has been pending.

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

- (j) The cases of officers under cloud after clearance by the DPC shall be settled in accordance with the Government of India rules/guidelines.

21. Functions of the DPC

- (a) The Departmental Promotion Committee (DPC) shall consider and make recommendations in all cases of Group A, B and C employees. The constitution of DPC for various categories of post shall be as prescribed under Appendix-I to these Rules.
- (b) While considering the promotional cases, the Departmental Promotion Committee shall consider the following:
 - (i) Provisions of the Rules / Act / Statutes / Ordinances /Regulations/ UGC Regulations/guidelines and GOI Rules as applicable.
 - (ii) Eligibility criteria and relaxations / concessions applicable to the SC / ST / PwD categories.
 - (iii) Work and Conduct Reports
 - (iv) The Annual Performance Appraisal Reports (APARs) for the preceding five years along with the Annual Property Returns (APRs) as available with the competent authority. While screening the Annual Performance Appraisal Reports (APARs), the DPC may also adopt the criteria with regard to bench marks as mentioned in the Statutes/ Ordinances.
 - (v) Vigilance Clearance Report
 - (vi) Roster points of the cadre(s) as per the reservation policy of the Govt. of India / UGC.
 - (vii) Performance in the interview /skill test / written test, if conducted by the University as per rules.
 - (viii) The DPC is expected to screen the cases and decide the eligibility based on the

aforementioned documents like APARs, Vigilance Clearance Report, Roster, Recruitment Rules etc.

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

22. Mode of Promotion

- (a) In addition to the conditions for promotion for the posts, as specified at Para (d) below, the University may decide the method and procedure to be followed for promotion in respect of any category of posts. For this purpose, the University, at its discretion, may opt the fitness-cum-seniority or hold written test or other trade / professional test and fix qualifying marks for any post to assess the competence in an objective manner. In such cases, association of at least one external expert shall be mandatory.
- (b) Mere possession of eligibility conditions shall not entitle an employee to be promoted to the next higher post from the date of his eligibility. After completion of formalities such as Annual Performance Appraisal Reports (APARs), Vigilance Clearance Reports, the Departmental Promotion Committee may be constituted to evaluate and assess the eligibility of the employees. The employees shall be considered for promotion based on the recommendations of the DPC / Selection Committee duly approved by the Competent Authority of the University.
- (c) All promotions of the non-teaching staff belonging to Group 'A', 'B' and Group 'C' shall take effect from the date joining.
- (d) Qualifying in Typing Test / Skill Test with knowledge of computers shall be the compulsory requirement for promotion to the post of Lower Division Clerk, Upper Division Clerk, Assistant, Semi-Professional Assistant, Library Assistant and other positions as identified from time to time. Further, qualifying in Typing Test / Skill Test with knowledge of computers shall be the compulsory requirement for all Stenographers and Personal Assistants of the University who shall be considered for promotion as Personal Assistant/ Private Secretary as per the eligibility criteria prescribed in these Rules as prescribed for direct recruitment. The University may impose any condition to be complied with at a future date failing which the competent authority may order for stoppage of incremental pay.

23. Ad-hoc Promotions

In case there is an existing vacancy and no eligible employee is available in the feeder Cadre for promotion, the competent authority may consider at its discretion to promote an employee on ad-hoc basis after completing all procedural formalities based on the seniority, as laid down under Rule 19 above. However, this arrangement shall not be allowed to continue for more than one year in case the employee concerned is not considered for regular promotion.

24. Panel for Promotion

The panel drawn for promotion by the Departmental Promotion Committee shall normally be valid for one year, w.e.f. the date of the meeting of the DPC.

25. Modified Assured Career Progression Scheme (MACP)/Career Advancement Scheme (CAS)

The financial up-gradation under the Career MACP/(DACP) Scheme in respect of non-teaching staff of the University shall be allowed as per the provisions of the Act / Statutes / Ordinances, Rules of the University and orders / guidelines of UGC / Government of India (as amended from time to time) duly adopted by the University.

- (a) The Modified Assured Career Progression Scheme (MACPs) of the Govt. of India, duly communicated for implementation by the UGC in respect of Non-Teaching officials, shall be effective from 01.09.2008, or as per the eligibility, whichever is later.
- (b) In case of up-gradation of pay scale, up to the level of Deputy Registrar or equivalent, the Registrar shall chair the meeting of the Screening Committee. The Vice-Chancellor shall nominate at least one external expert and other members representing SC / ST / OBC / PwD / Minorities etc. wherever required as per the guidelines of the UGC / GoI.
- (c) Any dispute in implementation of the afore-mentioned Career Advancement Schemes shall be referred to the University Grants Commission, and the decision of the UGC shall be final.

26. Deputation with provision for Absorption

- (a) In case the appointment is made on deputation by following the due process of selection prescribed for the post under the Cadre Recruitment Rules, the incumbent may be allowed to continue for a period as prescribed by the Government of India/UGC guidelines issued from time to time or till he attains the age of superannuation prescribed for that particular cadre, whichever is earlier.
- (b) An appointment on deputation may be made initially for a period of two years (except statutory posts) which may be extended further at the discretion of the Competent Authority subject to satisfactory performance. The University, however, shall have the right to repatriate the incumbent at any time even before the prescribed period in case his performance, integrity or conduct are found to be unsatisfactory at any stage in the opinion of the competent authority.
- (c) Ordinarily, no person working on deputation shall be absorbed in any cadre of the University after expiry of his deputation period. In case, it is decided in the interest of the University to absorb any such person, then the University may take up the matter with his parent organisation for concurrence after obtaining the option of the person concerned. After obtaining the consent of the parent department, the case shall be placed before the Competent Authority for a final decision. In case he is absorbed in the University, he shall be assigned the bottom seniority of that particular cadre as per the Govt. of India rules.

27. Probation

- (a) In case of direct recruitment, the selected candidate shall be kept on probation for a period of two years. The appointing authority may, at its discretion, extend the period of probation by one year in case of unsatisfactory performance. In case there is no perceivable improvement during the extended period of probation or a probationer has committed misconduct or misbehaviour, his services shall be terminated by giving him/her one month's notice in advance or on payment of one month's salary in lieu of notice. The employee concerned may also exercise his option to resign by giving one month's notice or by depositing one month's salary in lieu of notice. However, there shall not be any probation for promotion within the same group/pay band/Scale.
- (b) In the case of promotion to the next higher post, the employee(s) shall be kept on probation for a period of two years from the date of joining. The appointing authority may at its discretion, extend the period of probation by one year on ground of unsatisfactory performance. In case there is no perceivable improvement despite all this, he shall be reverted to his parent post, with immediate effect, and consequently all the employees promoted against the consequential vacancies due to the promotion of this employee shall be reverted to their parent posts, in case they cannot be adjusted in any other similar vacant posts.

Note:

- (i) If an employee who has been recruited/ promoted to any post, avail leave on a piecemeal basis, or at a time for a period of two months or more during the period of probation, his probation shall be extended proportionately, i.e., equal to the total period of leave availed by the employee concerned.
Notwithstanding anything contained in the above-mentioned provision, if a probationer is placed under suspension during the period of probation or disciplinary proceeding are contemplated against him, the period of probation may be extended till such period as the appointing authority deems fit in the circumstances.
- (ii) In order to avoid any anomalous situation, the cases of probation of officials should be reviewed in every six months. In case, the result of review of performance of an official is found to be unsatisfactory, or not up to the mark, he shall be warned of the consequences, i.e. the termination of his services/ reversion to the post from which he is appointed/ promoted. Such a warning should be issued in advance after which the performance of the official concerned should be continuously kept under observation.
- (iii) The appointing authority shall record the reasons in writing while terminating the appointment of a probationer or extension of the normal period of probation.
- (iv) There shall be no probation in the case of an employee appointed to a post on contract basis, deputation, tenure basis, or on re-employment after superannuation.
- (v) No application for outside employment shall ordinarily be forwarded during the period of probation in case of a probationer or temporary employee of the University. However, in case his request has been considered by the competent authority of the University at his discretion, an undertaking shall be obtained while forwarding application, that he would submit his technical resignation from the post in the event of his selection in any other organisation.
- (vi) An employee of the University shall not be confirmed on his post unless and until he signs the 'Service Agreement' wherever applicable.

28. Application of Govt. of India Rules/UGC Regulations

If any particular point including the qualifications for recruitment and promotion and seniority under these Rules are silent, the corresponding rules operating in the Govt. of India/UGC, or the qualifications prescribed by the Govt. of India/UGC shall apply mutatis mutandis.

Further, the Pay Scales contained in the Schedules for various posts shall be mandatorily revised as per the GoI/UGC regulations/guidelines as amended from time to time.

29. Power to Relax

(a) Relaxation in age, experience, qualifying marks, etc., may be granted to the candidates belonging to the Schedule Caste / Schedule Tribes / OBC / PwD or any other reserved category for reserved posts as per the UGC / Govt. of India guidelines. A certificate to this effect issued from the competent authority should be attached with the prescribed application form. Wherever a relaxation of qualification, including percentage of marks, is permitted under the UGC/Govt. of India guidelines, such relaxation shall also be considered in appropriate cases subject to recommendations of the Screening Committee. The Executive Council shall have the right to relax any of the qualifications, experience, age, etc in deserving cases on the recommendations of the Selection Committee.

(b) The relaxation in age shall also be given in respect of the following categories as mentioned against each:

S.No.	Category of Persons	Extent of age relaxation
1	Regular Employees of the Central Govt/ Central Universities / UGC maintained deemed to be Universities / other Central Institutions of higher learning	Age Limit – below 55 years
2	Ex-Servicemen	Age Limit as per Government of India rules.

30. Disqualification

The following categories of persons shall not be eligible to apply for any position in the University :

- (a) Who has been convicted by any Court of Law or any criminal proceedings are pending against him;
- (b) Who has entered into or contracted a marriage with a person having a spouse living;
Provided that the Competent Authority of the University may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for doing so, exempt any person from the operation of these rules;
- (c) Who is not a citizen of India; and
- (d) Any other category of person disqualified for appointment by the Govt. of India/ UGC from time to time.

31. Discipline Vigilance Clearance Reports

- (a) Candidate who is already in service shall submit a certificate from the employer or his authorised officer, to the effect that no disciplinary proceedings are pending or contemplated against him. Apart from this, the Vigilance Clearance Report shall be directly sent by the parent department or be handed over to the employee concerned in sealed cove at the time of written/ skill test/ interview as applicable or along with the application.
- (b) Wilful suppression of factual information or any document relating to the eligibility or otherwise as a candidate, followed by supply of fake documents / or misleading statement / information in the application or tampering with documents or providing such information relating to the achievements, caste, educational qualifications, experience or domicile, etc., the Chief Vigilance Officer of the University shall have the powers to investigate / inquire into the matter and submit his report to the administration for further action at any stage of recruitment process or employment. If any of these acts is found to be true, the candidate shall be disqualified for appointment to the post or if already appointed, his/ her services shall be liable to termination, with immediate effect.

32. Removal of Difficulties

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

33. Interpretation

Any question relating to interpretation of these Rules, the decision of the Executive Council shall be final unless otherwise, specifically included in these rules.

34. Amendment of Rules

The Executive Council shall have the authority to amend, modify, change, withdraw, suspend and relax and all of these Rules as per provision made under relevant ordinances of the University

35. Residuary Matters

- (a) In respect of the matters not specifically provided for in these Rules, the corresponding provisions as provided by the UGC for their employees or as prescribed by the Govt. of India relating to its employees, as amended from time to time, shall be followed.
- (b) In case any particular provision in these Rules is in conflict with any provision of the Act/Statutes/Ordinances of the University, the provisions of the Acts/Statutes/Ordinances shall prevail and the provision in these Rules shall stand superseded.

36. Liability of officers to serve in India or/and abroad

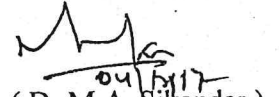
Employees appointed shall be liable to serve anywhere in India or abroad within the jurisdiction of the University.

37. Territorial Jurisdiction

In case of any dispute arising out of the recruitment process, the territorial jurisdiction for adjudication shall be the High Court of Judicature at Hyderabad.

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Accordingly, the existing Ordinance No.3 of the Ordinances of the University related to '*Rules and Procedure for appointment to the non-teaching posts*', published in the Official Gazette of India (Part-III- Section 4), dated 17th July 2004 by the University through the Ministry of Human Resource Development vide Notification F.No. 27-12/2000-Desk (U), dated 5th August 2003 shall stand repealed.


(Dr M.A. Sikandar)

Registrar

Maulana Azad National Urdu University
Gachibowli, Hyderabad 500 032

MAULANA AZAD NATIONAL URDU UNIVERSITY
(Established under the Maulana Azad National Urdu University Act, 1996)
MINISTRY OF HUMAN RESOURCE DEVELOPMENT, GOVT. OF INDIA

Appendix-I

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**Selection Committee for Direct Recruitment /Departmental Promotion Committee
of Non-Teaching Employees under the Maulana Azad National Urdu University Cadre
Recruitment (Non Teaching Employees Including Library and Physical Education), Rules, 2017**

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

- (a) Selection Committee for statutory posts like Registrar, Finance Officer etc. :
As per Statute 19(2) of the Statutes of Maulana Azad National Urdu University Act, 1996
and as amended time to time.
- (b) Selection Committee for the posts of Librarian, Deputy Librarian, Assistant Librarian,
Director of Physical Education, Deputy Director of Physical Education and other academic
posts:
As per UGC Regulations, 2010 and as amended time to time.
- (c) Selection Committee for Group 'A' posts (other than statutory posts) :

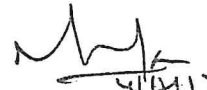
1.	Vice-Chancellor/Pro-Vice Chancellor*(in the absence of vice Chancellor)	:	Chairman
2.	Two members of the Executive Council to be nominated by the Executive Council	:	Member
3.	Two expert, not in service of the University, nominated by the Vice Chancellor	:	Member
4	A representative of SC/ST/OBC/Minority/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

(d) Selection Committee for Group 'B' posts :

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

(e) Selection Committee for Group 'C' posts :

1.	Registrar	:	Chairman
2.	One member of the Executive Council to be nominated by the Vice Chancellor	:	Member
3.	Two expert, not in service of the University, nominated by the Vice Chancellor	:	Member
4	A representative of SC/ST/OBC/ Minority/ Women/PwD, if any of the candidates representing these categories is the applicant, to be nominated by the Vice Chancellor, if any of the above members of the Selection Committee do not belong to the category.	:	Member
5	Deputy Registrar/Assistant Registrar* (*To be nominated by the Vice Chancellor)	:	Secretary


(Dr M.A. Sikandar)
Registrar

Maulana Azad National Urdu University
Gachibowli, Hyderabad 500 032

MAULANA AZAD NATIONAL URDU UNIVERSITY

(Established under the Maulana Azad National Urdu University Act, 1996)

THE SCHEDULE

[The Maulana Azad National Urdu University Cadre
Recruitment (Non Teaching Employees Including Library
and Physical Education), Rules, 2017]

SUMMARY OF POSTS

Sl.No.	Name of the Post	Group	Core Scale of Pay	
			Pay Band Rs.	Grade Pay Rs.
1.	Registrar	A	37400-67000	10000
2.	Finance Officer	A	37400-67000	10000
3.	Controller of Examinations	A	37400-67000	10000
4.	Deputy Registrar	A	15600-39100	7600
5.	Assistant Registrar	A	15600-39100	5400
6.	Section Officer	B	9300-34800	4600
7.	Assistant	B	9300-34800	4200
8.	UDC	C	5200-20200	2400
9.	LDC	C	5200-20200	1900
10.	Office Attendant	C	5200-20200	1800
11.	Private Secretary	B	9300-34800	4600
12.	Personal Assistant	B	9300-34800	4200
13.	Stenographer	C	5200-20200	2400
14.	Director (Physical Education)	A	37400-67000	10000
15.	Dy. Director (Physical Education)	A	15600-39100	8000
16.	Assistant Director (Physical Education)	A	15600-39100	6000
17.	Librarian	A	37400-67000	10000
18.	Dy. Librarian	A	37400-67000	9000
19.	Asst. Librarian	A	15600-39100	6000
20.	Information Scientist	A	15600-39100	5400
21.	Professional Assistant	B	9300-34800	4200
22.	Semi Professional Assistant	C	5200-20200	2800
23.	Library Assistant	C	5200-20200	2000
24.	Library Attendant	C	5200-20200	1800
25.	Executive Engineer	A	15600-39100	6600
26.	Assistant Engineer (Civil & Electrical)	B	9300-34800	4600
27.	Junior Engineer (Civil & Electrical)	B	9300-34800	4200
28.	System Analyst	A	15600-39100	5400
29.	Network Administrator	A	15600-39100	5400
30.	Computer Programmer	B	9300-34800	4600
31.	Sr. Technical Assistant (ICT)	B	9300-34800	4200
32.	Hindi Officer	A	15600-39100	5400
33.	Hindi Translator	B	9300-34800	4200
34.	Hindi Typist	C	5200-20200	1900
35.	Medical Officer	A	15600-39100	5400
36.	Nurse	B	9300-34800	4200
37.	Pharmacist	B	9300-34800	4200
38.	Lab Technician	C	5200-20200	2400
39.	X-Ray Technician	C	5200-20200	2400
40.	Cook	C	5200-20200	1900
41.	Kitchen Attendant	C	5200-20200	1800
42.	Laboratory Assistant	C	5200-20200	2400
43.	Laboratory Attendant	C	5200-20200	1800
44.	Driver	C	5200-20200	1900
45.	Public Relation Officer	A	15600-39100	5400
46.	Internal Audit Officer	A	15600-39100	7600
47.	Statistical Officer	B	9300-34800	4600
48.	Translator (CPDUMT)	A	15600-39100	5400
49.	Librarian (Model School)	B	9300-34800	4200
50.	Instructor (Polytechnic)	B	9300-34800	4600
51.	Instructor (ITI/VTC)	B	9300-34800	4600
52.	Maintenance Assistant	C	5200-20200	2400
53.	Electrician	C	5200-20200	2400
54.	Workshop Attendant	C	5200-20200	1800
55.	Guest House Manager	B	9300-34800	4200
56.	Cook-cum-Attendant	C	5200-20200	1800
57.	Museum Curator	B	9300-34800	4200

58.	Senior Research Assistant (CUCS)	B	9300-34800	4200
59.	Asst. Museum Curator	C	5200-20200	2800
60.	Museum Attendant	C	5200-20200	1800
61.	Research Assistant (CSSEIP)	B	9300-34800	4200
62.	Director (Media Centre)	A	37400-67000	10000
63.	Producer-I (Media Centre)	A	15600-39100	5400
64.	Engineer-I (Media Centre)	A	15600-39100	5400
65.	Junior Research Officer (Media Centre)	A	15600-39100	5400
66.	Technician	C	5200-20200	2400
67.	Graphic Artist	B	9300-34800	4600
68.	Camera Person	B	9300-34800	4600
69.	Production Assistant	B	9300-34800	4200
70.	Technical Assistant (Media Centre)	C	5200-20200	2800
71.	Translator	C	5200-20200	2800
72.	Supervisor (Security)	C	5200-20200	2400
73.	Supervisor (Sanitary & Horticulture)	C	5200-20200	2400
74.	Technical Assistant (Computers)	C	5200-20200	2800

(Total 74 categories)

1	Name of Post	Registrar
2	Number of Post	One (01)
3	Classification	Group – A
4	Scale of Pay/Pay Band / Grade Pay	Rs.37400-67000 (PB-4) + Grade Pay Rs.10000/-
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	Preferably below 57 Years
7	Education and other qualifications required for direct recruits	<p>Essential:</p> <p>i) Master's Degree with at least 55% of the Marks or its equivalent grade of B in the UGC 7 point scale.</p> <p>ii) At least 15 years of experience as Assistant Professor in the AGP of Rs.7000/- and above or with 8 years' of service in the AGP of Rs.8000/- and above including as Associate Professor, along with experience in educational administration.</p> <p style="text-align: center;">OR</p> <p>Comparable experience in a research establishment and / or other institutions of higher education.</p> <p style="text-align: center;">OR</p> <p>15 years of administrative experience of which 08 years shall be as a Deputy Registrar or an equivalent post.</p> <p>Desirable: Knowledge of Urdu</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 62 years, whichever is earlier</p> <p>(Eligible for reappointment after observance of due selection process)</p>
11	In case of recruitment by promotion/ deputation / absorption, grades from which promotion / deputation / absorption to be made	For Deputation as indicated at Col. 7
12	Composition of DPC or Selection Committee	<p>i. Vice Chancellor – Chairperson</p> <p>ii. Pro Vice Chancellor</p> <p>iii. A nominee of the Visitor</p> <p>iv. Two members of the Executive Council nominated by it.</p> <p>v. One person not in the service of the University nominated by the Executive Council.</p> <p>vi. 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>Note: From above (iii) (iv) & (v) at least three of them attend the meeting.</p>

1	Name of Post	Finance Officer
2	Number of Post	One (01)
3	Classification	Group – A
4	Scale of Pay/Pay Band / Grade Pay	Rs. 37400-67000 (PB-4) + Grade Pay Rs. 10000/-
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	Preferably below 57 Years
7	Education and other qualifications required for direct recruits	<p>Essential:</p> <p>i. Master's Degree with at least 55% of the Marks or its equivalent grade of B in the UGC 7 point scale.</p> <p>ii. At least 15 years' of experience as Assistant Professor in the AGP of Rs.7000/- and above or with 8 years' of service in the AGP of Rs.8000/- and above including as Associate Professor, along with experience in educational administration.</p> <p style="text-align: center;">OR</p> <p>Comparable experience in a research establishment and/ or other institutions of higher education.</p> <p style="text-align: center;">OR</p> <p>15 years of administrative experience of which 08 years shall be as a 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 62 years, whichever is earlier</p> <p>(Eligible for reappointment after observance of due selection process)</p>
11	In case of recruitment by promotion/ deputation / absorption, grades from which promotion / deputation / absorption to be made	<p>Deputation: 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 style="text-align: center;">OR</p> <p>With three years regular service in 37400-67000 (PB-4) + Grade Pay Rs.8,700/- in the area of Audit and Accounts in any Govt. Department/ Autonomous Bodies.</p> <p style="text-align: center;">OR</p> <p>With five years regular service in Rs.15600-39100 (PB-3) + Grade Pay Rs.7,600/- in the area of Audit and Accounts in any Govt. Department/ Autonomous Bodies.</p> <p style="text-align: center;">OR</p> <p>15 years of accounts/administrative experience of which 08 years shall be as a Deputy Registrar or an equivalent post.</p>
12	Composition of DPC or Selection Committee	<p>i. Vice Chancellor - Chairperson</p> <p>ii. Pro Vice Chancellor</p> <p>iii. A nominee of the Visitor</p> <p>iv. Two members of the Executive Council nominated by it.</p> <p>v. One person not in the service of the University nominated by the Executive Council.</p> <p>vi. 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>From above (iii), (iv) & (v) at least three of them attend the meeting.</p>

1	Name of Post	Controller of Examination
2	Number of Post	One (01)
3	Classification	Group – A
4	Scale of Pay/Pay Band / Grade Pay	Rs. 37400-67000 (PB-4) + Grade Pay Rs.10000/-
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	Preferably below 57 Years
7	Education and other qualifications required for direct recruits	<p>Essential:</p> <p>i) Master's Degree with at least 55% of the Marks or its equivalent grade of B in the UGC 7 point scale.</p> <p>ii) At least 15 years' of experience as Assistant Professor in the AGP of Rs.7000/- and above or with 8 years' of service in the AGP of Rs.8000/- and above including as Associate Professor, along with experience in educational administration.</p> <p style="text-align: center;">OR</p> <p>Comparable experience in a research establishment and/ or other institutions of higher education.</p> <p style="text-align: center;">OR</p> <p>15 years of administrative experience of which 08 years shall be as a Deputy Registrar or an equivalent post.</p> <p>iii) Knowledge of Urdu – Reading, writing & speaking</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 62 years, whichever is earlier</p> <p>(Eligible for reappointment after observance of due selection process)</p>
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/ absorption to be made	For Deputation as indicated at Col. 7
12	Composition of DPC or Selection Committee	<p>i. Vice Chancellor - Chairperson</p> <p>ii. Pro Vice Chancellor</p> <p>iii. A nominee of the Visitor</p> <p>iv. Two members of the Executive Council nominated by it.</p> <p>v. One person not in the service of the University nominated by the Executive Council.</p> <p>vi. 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>From above (iii), (iv) & (v) at least three of them attend the meeting.</p>

1	Name of Post	Deputy Registrar
2	Number of Post (s)	Four (04)
3	Classification	Group – A
4	Scale of Pay/Pay Band / Grade Pay	Rs.15600-39100 (PB-3) + Grade Pay Rs.7600/- Rs.37400-67000 (PB-4) + Grade Pay Rs.8700/- (To be designated as Joint Registrar after five years of service on the recommendations of the DPC)
5	Whether Selection or non-selection post	Selection Not application in case of Direct Recruitment/Deputation
6	Age Limit for Direct Recruits	50 Years
7	Education and other qualifications required for direct recruits	Essential: <u>Educational Qualification:</u> i) Master's Degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC seven-point scale with good academic record. <u>Experience:</u> ii) Nine years of experience as Assistant Professor in the AGP of Rs.6000/- and above with experience in educational administration. OR Comparable experience in research establishment and/or other institutions of higher education. OR 5 years of administrative experience as Assistant Registrar or in an equivalent post. Desirable: i. Relevant Experience in the areas of Establishment / Examinations / Finance / Academic. ii. Knowledge of Urdu
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Age : No Qualification: Must possess at least Bachelor degree from a recognized University.
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.	75% by Direct Recruitment 25% by promotion, failing which by deputation. (Ref: MHRD Letter No.1-32/2006-U.II/U.I(ii) dated 31/12/2008)
11	In case of recruitment by promotion/deputation/absorption, grades from which promotion/ deputation/ absorption to be made	Promotion: Assistant Registrar with five years regular service in PB-3 (Rs.15600-39100) + Grade Pay Rs.6,600/- Deputation: Officers holding analogous posts on regular basis or with five years regular service in PB:3 (Rs.15,600-39100) + Grade Pay Rs.6,600/- or with eight years regular service in PB:3 (Rs.15,600-39100) + Grade Pay Rs.5,400/- in the Central/State Government, Universities and other autonomous organisations and fulfilling the minimum educational qualification as prescribed for direct recruits.
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees) 2017 (Appendix-I)

1	Name of Post	Assistant Registrar
2	Number of Post (s)	Seventeen (14+3*)
3	Classification	Group – A
4	Scale of Pay/Pay Band / Grade Pay	Rs.15600-39100 (PB-3) + Grade Pay Rs.5400/-
5	Whether Selection or non-selection post	Selection Not application in case of Direct Recruitment/Deputation
6	Age Limit for Direct Recruits	40 Years
7	Education and other qualifications required for direct recruits	Essential: Master's Degree with at least 55% of marks or its equivalent grade of 'B' in the UGC seven-point scale along with a good academic record. Desirable: i. Knowledge of Computer Applications. ii. Three years experience in Administration/ Establishment/ Finance/ Examination/ Academic of the University. iii. Knowledge of Urdu
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Age : No 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 through written test, test of proficiency in computer applications followed by interview 50% by Promotion failing which by deputation.
11	In case of recruitment by promotion/ deputation / absorption, grades from which promotion / deputation / absorption to be made	Promotion: Among the Section Officers/ Private Secretaries/Assistant Accounts Officers in PB-2 (Rs. 9300-34800) + Grade Pay Rs.4600/- with at least five years of regular service in the cadre Note: Their selection will be based on written test, interview, service record/APARs etc. Deputation: Officers holding analogous posts on regular basis or with 5 years regular service in PB-2 (Rs. 9300-34800) + Grade Pay Rs.4600/4800/5400 in the Central /State Government, Universities and other autonomous organizations and fulfilling the minimum educational qualification prescribed for direct recruits.
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees) 2017 (Appendix-I)

*Note: The Committee noted that three posts of Assistant Directors have been rationalized/converted as Assistant Registrars in the Grade Pay of Rs.5400. Since there is no financial implication, this may be implemented with the concurrence of the UGC

1	Name of Post	Section Officer
2	Number of Post (s)	Thirty eight (35+3*)
3	Classification	Group – B
4	Scale of Pay/Pay Band / Grade Pay	Rs.9300-34800 (PB-2) + Grade Pay Rs.4600/-
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	Education and other qualifications required for direct recruits	Essential: i) A Bachelor Degree in any discipline from any recognised Institute/ University. ii) Three Years Experience as Assistant in the Scale of Rs.9300 – 34800/- with Grade pay Rs.4200/- 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 Rs.200/- Crores. iii) Proficiency in Computer Operation, noting and drafting in English and/or Urdu as per the requirement of the University.
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 Promotion from the cadre of Assistant subject to qualifying the departmental test, failing which by deputation# 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	Promotion: 05 years of regular service from the feeder grade of Assistant in PB-2 (Rs.9300-34800) + Grade Pay of Rs.4200/- with qualification as in Col.7 above. Deputation: Officers holding analogous post on regular basis or with three years regular service in PB-2 (Rs.9300-34800) Grade pay of Rs.4200/- 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) 2017 (Appendix-I)

*Note: The University has 32 sanctioned post of Section Officers and three posts of Asst. Accounts Officer in the scale of pay of Rs.9300-34800 with GP of Rs.4600/-. As per existing CRRs the feeder cadre for promotion is Assistant. The duties performed by Section Officers in Finance & Accounts and Asst. Accounts Officer are similar. Keeping in view the similarity of posts in term of recruitment qualification, nature of duties performed and the parity in scale of pay, the post of Asst. Accounts Officer (03) may be rationalized as Section Officer. For operational purpose when Section Officer is posted in Finance & Accounts Section the nomenclature of the post may be used as Section Officer (Accounts). Accordingly, the sanctioned strength of Section Officer will be increased to 35 and there will not be separate recruitment rules for Assistant Accounts Officer

#Note: Since the Departmental Test is qualifying in nature, eligible Assistants shall be called for Departmental Test and once qualify the test, the promotion shall be strictly on the basis of seniority

1	Name of Post	Assistant
2	Number of Post (s)	Twenty (20)
3	Classification	Group – B
4	Scale of Pay/Pay Band / Grade Pay	Rs.9300-34800 (PB-2) + Grade Pay Rs.4200/-
5	Whether Selection or non-selection post	Non-Selection Not Applicable in case of Direct Recruitment/Deputation
6	Age Limit for Direct Recruits	35 Years
7	Education and other qualifications required for direct recruits	<p>Essential:</p> <p>(i) Bachelor Degree from a recognized University / Institution.</p> <p>(ii) Three Years of experience as UDC or equivalent in the Scale of pay of Rs.5200-20200 and Grade pay of Rs.2400/- 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 Rs.200/- Crores.</p> <p>(iii) Speed in English Typing @ 35 wpm or Speed in Hindi Typing @ 30 wpm</p> <p>(iv) Proficiency in Computer Operations, noting and drafting.</p> <p>Desirable:</p> <p>i. Experience in Administrative/ Accounts/ Academic matters. Capacity to work in a fully computerized environment.</p> <p>ii. Knowledge of Urdu</p>
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 (based on written test and skill test) 50% by Promotion from the cadre of UDC with five years of experience according to seniority-cum-fitness, failing which by deputation.
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Promotion: UDC with 5 years of regular service in PB:1:Rs.5200-20200 and Grade Pay of Rs.2,400/-
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees) 2017 (Appendix-I)

1	Name of Post	Upper Division Clerk
2	Number of Post (s)	Thirty nine (39)
3	Classification	Group – C
4	Scale of Pay/Pay Band / Grade Pay	Rs. 5200-20200 (PB-1) + Grade Pay Rs.2400/-
5	Whether Selection or non-selection post	Non-Selection
6	Age Limit for Direct Recruits	32
7	Education and other qualifications required for direct recruits	<p>Essential :</p> <p>(i) A Bachelor's Degree from any recognized Institute/ University.</p> <p>(ii) 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 Rs.200/- Crores.</p> <p>(iii) Speed in English Typing @ 35 wpm OR Speed in Hindi Typing @ 30 wpm</p> <p>(iv) Proficiency in Computer Operations.</p> <p>Desirable:</p> <p>i. Experience in Administration/ Accounts/ Academic matters. Capacity to work in a fully computerized environment.</p> <p>ii. Knowledge of Urdu</p>
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Age : No 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.	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	Promotion : Lower Division Clerk with five years regular service in PB-1 (Rs. 5200-20200) + Grade Pay Rs.1900/-
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees) 2017 (Appendix-I)

1	Name of Post	Lower Division Clerk
2	Number of Post (s)	Sixty (60)
3	Classification	Group – C
4	Scale of Pay/Pay Band / Grade Pay	Rs.5200-20200 (PB-1) + Grade Pay Rs.1900/-
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	Education and other qualifications required for direct recruits	Essential : i) 10+2 or equivalent qualification from a recognised Board with minimum 50% marks. 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. Desirable: i. Graduate from a recognised University ii. Knowledge of Urdu
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.	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 Grade pay of Rs.1800 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. The maximum age limit for eligibility for such examination is 45 Years Note: The panel shall be valid for a period of one year. iv. Promotion: 5% of the vacancies shall be filled on seniority-cum-fitness basis from Group 'C' employees who have five years regular service in posts with the Grade pay of Rs.1800/- subject to fulfilling the criteria prescribed at Col.7
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) 2017 (Appendix-I)

1	Name of Post	Multi Tasking Staff (MTS)
2	Number of Post (s)	Fifty Five (55)
3	Classification	Group – C
4	Scale of Pay/Pay Band / Grade Pay	Rs. 5200-20200 (PB-1) + Grade Pay Rs.1800/-
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	30 Years
7	Education and other qualifications required for direct recruits	Essential : Secondary School Certificate (X Std) or its equivalent form a recognized Board/Institute. OR 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) 2017 (Appendix-I)

Note: The post of Office Attendant and certain other erstwhile group 'D' posts now classified as Group 'C' Posts as per 6th 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.

1	Name of Post	Private Secretary
2	Number of Post (s)	Three (03)
3	Classification	Group – B
4	Scale of Pay/Pay Band / Grade Pay	Rs. 9300-34800 (PB-2) + Grade Pay Rs.4600/-
5	Whether Selection or non-selection post	Selection Not application in case of Direct Recruitment
6	Age Limit for Direct Recruits	35 Years
7	Education and other qualifications required for direct recruits	<p>Essential:</p> <ul style="list-style-type: none"> i) A Bachelor's Degree from a recognized University/Institute. ii) At least 03 Years experience as Personal Assistant in a University/ Research establishment/ Central/ State Govt. /PSU and other autonomous bodies. iii) English/Hindi Stenography speed:100 wpm in English or 100 wpm in Hindi iv) English/Hindi Type speed: 35 w.p.m. in English or 30 w.p.m.in Hindi. v) Knowledge of computer applications. <p>Desirable:</p> <ul style="list-style-type: none"> 1. Knowledge of Urdu 2. Proficiency in English & good communication skills. 3. Skill Test Norms on Computer: Dictation: 10 minutes @ 100 w.p.m. Transcription : 50 minutes (English)/ 60 minutes (Hindi)
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.	100% by promotion through seniority-cum-fitness, subject to qualifying in the stenography test as mentioned under column 7.
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	<p>Promotion: Personal Assistant with 05 (five) years regular service in the Scale of Rs.9300-34800, GP Rs.4200/- along with the qualification as in Col. -07.</p> <p>Deputation: Persons holding analogous posts on regular basis or with 3 years regular service as Personal Assistant in the scale of pay of Rs.9300-34800 + GP Rs. 4200/- 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.</p>
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees) 2017 (Appendix-I)

1	Name of Post	Personal Assistant
2	Number of Post (s)	Four (04)
3	Classification	Group – B
4	Scale of Pay/Pay Band / Grade Pay	Rs.9300-34800 (PB-2) + Grade Pay Rs.4200/-
5	Whether Selection or non-selection post	Selection Not application in case of Direct Recruitment
6	Age Limit for Direct Recruits	35 Years
7	Education and other qualifications required for direct recruits	<p>Essential :</p> <ul style="list-style-type: none"> i) A Bachelor Degree in any discipline from any recognised Institute/ University. ii) Proficiency in Stenography in English / Hindi with minimum speed of 100wpm. iii) Proficiency in Typing in English or Hindi with minimum speed of 35 / 30 wpm respectively. iv) Knowledge of Computer Applications. v) Two years experience as Stenographer in Central State Govt. Organisations / University Research Institution or Central / State autonomous Institution. <p>Desirable:</p> <ul style="list-style-type: none"> i. Knowledge of Urdu ii. Proficiency in English and good communication skills. iii. Skill Test Norms on Computer: Dictation: 10 minutes @ 100 w.p.m. Transcription : 40 minutes English/55 minutes Hindi
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.	25% by Direct Recruitment 75% by Promotion
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Promotion: Stenographer with 5 years of regular service in PB 1: Rs.5200-20200 with Grade Pay of Rs.2400/-
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees) 2017 (Appendix-I)

1	Name of Post	Stenographer
2	Number of Post (s)	Four (04)
3	Classification	Group – C
4	Scale of Pay/Pay Band / Grade Pay	Rs. 5200-20200 (PB-1) + Grade Pay Rs.2400/-
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	35 Years
7	Education and other qualifications required for direct recruits	<p>Essential:</p> <ul style="list-style-type: none"> i) A Bachelor Degree in any discipline from any recognised Institute/ University. ii) Proficiency in Stenography in English / Hindi with minimum speed of 80 wpm. iii) Proficiency in Typing in English / Hindi with minimum speed of 35 / 30 wpm respectively. iv) Knowledge of Computer Applications. <p>Desirable:</p> <ul style="list-style-type: none"> i) Knowledge of Urdu ii) Proficiency in English and good communication skills. iii) Relevant experience as Stenographer in Central/ State Govt. organization / Universality / Research Institutions or Central or State autonomous institutions. iv) Skill Test Norms on Computer: Dictation: 10 minutes @ 80 w.p.m. Transcription : 50 minutes English/65 minutes Hindi
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) 2017 (Appendix-I)

1	Name of Post	Director of Physical Education & Sports
2	Number of Post	One (01)
3	Classification	Group – A
4	Scale of Pay/Pay Band / Grade Pay	Rs.37400-67000 (PB-4) + Academic Gr. Pay of Rs.10,000/-
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	Preferably below 55 Years
7	Education and other qualifications required for direct recruits	<p>Essential:</p> <ul style="list-style-type: none"> i) A Ph.D. in Physical Education ii) Experience of at least ten years as University Deputy Director of Physical Education or fifteen years as University Assistant DPEs/College (Selection Grade) iii) Participation in at least two national/international seminars/conferences iv) Consistently good appraisal reports v) Evidence of organizing competitions and conducting coaching camps of at least two weeks' duration vi) Evidence of having produced good performance teams/athletes for competitions like state/national/ inter-university/combined university, etc. <p>Desirable: Knowledge of Urdu</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>Deputation: Officers of Central/ State Governments, Universities and other Autonomous Organizations holding analogous posts on regular basis subject to possessing educational qualification and experience as prescribed in column 07.</p> <p>OR</p> <p>Deputy Director of Physical Education in Central/ State Governments, Universities and other Autonomous Organizations with five years of regular service</p>
12	Composition of DPC or Selection Committee	<ul style="list-style-type: none"> i. Vice Chancellor to be the Chairperson of the Selection Committee ii. Pro Vice Chancellor iii. An academician who is the nominee of the Visitor iv. Three experts in the concerned subject/field nominated by the Vice Chancellor out of the panel of names approved by the relevant statutory body of the University v. Dean of the faculty, wherever applicable vi. Head/Chairperson of the Dept./School (if applicable) vii. An academician representing SC/ST/OBC/Minority/Women /Differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice Chancellor, if any of the above members of the selection committee do not belong to that category. <p>At least four members, including two outside subject experts, shall constitute the quorum</p>

1	Name of Post	Deputy Director of Physical Education & Sports
2	Number of Post (s)	One (01)
3	Classification	Group – A
4	Scale of Pay/Pay Band / Grade Pay	Rs. 15600-39100 (PB-3) + AGP Rs. 8000/- Rs. 37400-67000 (PB-4) + Academic Grade Pay Rs.9000/- (After three years of service)
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	55 Years
7	Education and other qualifications required for direct recruits	<p>(i) A Ph.D. in Physical Education. Candidate from outside the university system, in addition, shall also possess at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Master's Degree level by the university concerned</p> <p>(ii) Eight years Experience as University Assistant DPES/College DPES, with a benefit of two years and one year for Ph.D. and M.Phil. Degree holders</p> <p>(iii) Evidence of organizing competitions and conducting coaching camps of at least two weeks' duration</p> <p>(iv) Evidence of having produced good performance teams/athletes for competitions like state/national/ inter-university/combined university, etc.</p> <p>(v) Passed the physical fitness test in accordance with the UGC Regulations, 2010 (as amended from time to time)</p> <p>(vi) Consistently good appraisal reports</p> <p>Desirable: Knowledge of Urdu</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/ Contract.
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Deputation: Officers of Central/ State Governments, 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	<p>i. Vice Chancellor to be the Chairperson of the Selection Committee</p> <p>ii. Pro Vice Chancellor</p> <p>iii. An academician who is the nominee of the Visitor</p> <p>iv. Three experts in the concerned subject/field nominated by the Vice Chancellor out the panel of names approved by the relevant statutory body of the University</p> <p>v. Dean of the faculty, wherever applicable</p> <p>vi. Director (Physical Education)</p> <p>vii. An academician representing SC/ST/OBC/ Minority/ Women /Differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice Chancellor, if any of the above members of the selection committee do not belong to that category.</p> <p><u>Note:</u> At least four members, including two outside subject experts, shall constitute the quorum</p>

1	Name of Post	Assistant Director (Physical Education)
2	Number of Post (s)	One (01)
3	Classification	Group – A
4	Scale of Pay/Pay Band / Grade Pay	Rs. 15600-39100 (PB-3) + AGP Rs. 6000/-
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	55 Years
7	Education and other qualifications required for direct recruits	<p>(i) A Master's Degree in Physical Education or Master's Degree in Sports Science with 55% marks (or an equivalent grade in a point scale where grading system is followed) with a consistently good academic record</p> <p>(ii) Record of having represented the university/college at the inter-university/ inter-collegiate competitions or the State and /or national championships</p> <p>(iii) Qualifying in the national level test conducted for the purpose by the UGC or any other agency approved by the UGC</p> <p>(iv) Passed the physical fitness test in accordance with the UGC Regulations, 2010 (as amended from time to time)</p> <p>(v) However, candidates, who are, or have been awarded Ph.D. degree in accordance with the "University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. degree), Regulations 2009, shall be exempted from requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment as Assistant Director (Physical Education)</p> <p>Desirable: Knowledge of Urdu</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/ Contract.
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Deputation: Officers of Central/ State Governments, 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	<p>i. Vice Chancellor to be the Chairperson of the Selection Committee</p> <p>ii. Pro Vice Chancellor</p> <p>iii. An academician who is the nominee of the Visitor</p> <p>iv. Three experts in the concerned subject/field nominated by the Vice Chancellor out the panel of names approved by the relevant statutory body of the University</p> <p>v. Dean of the faculty, wherever applicable</p> <p>vi. Director (Physical Education)</p> <p>vii. An academician representing SC/ST/OBC/ Minority/ Women /Differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice Chancellor, if any of the above members of the selection committee do not belong to that category.</p> <p><u>Note:</u> At least four members, including two outside subject experts, shall constitute the quorum</p>

1	Name of Post	Librarian
2	Number of Post	One (01)
3	Classification	Group – A
4	Scale of Pay/Pay Band / Grade Pay	Rs.37400-67000 (PB-4) + Academic Gr. Pay of Rs.10,000/-
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	Preferably below 55 Years
7	Education and other qualifications required for direct recruits	<p>Essential: A</p> <p>i) Master Degree in Library Science/ Information Science/ Documentation with at least 55% of marks or its equivalent grade of 'B' in the UGC seven point scale and consistently good academic record.</p> <p>ii) At least 13 years' as a Deputy Librarian in University Library or 18 years experience as a College Librarian.</p> <p>iii) Evidence of innovative Library service and organization of published work.</p> <p>iv) Knowledge of Urdu-Reading, writing & Speaking</p> <p>Desirable: M.Phil./Ph.D degree in Library Science/ Information Science/ Documentation/ Achieves and Manuscript Keeping.</p> <p style="text-align: center;">OR</p> <p>Deputy Librarian completing service of 03 years in the AGP of Rs. 9000 and otherwise eligible as per conditions prescribed by the UGC Regulations, 2010 as amended from time to time. Note: Other conditions as per UGC Regulations, 2010</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/ Contract.
11	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation/absorption to be made	Deputation: Officers of Central/ State Governments, 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	<p>i. Vice Chancellor to be the Chairperson of the Selection Committee</p> <p>ii. Pro Vice Chancellor</p> <p>iii. An academican who is the nominee of the Visitor</p> <p>iv. Three experts in the concerned subject/field nominated by the Vice Chancellor out the panel of names approved by the relevant statutory body of the University</p> <p>v. An academican representing SC/ST/OBC/Minority/Women /Differently- abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice Chancellor, if any of the above members of the selection committee do not belong to that category.</p> <p>At least four members, including two outside subject experts, shall constitute the quorum</p>

1	Name of Post	Deputy Librarian
2	Number of Post (s)	One (01)
3	Classification	Group – A
4	Scale of Pay/Pay Band / Grade Pay	Rs. 15600-39100 (PB-3) + AGP Rs. 8000/- Rs. 37400-67000 (PB-4) + Academic Grade Pay Rs.9000/- (After three years of service)
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	55 Years
7	Education and other qualifications required for direct recruits	<p>Essential:</p> <p>i) Master's Degree in Library Science / Information Science/ Documentation Science with at least 55% marks or its equivalent grade of B in the UGC seven-point scale and consistently good academic record.</p> <p>ii) Five years experience as an Assistant Librarian in any University Library / College Librarian.</p> <p>iii) Evidence of Innovative Library Service and organization of published work and professional commitment, computerisation of library.</p> <p>iv) Knowledge of Urdu & English in reading and writing</p> <p>Desirable: A M.Phil./Ph.D. degree in Library Science/ Information Science/ Documentation/ Archives and Manuscript Keeping.</p> <p>Note: Other conditions as per UGC Regulations, 2010.</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/ Contract.
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	<p>Deputation:</p> <p>Officers of Central/ State Governments, Universities and other Autonomous Organizations holding analogous posts on regular basis subject to possessing educational qualification and experience as prescribed in column 07.</p>
12	Composition of DPC or Selection Committee	<p>i. Vice Chancellor to be the Chairperson of the Selection Committee</p> <p>ii. Pro Vice Chancellor</p> <p>iii. An academician who is the nominee of the Visitor</p> <p>iv. Three experts in the concerned subject/field nominated by the Vice Chancellor out the panel of names approved by the relevant statutory body of the University</p> <p>v. Librarian</p> <p>vi. An academician representing SC/ST/OBC/Minority/Women /Differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice Chancellor, if any of the above members of the selection committee do not belong to that category.</p> <p>Note:At least four members, including two outside subject experts, shall constitute the quorum</p>

1	Name of Post	Assistant Librarian
2	Number of Post (s)	Four (3+1*)
3	Classification	Group – A
4	Scale of Pay/Pay Band / Grade Pay	Rs.15600-39100 (PB-3) + AGP Rs.6000/-
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	40 Years
7	Education and other qualifications required for direct recruits	<p>Essential:</p> <p>i) Master's Degree in Library Science / Information Science / Documentation or an equivalent professional degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) and a consistently Good Academic Record with knowledge of computerization of Library.</p> <p>ii) Qualifying in the National Level Test conducted for the purpose by the UGC or any other agency approved by the UGC.</p> <p>However candidates, who are or have been awarded Ph.D. degree in accordance with the "(Minimum Standards and Procedure for Award of Ph.D. Degree). Regulations 2016, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET.</p> <p>iii) Knowledge of Urdu and English in reading and writing</p> <p>Desirable: PG Diploma in Library Automation and networking or PGDCA</p>
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of 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	<p>i. Vice Chancellor to be the Chairperson of the Selection Committee</p> <p>ii. An academician who is the nominee of the Visitor</p> <p>iii. Three experts in the concerned subject/field nominated by the Vice Chancellor out the panel of names approved by the relevant statutory body of the University</p> <p>iv. Librarian</p> <p>v. An academician representing SC/ST/OBC/Minority /Women /Differently- abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice Chancellor, if any of the above members of the selection committee do not belong to that category.</p> <p><u>Note:</u>At least four members, including two outside subject experts, shall constitute the quorum</p>

***Note:** In the light of MHRD/UGC instructions communicated vide letter No. 6-7/97 (JCRC) Vol.IV dated 1st October, 2014, the post of Documentation Officer (one) may be rationalized as Assistant Librarian in the same pay scale of Rs. 15600-39100 in the AGP of Rs. 6000. Accordingly, the sanctioned strength of Assistant Librarian will increase to four (4) and separate recruitment rules have been framed for Documentation Officer.

1	Name of Post	Information Scientist
2	Number of Post (s)	One (01)
3	Classification	Group – A
4	Scale of Pay/Pay Band / Grade Pay	Rs.15600-39100 (PB-3) + Grade Pay Rs.5400/-
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	40 Years
7	Education and other qualifications required for direct recruits	<p>Essential : First Class M.E. / M.Tech. (Computer Science) / Information Technology) Or equivalent.</p> <p style="text-align: center;">OR</p> <p>First Class B.E. / B.Tech (Computer Science) / Information Technology) or equivalent with two years of relevant experience.</p> <p style="text-align: center;">OR</p> <p>First Class Master in Computer Applications (MCA) or equivalent with two years of relevant experience.</p> <p style="text-align: center;">OR</p> <p>First Class M.Sc.(Computer Science/ Information Technology) from a recognized University/ Institute with three years of relevant experience.</p> <p style="text-align: center;">OR</p> <p>Masters Degree in Library and Information Science (M.Lib) or M.LibsI.Sc) and Post Graduate Diploma in Computer Applications or MCA or MSC (Computer Science/Information Technology)</p> <p>Desirable:</p> <ol style="list-style-type: none"> i. Knowledge of Urdu ii. 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.
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>Deputation: Officers of the Central/ State Government, Autonomous or Statutory Organisation, PSU, University or recognised research institution;</p> <p>(a) (i) Holding analogous post on regular basis in the parent cadre or department or</p> <p>(ii) with 5 years' service rendered after appointment to the post on regular basis in the Pay Band 9300-34800 with Grade Pay of Rs. 4600/4800 or equivalent in the parent cadre or department; and</p> <p>(iii) Possessing the qualifications and experience prescribed for direct recruitment under column 7.</p>
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees) 2017 (Appendix-I)

1	Name of Post	Professional Assistant
2	Number of Post (s)	Five (05)
3	Classification	Group – B
4	Scale of Pay/Pay Band / Grade Pay	Rs.9300-34800 (PB-2) + Grade Pay Rs.4200/-
5	Whether Selection or non-selection post	Non-Selection Not application in case of Direct Recruitment
6	Age Limit for Direct Recruits	35 Years
7	Education and other qualifications required for direct recruits	<p>Essential :</p> <ol style="list-style-type: none"> 1. Master's Degree in Library & 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 style="text-align: center;">OR</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> <ol style="list-style-type: none"> 2. Knowledge of Computer Applications. 3. Knowledge of Urdu and English in reading and writing <p>Desirable: PG Diploma in Library Automation and Networking or PGDCA or equivalent.</p>
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of 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 direct recruitment.
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Promotion: Semi Professional Assistant with five years regular service in the Grade pay of Rs.2800/-.
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees) 2017 (Appendix-I)

1	Name of Post	Semi Professional Assistant
2	Number of Post (s)	Five (05)
3	Classification	Group – C
4	Scale of Pay/Pay Band / Grade Pay	Rs.5200-20200 (PB-1) + Grade Pay Rs.2800/-
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	Education and other qualifications required for direct recruits	<p>Essential :</p> <p>1. Master's Degree in Library Science and Information Science from any recognised University/Institution</p> <p style="text-align: center;">OR</p> <p>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.</p> <p>2. Knowledge of Urdu and English in reading and writing</p> <p>Desirable: PG Diploma in Library Automation and Networking or PGDCA.</p>
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of 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 direct recruitment.
11	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	Promotion: Library Assistant with 5 years of regular service in PB-1 Rs.5200-20200 with Grade Pay of Rs.2000/-
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees) 2017 (Appendix-I)

* The Post of Jr. PA to be converted as Semi Prof. Asst. Hence SPA is made 02 posts.

1	Name of Post	Library Assistant
2	Number of Post (s)	Eight (08)
3	Classification	Group – C
4	Scale of Pay/Pay Band / Grade Pay	Rs.5200-20200 (PB-1) + Grade Pay Rs.2000/-
5	Whether Selection or non-selection post	Selection Not application in case of Direct Recruitment/Deputation
6	Age Limit for Direct Recruits	30 Years
7	Education and other qualifications required for direct recruits	Essential: 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. iv) Knowledge of Urdu and English in reading and writing
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.	75% by Direct Recruitment 25% by promotion from the cadre of Library Attendant according to seniority-cum-fitness and subject to qualifying the departmental test failing which by direct recruitment
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Promotion: Library Attendant possessing 10+2 qualification or equivalent and certificate in Library Science with five years regular service in PB-1 (Rs.5200-20200) + Grade Pay Rs.1800.
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees) 2017 (Appendix-I)

1	Name of Post	Library Attendant
2	Number of Post (s)	Seven (07)
3	Classification	Group – C
4	Scale of Pay/Pay Band / Grade Pay	Rs.5200-20200 (PB-1) + Grade Pay Rs.1800/-
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	30 Years
7	Education and other qualifications required for direct recruits	<p>Essential:</p> <p>i) 10+2 or its equivalent examination from a recognized Board.</p> <p>ii) Certificate course in Library Science from a recognized Institution.</p> <p>iii) Knowledge of Urdu and English in reading and writing</p> <p>Desirable:</p> <p>i) Two years of experience in a University/ College/ Educational Institution Library.</p> <p>ii) Basic knowledge of computer applications.</p> <p>iii) Knowledge of 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.	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) 2017 (Appendix-I)

1	Name of Post	Executive Engineer
2	Number of Post (s)	One (01)
3	Classification	Group – A Technical
4	Scale of Pay/Pay Band / Grade Pay	Rs.15600-39100 (PB-3) + Grade Pay Rs.6600/-
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	45 Years
7	Education and other qualifications required for direct recruits	<p>Essential:</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 Rs.200/- Crores.</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>Desirable:</p> <p>i) Experience in construction of projects of multi-storey buildings and have experience in planning/estimation/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 relevant software.</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/Contract
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	<p>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</p> <p style="text-align: center;">OR</p> <p>with five years regular service as Assistant Engineer possessing a degree in Engineering in the relevant area:</p> <p style="text-align: center;">OR</p> <p>with seven years of regular service as Assistant Engineer possessing Diploma in Engineering in the relevant area.</p>
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees) 2017 (Appendix-I)

1	Name of Post	Assistant Engineer (Civil/Electrical)
2	Number of Post (s)	Two (02) (i.e., One Civil & One Electrical)
3	Classification	Group – B Technical
4	Scale of Pay/Pay Band / Grade Pay	Rs.9300-34800 (PB-2) + Grade Pay Rs.4600/-
5	Whether Selection or non-selection post	Non-Selection Not application in case of Direct Recruitment/Deputation
6	Age Limit for Direct Recruits	40 Years
7	Education and other qualifications required for direct recruits	<p>Essential:</p> <p>i) First Class Bachelor's Degree in relevant field (Civil/Electrical) from a recognised Institute/ University or equivalent.</p> <p>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 Rs.200/- Crores.</p> <p>Desirable: Knowledge of Computer Aided Design (CAD) and latest Management Technology/other relevant software.</p>
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Age : NO Qualification:No, but must possessed the qualification as indicated under 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.	i) 50 % by direct recruitment ii) 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	<p>Promotion: Five years regular service as Junior Engineer possessing a degree in Engineering in the relevant field;</p> <p>Deputation: Officers of the CPWD/ State Government PWD services or similar organized services/ Semi Government/ PSU / Statutory or Autonomous organization/University System; holding analogous posts;</p> <p style="text-align: center;">OR</p> <p>with three years regular service as Junior Engineer possessing a degree in Engineering in the relevant field;</p> <p style="text-align: center;">OR</p> <p>with five years of regular service as Junior Engineer possessing Diploma in Engineering in the relevant field.</p>
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees) 2017 (Appendix-I)

1	Name of Post	Junior Engineer (Civil/ Electrical)
2	Number of Post (s)	Two (02) (i.e., One Civil & One Electrical)
3	Classification	Group – B
4	Scale of Pay/Pay Band / Grade Pay	Rs.9300-34800 (PB-2) + Grade Pay Rs.4200/-
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	35 Years
7	Education and other qualifications required for direct recruits	<p>Essential:</p> <p>Bachelor's Degree of Engineering in relevant filed (Civil/ Electrical) from a recognised Institute/ University with one year relevant experience</p> <p style="text-align: center;">OR</p> <p>Diploma in Engineering in the relevant field (Civil/ Electrical) and three years experience in relevant field Central CPWD / State PWD or Similar Organised Services / Statutory or Autonomous Organisations / Central / State Universities / Autonomous Institutions or reputed Private construction company.</p> <p>Desirable: Working knowledge of AUTOCAD, other relevant software.</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) 2017 (Appendix-I)

1	Name of Post	System Analyst
2	Number of Post (s)	Two (02)
3	Classification	Group – A
4	Scale of Pay/Pay Band / Grade Pay	Rs.15600-39100 (PB-3) + Grade Pay Rs.5400/-
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	40 Years
7	Education and other qualifications required for direct recruits	<p>Essential:</p> <p>i) First class M.E. /M.Tech. (Computer Science & Technology)/ Information Technology) or equivalent</p> <p style="text-align: center;">OR</p> <p>First class B.E./B. Tech. (Computer Science & Technology/ Information Technology) or equivalent with two years of relevant experience.</p> <p style="text-align: center;">OR</p> <p>First class Master in Computer Applications (MCA) with two years of relevant experience.</p> <p style="text-align: center;">OR</p> <p>First class M.Sc. (Computer Science/Information Technology) from a recognized University/Institute with three years of relevant experience.</p> <p>ii) Knowledge of Urdu in reading, writing and speaking</p> <p>Desirable: 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>Deputation: Officers of the Central/ State Government, Autonomous or Statutory Organisation, PSU, University or recognised research institution;</p> <p>(a) (i) Holding analogous post on regular basis in the parent cadre or department or with 5 years' service rendered after appointment to the post on regular basis in the Pay Band 9300-34800 with Grade Pay of Rs. 4600/4800 or equivalent in the parent cadre or department; and</p> <p>(ii) Possessing the qualifications and experience prescribed for direct recruitment under column 7.</p>
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees) 2017 (Appendix-I)

1	Name of Post	Network Administrator
2	Number of Post (s)	One (01)
3	Classification	Group – A
4	Scale of Pay/Pay Band / Grade Pay	Rs.15600-39100 (PB-3) + Grade Pay Rs.5400/-
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	40 Years
7	Education and other qualifications required for direct recruits	<p>Essential : First Class M.E. / M.Tech / Electronics and Communication Engineering Or equivalent with one year experience.</p> <p style="text-align: center;">OR</p> <p>First Class B.E. / B.Tech/Electronics and Communication Engineering or equivalent with three years of relevant experience.</p> <p style="text-align: center;">OR</p> <p>First Class M.E. / M.Tech / Computer Science (Computer Science) / Information Technology)Or equivalent with three year experience.</p> <p style="text-align: center;">OR</p> <p>First Class B.E. / B.Tech/Electronics and Communication Engineering or equivalent with five years of relevant experience.</p> <p>Desirable: 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.	By Direct Recruitment failing which by deputation
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	<p>Deputation: Officers of the Central/ State Government, Autonomous or Statutory Organisation, PSU, University or recognised research institution;</p> <p>(i) Holding analogous post on regular basis in the parent cadre or department or with 5 years' service rendered after appointment to the post on regular basis in the Pay Band 9300-34800 with Grade Pay of Rs. 4600/4800 or equivalent in the parent cadre or department; and</p> <p>(ii) Possessing the qualifications and experience prescribed for direct recruitment under column 7.</p>
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees) 2017 (Appendix-I)

1	Name of Post	Computer Programmer
2	Number of Post (s)	Three (03)
3	Classification	Group – B
4	Scale of Pay/Pay Band / Grade Pay	Rs.9300-34800 (PB-2) + Grade Pay Rs.4600/-
5	Whether Selection or non-selection post	Selection Not application in case of Direct Recruitment/Deputation
6	Age Limit for Direct Recruits	35 Years
7	Education and other qualifications required for direct recruits	<p>Essential:</p> <p>First class B.E./B. Tech. (Computer Science & Technology/ Information Technology) or equivalent with two years of relevant experience.</p> <p style="text-align: center;">OR</p> <p>First class Master in Computer Applications (MCA) with two years of relevant experience.</p> <p style="text-align: center;">OR</p> <p>First class M.Sc. (Computer Science/Information Technology) from a recognized University/Institute with three years of relevant experience.</p> <p>Desirable:</p> <p>Knowledge of Urdu software</p> <p>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.	50% by Direct Recruitment 50% by Promotion from Sr. Technical Assistant (ICT) subject to qualifying the Departmental Test.
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/ absorption to be made	Promotion : Sr. Technical Assistant (ICT) with five years regular service in PB 2 Rs.9300-34800 with Grade Pay Rs. 4200/-
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees) 2017 (Appendix-I)

1	Name of Post	Senior Technical Assistant (ICT)
2	Number of Post (s)	Five (2+3*)
3	Classification	Group – B
4	Scale of Pay/Pay Band / Grade Pay	Rs.9300-34800 (PB-2) + Grade Pay Rs.4200/-
5	Whether Selection or non-selection post	Selection Not application in case of Direct Recruitment/Deputation
6	Age Limit for Direct Recruits	35 Years
7	Education and other qualifications required for direct recruits	<p>i) Bachelor's Degree in Engineering / Technology in Computer Science and Technology / Electronics and Communication / Information Technology from recognized University or Institute.</p> <p>OR</p> <p>Master of Science in Computer Science from recognized University / Institute.</p> <p>OR</p> <p>Master of Computer Applications from recognised University/ Institute.</p> <p>ii) At least two years experience in relevant field in University/ Research establishment / Central / State Govt. / PSU and other autonomous bodies or Private organization of repute.</p> <p>Desirable: Knowledge of Urdu software. CCNA / CCNP</p>
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
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Promotion: Technical Assistant with five years regular service in PB-1 (Rs.5200-20200) + Grade Pay Rs.2800/- qualification as prescribed at Col.7
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees) 2017 (Appendix-I)

Note: *Keeping in view the similarity of nature of duties, recruitment qualifications and scale of pay, the posts of Computer Operators may be rationalized into a standardized designation Senior Technical Assistant (ICT) as a matter of administrative requirement in view of the letter of UGC F.No.1-1/2011(JCRC) dated 10th October 2013

Accordingly, the sanctioned strength of Sr. Technical Assistant (ICT) will increase to five and separate recruitment rules have not been framed for the post of Computer Operator

1	Name of Post	Hindi Officer
2	Number of Post (s)	One (01)
3	Classification	Group – A
4	Scale of Pay/Pay Band / Grade Pay	Rs.15600-39100 (PB-3) + Grade Pay Rs.5400/-
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	40 Years
7	Education and other qualifications required for direct recruits	<p>Essential :</p> <p>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;</p> <p>OR</p> <p>Master's Degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level;</p> <p>OR</p> <p>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;</p> <p>OR</p> <p>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;</p> <p>OR</p> <p>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</p> <p>AND</p> <p>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 educational institutes</p> <p>OR</p> <p>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.</p> <p>Desirable:</p> <ol style="list-style-type: none"> 1. Knowledge of Urdu 2. Studied one of the language other than Hindi included in the VIII Schedule of the Constitution of India at 10th 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) 2017 (Appendix-I)

1	Name of Post	Hindi Translator
2	Number of Post (s)	One (01)
3	Classification	Group – B
4	Scale of Pay/Pay Band / Grade Pay	Rs.9300-34800 (PB-2) + Grade Pay Rs.4200/-
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	35 Years
7	Education and other qualifications required for direct recruits	<p>Essential :</p> <p>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; OR 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; OR 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; OR 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; OR 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 AND 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.</p> <p>Desirable:</p> <p>i. Knowledge of Urdu ii. Studied one of the language other than Hindi included in the VIII Schedule of the Constitution at 10th level from a recognised board.</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) 2017 (Appendix-I)

1	Name of Post	Hindi Typist
2	Number of Post (s)	One (01)
3	Classification	Group – C
4	Scale of Pay/Pay Band / Grade Pay	Rs.5200-20200 (PB-1) + Grade Pay Rs.1900/-
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	30 Years
7	Education and other qualifications required for direct recruits	Essential : <ul style="list-style-type: none"> i. Pass in 12th Standard from recognized Board. 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) 2017 (Appendix-I)

1	Name of Post	Medical Officer
2	Number of Post (s)	Two (02) (one for Male and one for Female Doctor)
3	Classification	Group – A
4	Scale of Pay/Pay Band / Grade Pay	Rs.15600-39100 (PB-3) + Grade Pay Rs.5400/-
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	40 Years
7	Education and other qualifications required for direct recruits	<p>Essential:</p> <p>MBBS recognised by MCI. i) Three years of working experience in a Hospital attached with a Medical College / Corporate Hospital.</p> <p>Desirable: Post Graduate Medical Qualification recognized by the MCI.</p> <p>Note: For the post of female Medical Officer at least one year working experience of Obstetrics and Gynaecology ward in any Govt./Govt. recognised hospital.</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) 2017 (Appendix-I)

1	Name of Post	Nurse
2	Number of Post (s)	Two (02)
3	Classification	Group – B
4	Scale of Pay/Pay Band / Grade Pay	Rs. 9300-34800 (PB-2) + Grade Pay Rs.4200
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	35 Years
7	Education and other qualifications required for direct recruits	<p>Essential</p> <p>i. B.Sc.(Nursing) from a recognized University /institute</p> <p style="text-align: center;">OR</p> <p>10+ 2 in Science subjects from a recognized Board</p> <p>ii. Diploma in Pharmacy from an institute recognized by the Pharmacy Council of India.</p> <p>iii. Registered as Nurse in the Indian Nursing Council or its affiliated State Nursing Council</p> <p>iv. Two years experience in Nursing in a reputed hospital.</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) 2017 (Appendix-I)

1	Name of Post	Pharmacist
2	Number of Post (s)	One (01)
3	Classification	Group – C
4	Scale of Pay/Pay Band / Grade Pay	Rs.5200-20200 (PB-1) + Grade Pay Rs.2800/-
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	32 Years
7	Education and other qualifications required for direct recruits	<p>Essential:</p> <p>(i) Bachelor's Degree in Pharmacy with at least 50% marks from any recognised Institute/ University recognised by the Pharmacy Council of India with one year experience as Pharmacist in hospital or reputed institution.</p> <p style="text-align: center;">OR</p> <p>10+2 or equivalent in Science subjects from a recognized Board with 50% marks in D.Pharm and having 3 years of experiences from a hospital or reputed Institution.</p> <p>(ii) Registered as Pharmacist under the Pharmacy Act 1948</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) 2017 (Appendix-I)

1	Name of Post	Lab Technician
2	Number of Post (s)	One (01)
3	Classification	Group – C
4	Scale of Pay/Pay Band / Grade Pay	Rs.5200-20200 (PB-1) + Grade Pay Rs.2400/-
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	32 Years
7	Education and other qualifications required for direct recruits	<p>Essential:</p> <p>i) 10+2 or equivalent in Science subjects from a recognized Board or University.</p> <p>ii) Diploma in Laboratory Technology or its equivalent from recognized institute.</p> <p>iii) Two years experience as Laboratory Technician in a hospital or clinic of repute with familiarity in handling sophisticated equipment.</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) 2017 (Appendix-I)

1	Name of Post	X-Ray Technician
2	Number of Post (s)	One (01)
3	Classification	Group – C
4	Scale of Pay/Pay Band / Grade Pay	Rs.5200-20200 (PB-1) + Grade Pay Rs.2400/-
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	32 Years
7	Education and other qualifications required for direct recruits	Essential: <ul style="list-style-type: none"> i) 10+2 or equivalent in Science subjects from a recognized Board or University. ii) Diploma in Radiology from recognized institutions. iii) Two years experience in handling X- Ray equipment of 300 MA or above and in doing radiological reading in a hospital or clinic of repute.
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) 2017 (Appendix-I)

1	Name of Post	Cook
2	Number of Post (s)	Three (03)
3	Classification	Group – C
4	Scale of Pay/Pay Band / Grade Pay	Rs.5200-20200 (PB-1) + Grade Pay Rs.1900/-
5	Whether Selection or non-selection post	Selection Not application in case of Direct Recruitment/Deputation
6	Age Limit for Direct Recruits	32 Years
7	Education and other qualifications required for direct recruits	Essential: Class 10 th from a recognized School Board. Two years experience in cooking / catering services in educational institutions/ guest houses, reputed hotels, restaurants or similar organisations. Desirable: i) ITI Trade certificate in Bakery and Confectionery (one year duration) ii) Experience in preparation of vegetarian and non-vegetarian food items both of South Indian / North Indian cuisine and continental cuisine.
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	Promotion: Kitchen Attendant with five years of regular service in PB 1: Rs.5200-20200 + Grade pay of Rs.1800/-
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees) 2017 (Appendix-I)

1	Name of Post	Kitchen Attendant
2	Number of Post (s)	Two (02)
3	Classification	Group – C
4	Scale of Pay/Pay Band / Grade Pay	Rs.5200-20200 (PB-1) + Grade Pay Rs.1800/-
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	32 Years
7	Education and other qualifications required for direct recruits	<p>Essential: 10th Pass from any State/ Central School / Board.</p> <p>OR</p> <p>ITI Trade Certificate in the relevant trade.</p> <p>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) 2017 (Appendix-I)

1	Name of Post	Laboratory Assistant (Polytechnic)
2	Number of Post (s)	Fourteen (14)
3	Classification	Group – C
4	Scale of Pay/Pay Band / Grade Pay	Rs.5200-20200 (PB-1) + Grade Pay Rs.2400/-
5	Whether Selection or non-selection post	Selection Not Applicable for Direct Recruitment
6	Age Limit for Direct Recruits	32 Years
7	Education and other qualifications required for direct recruits	Essential : (i) Bachelors' Degree in Engineering/Technology in Civil/Electrical /Mechanical/ Computer Science/ Information Technology/Apparel Technology/ Automobile Engineering from a recognized Institute/ University (ii) Three year diploma in Civil/Electrical /Mechanical/ Computer Science/ Information Technology/Apparel Technology/ Automobile Engineering with two Years Experience in Laboratory of Academic / Research Institution. (iii) Knowledge of Urdu - reading writing and speaking.
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.	75% by Direct Recruitment 25% by Promotion based on seniority-cum-fitness.
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Promotion: Laboratory Attendant with five years of regular service in PB-1 (Rs.5200-20200) + Grade Pay Rs.1800/- with the requisite qualification prescribed at Col.No.7.
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees) 2017 (Appendix-I)

Grade Pay Revised to Rs.2400/- as per UGC norms.

1	Name of Post	Laboratory Attendant
2	Number of Post (s)	Seventeen (17)
3	Classification	Group – C
4	Scale of Pay/Pay Band / Grade Pay	Rs.5200-20200 (PB-1) + Grade Pay Rs.1800/-
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	30 Years
7	Education and other qualifications required for direct recruits	<p>Essential : 10+2 with Science stream from any recognized Central/ State Board</p> <p style="text-align: center;">OR</p> <p>10th Pass from any recognized Central/ State Board with Science as one of the subjects and two years experience in Laboratory of recognised University / Institution / College.</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) 2017 (Appendix-I)

1	Name of Post	Driver
2	Number of Post (s)	Seven (07)
3	Classification	Group – C
4	Scale of Pay/Pay Band / Grade Pay	Rs.5200-20200 (PB-1) + Grade Pay Rs.1900/-
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	32 Years
7	Education and other qualifications required for direct recruits	<p>Essential :</p> <p>(i) 10th Pass from any recognised Board</p> <p>(ii) Possession a Valid 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) 2017 (Appendix-I)

1	Name of Post	Public Relation Officer
2	Number of Post (s)	One (01)
3	Classification	Group – A
4	Scale of Pay/Pay Band / Grade Pay	Rs.15600-39100 (PB-3) + Grade Pay Rs.5400/-
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	40 Years
7	Education and other qualifications required for direct recruits	<p>Essential:</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 style="text-align: center;">OR</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/ Urdu Newspaper accredited with ABC, National News Agencies, Radio or Television, Film Media, reputed advertising agencies with excellent command of speaking in English/ Hindi.</p> <p>iii. Knowledge of Urdu in reading, writing and speaking</p> <p>Desirable: Knowledge of Telugu Language</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) 2017 (Appendix-I)

Note: UGC sanctioned the one post of APRO vide DO No. F.14-1/97(CU) dated 25th April 2001. Keeping in view the uniformity of designation among Central Universities and there are no financial implications, the post may be rationalized as PRO in the same pay scale of Rs.15600-39100 (PB-3) + Grade Pay Rs.5400/-

1	Name of Post	Internal Audit Officer
2	Number of Post (s)	One (01)
3	Classification	Group – A
4	Scale of Pay/Pay Band / Grade Pay	Rs.15600-39100 (PB-3) + Grade Pay Rs.7600/-
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	56 Years
7	Education 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>Deputation: 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 style="text-align: center;">OR</p> <p>with three years regular service in PB-3 (Rs.15600-39100) + Grade Pay Rs.6,600/- in the area of Audit and Accounts in any Govt. Department/ Autonomous Bodies.</p> <p style="text-align: center;">OR</p> <p>with five years regular service in PB-3 (Rs.15600-39100) + Grade Pay Rs.5,400/- 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) 2017 (Appendix-I)

1	Name of Post	Statistical Officer
2	Number of Post (s)	One (01)
3	Classification	Group – B
4	Scale of Pay/Pay Band / Grade Pay	Rs.9300-34800 (PB-2) + Grade Pay Rs.4600/-
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	35 Years
7	Education and other qualifications required for direct recruits	<p>Essential:</p> <p>i) Postgraduate Degree in Statistics / Mathematical Statistics / Applied Statistics or equivalent</p> <p style="text-align: center;">OR</p> <p>Postgraduate degree in Economics / Mathematics/ Commerce (with statistics as one of the subjects / papers at degree level) of a recognized University.</p> <p>ii) 3 years experience of Statistical work involving collection compilation and interpretation analysis of statistical data and report writing or planning work involving formulation monitoring and evaluation of plan scheme.</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) 2017 (Appendix-I)

1	Name of Post	Translator (CPDUMT)
2	Number of Post (s)	One (01)
3	Classification	Group – A
4	Scale of Pay/Pay Band / Grade Pay	Rs.15600-39100 (PB-3) + Grade Pay Rs.5400/-
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	40 Years
7	Education and other qualifications required for direct recruits	<p>Essential :</p> <p>(i) Master's Degree of a recognised University in Urdu with 55% marks or its equivalent of B in the UGC seven – point scale and English as a compulsory or elective subject or as the medium of examination at the degree level;</p> <p>(ii) Diploma in Translation from any University</p> <p>(iii) Three Years experience of using / applying terminology (terminological work) in Urdu and translation work from English to Urdu or vice-versa, preferably of technical or scientific literature under Central / State Govt. / Autonomous Body / Statutory Organisation / PSU / Universities or recognised research or educational institutes</p> <p>(iv) Adequate knowledge of Urdu software.</p> <p>Desirable M.Phil / Ph. D in Urdu. Working knowledge of Hindi/ Hindi as a subject at 10+2 level or at the degree level.</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) 2017 (Appendix-I)

Note: One post of Translator was sanctioned in CPDUMT vide letter F.No. 49-3/2004 (CU) dated 30th October 2006 in the Lecturer's scale {Rs. 8000 to 13500 (pre-revised)} which was given the replacement scale in PB-3 GP 5400 under 6th CPC, being a non-teaching post. Keeping in view the nature of duties attached to the post dedicated to translation from Urdu to English and vice-versa, parity with the Hindi Officer in terms of scale of pay, nature of duties and nomenclature of the post, the post of Translator at CPDUMT may be rationalized as **Urdu Officer**

1	Name of Post	Librarian (Model School)
2	Number of Post (s)	Two (02)
3	Classification	Group – B
4	Scale of Pay/Pay Band / Grade Pay	Rs.9300-34800 (PB-2) + Grade Pay Rs.4200/-
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	35 Years
7	Education and other qualifications required for direct recruits	<p>Essential :</p> <p>(i) Master's Degree in Library & 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 style="text-align: center;">OR</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>(ii) Knowledge of Computer Applications.</p> <p>(iii) Knowledge of Urdu and English in reading and writing</p> <p>Desirable: PG Diploma in Library Automation and Networking or PGDCA or equivalent.</p>
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of 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) 2017 (Appendix-I)

1	Name of Post	Instructor (Polytechnic)
2	Number of Post (s)	Seventeen (Seventeen)
3	Classification	Group – B
4	Scale of Pay/Pay Band / Grade Pay	Rs.9300-34800 (PB-2) + Grade Pay Rs.4600/-
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	35 Years
7	Educational and other qualifications required for direct recruits	<p>Essential:</p> <p>1) B.E / B.Tech. or equivalent in appropriate branch of Engineering from a recognized University/ institution with three years of relevant experience in industry/organization/educational institution</p> <p>OR</p> <p>Diploma in appropriate branch of Engineering from a recognized University/ institution with five years of relevant experience in industry/organization/educational institution</p> <p>2) Knowledge of Urdu reading, writing and speaking</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) 2017 (Appendix-I)

1	Name of Post	Instructor (ITI/VTC)
2	Number of Post (s)	Twenty Two (22)
3	Classification	Group – B
4	Scale of Pay/Pay Band / Grade Pay	Rs.9300-34800 (PB-2) + Grade Pay Rs.4600/-
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	35 Years
7	Educational and other qualifications required for direct recruits	<p>Essential:</p> <p>(i) Academic:</p> <p>10th class pass under 10+2 system or equivalent (Science and Mathematics as compulsory subjects in case of Engineering and other trades)</p> <p>(ii) Technical:</p> <p>Degree in appropriate branch of Engineering from a recognized University/Institute. OR Three-Year Diploma in the appropriate branch of Engineering from recognized University/Board/ Institute OR National Apprenticeship Certificate in relevant Trade (issued by NCVT) OR National Trade Certificate in relevant Trade (issued by NCVT)</p> <p>(iii) Practical Experience in an Industry or Training /Teaching Institutes : One Year for Degree Holder or Two Year for Diploma Holder or Three Years for NAC/NTC</p> <p>(iv) Knowledge of Urdu reading, writing and speaking</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) 2017 (Appendix-I)

1	Name of Post	Maintenance Assistant
2	Number of Post (s)	Four (04)
3	Classification	Group – C
4	Scale of Pay/Pay Band / Grade Pay	Rs. 5200-20200 (PB-1) + Grade Pay Rs.2400/-
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	32 Years
7	Education and other qualifications required for direct recruits	<p>Essential : Degree in Mechanical Engineering from recognized University/Institute with one year post qualification experience in the relevant field OR Diploma in Mechanical Engineering from recognized University/ Board with two years post qualification experience in the relevant field OR NTC/NAC in the Trade of "Mechanic Machine Tool Maintenance" (issued by NCVT) with 3 years post qualification experience in the relevant field.</p> <p>Desirable Preference will be given to a candidate with Craft Instructor Certificate (CIC) in Mechanic Machine Tools Maintenance Trade.</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) 2017 (Appendix-I)

1	Name of Post	Electrician
2	Number of Post (s)	Four (04)
3	Classification	Group – C
4	Scale of Pay/Pay Band / Grade Pay	Rs. 5200-20200 (PB-1) + Grade Pay Rs.2400/-
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	32 Years
7	Education and other qualifications required for direct recruits	Essential : I. Matric or equivalent qualification from recognized Board II. National Trade Certificate or National Apprenticeship Certificate in Electrician Trade (issued by NCVT) III. Three years experience as Electrician in Industry / Educational Institutions /reputed organisation
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) 2017 (Appendix-I)

1	Name of Post	Workshop Attendant
2	Number of Post (s)	Four (04)
3	Classification	Group – C
4	Scale of Pay/Pay Band / Grade Pay	Rs. 5200-20200 (PB-1) + Grade Pay Rs.1800/-
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	30 Years
7	Education and other qualifications required for direct recruits	Essential : 1. Matric or equivalent qualification from recognized Board 2. National Trade Certificate or National Apprenticeship Certificate (issued by NCVT) 3. At least one year 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) 2017 (Appendix-I)

1	Name of Post	Guest House Manager
2	Number of Post (s)	One (01)
3	Classification	Group – B
4	Scale of Pay/Pay Band / Grade Pay	Rs.9300-34800 (PB-2) + Grade Pay Rs.4200/-
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	35 Years
7	Education and other qualifications required for direct recruits	<p>Essential:</p> <p>1. Bachelor's Degree in Hotel Management or allied field from a recognized University / Institution with one year relevant experience</p> <p>OR</p> <p>Diploma in Hotel Management or allied field from a recognized University / Institute with two years relevant experience</p> <p>2. Knowledge of Computer Applications</p> <p>Desirable :</p> <p>Knowledge of Urdu</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) 2017 (Appendix-I)

1	Name of Post	Cook –cum- Attendant
2	Number of Post (s)	One (01)
3	Classification	Group – C
4	Scale of Pay/Pay Band / Grade Pay	Rs.5200-20200 (PB-1) + Grade Pay Rs.1800/-
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	32 Years
7	Education and other qualifications required for direct recruits	Essential: 1. Matricor equivalent from a recognized Board. OR ITI Trade Certificate in the relevant trade. 2. Two years experience in cooking/ catering services in a Canteen/ reputed Hotel/ Guest Houses of University /reputed organizations
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) 2017 (Appendix-I)

Note: One post of Cook-cum-Attendant was sanctioned vide letter No.f.2-13/2006 (CU) dated 29th May 2006 in the Grade Pay of Rs. 1800 under 6th CPC. Keeping in view the nature of duties attached to the post and parity with the Kitchen Attendant in terms of scale of pay, nature of duties etc., the post of Cook-cum-Attendant may be rationalized as Kitchen Attendant in the Grade Pay of Rs. 1800

1	Name of Post	Museum Curator
2	Number of Post (s)	One (01)
3	Classification	Group – B
4	Scale of Pay/Pay Band / Grade Pay	Rs.9300-34800 (PB-2) + Grade Pay Rs.4200/-
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	35 Years
7	Education and other qualifications required for direct recruits	Essential: 1) Master's degree or equivalent in Museology OR Master's degree or equivalent in History of Art/History/Arabic/Persian/ Urdu/Archaeology/Anthropology with PG Diploma in Museology or Conservation 2) Relevant experience of one year in Museum/Archives 3) Knowledge of Urdu reading, writing and speaking
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) 2017 (Appendix-I)

1	Name of Post	Senior Research Assistant (CUCS)
2	Number of Post (s)	One (01)
3	Classification	Group – B
4	Scale of Pay/Pay Band / Grade Pay	Rs.9300-34800 (PB-2) + Grade Pay Rs.4200/-
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	35 Years
7	Education and other qualifications required for direct recruits	Essential: Master's Degree in Urdu with at least 55% of marks or its equivalent grade of 'B' in the UGC seven-point scale Desirable : Three year research experience in Urdu Culture / Museology / conservation
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 (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	Not Applicable
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees) 2017 (Appendix-I)

1	Name of Post	Asst. Museum Curator
2	Number of Post (s)	One (01)
3	Classification	Group – C
4	Scale of Pay/Pay Band / Grade Pay	Rs.5200-20200 (PB-1) + Grade Pay Rs.2800/-
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	32 Years
7	Education and other qualifications required for direct recruits	<p>Essential:</p> <p>1) Master's degree or equivalent in Museology OR Master's degree or equivalent in History of Art/History/Arabic/Persian/ Urdu/Archaeology with PG Diploma in Museology or Conservation</p> <p>2) Knowledge of Urdu reading, writing and speaking</p> <p>OR</p> <p>1) Graduate in any discipline with Urdu as one of the subjects and PG Diploma in Musuelogy or Conservation or Archaeology and having two years of relevant experience in any organisation relating to Musuelogy / Archeology.</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) 2017 (Appendix-I)

1	Name of Post	Museum Attendant
2	Number of Post (s)	Two (02)
3	Classification	Group – C
4	Scale of Pay/Pay Band / Grade Pay	Rs. 5200-20200 (PB-1) + Grade Pay Rs.1800/-
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	30 Years
7	Education and other qualifications required for direct recruits	<p>Essential :</p> <p>1. 10th Pass from any recognized Board.</p> <p style="text-align: center;">OR</p> <p style="text-align: center;">ITI Pass</p> <p>Desirable :</p> <p>I. Knowledge of Urdu</p> <p>II. One year experience in any museum/archives</p>
	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) 2017 (Appendix-I)

1	Name of Post	Research Assistant (CSSEIP)
2	Number of Post (s)	Two (02)
3	Classification	Group – B
4	Scale of Pay/Pay Band / Grade Pay	Rs.9300-34800 (PB-2) + Grade Pay Rs.4200/-
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	35 Years
7	Education and other qualifications required for direct recruits	Essential: 1. Master's Degree in any discipline of Social Sciences with at least 55% of marks or its equivalent grade of 'B' in the UGC seven-point scale 2. Knowledge of Urdu in reading, writing and speaking
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) 2017 (Appendix-I)

Note: This post is co-terminus with the scheme under plan.

1	Name of Post	Director (Media Centre)
2	Number of Post	One (01)
3	Classification	Group – A
4	Scale of Pay/Pay Band / Grade Pay	Rs.37400-67000 (PB-4) + Grade Pay Rs.10000/-
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	Preferably below 55 Years
7	Education and other qualifications required for direct recruits	<p>Essential:</p> <ol style="list-style-type: none"> 1. Master's degree in Mass Communication and Journalism/ Film TV Production with 55% marks or its equivalent grade of 'B' in the UGC seven-point scale along with a good academic record. 2. Persons having 10 years of experience in Electronic Media or Journalism / Theatre, Art and Culture with experience in administration, out of which five years must be in Central Govt./State Govt./ University/ PSU/ Autonomous Bodies at the level of Producer or equivalent position 3. Knowledge of Urdu in reading, writing and speaking <p>Desirable: Ph.D. in Mass Communication</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.	Direct/Deputation
11	In case of recruitment by promotion/ deputation / absorption, grades from which promotion / deputation / absorption to be made	(Deputation) As indicated at Col. 7.
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees) 2017 (Appendix-I)

1	Name of Post	Producer –I (Media Centre)
2	Number of Post (s)	Three (03)
3	Classification	Group – A
4	Scale of Pay/Pay Band / Grade Pay	Rs.15600-39100 (PB-3) + Grade Pay Rs.5400/-
5	Whether Selection or non-selection post	Non-Selection Not application in case of Direct Recruitment/Deputation
6	Age Limit for Direct Recruits	40 Years
7	Education and other qualifications required for direct recruits	Essential : 1. Post Graduate degree in Journalism and Mass Communication/ Media Production / TV Production or equivalent degree from the recognized University/ Institute. OR Bachelor's Degree and at least one year Post Graduate Diploma in TV Production /Direction from Film and Television Institute of India (FTII, Pune) or equivalent qualification from other recognized University/ similar institute 2. Three years of relevant experience in film/ TV production 3. Knowledge of Urdu in reading, writing and speaking
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.	75 % by Direct Recruitment 25% by promotion
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Promotion: Among the Production Assistant in PB-2 (Rs. 9300-34800) + Grade Pay Rs.4600/- with at least five years of regular service in the cadre Note: Their selection will be based on service record, APARs and seniority Deputation: Officers holding analogous posts on regular basis or with 5 years regular service in PB-2 (Rs. 9300-34800) + Grade Pay Rs.4600/4800 in the Central /State Government, Universities and other autonomous organizations.
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees) 2017 (Appendix-I)

1	Name of Post	Engineer Gr.I (Media Centre)
2	Number of Post (s)	One (01)
3	Classification	Group – A
4	Scale of Pay/Pay Band / Grade Pay	Rs.15600-39100 (PB-3) + Grade Pay Rs.5400/-
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	40 Years
7	Education and other qualifications required for direct recruits	<p>Essential :</p> <ol style="list-style-type: none"> 1. Bachelor's degree in Electronics and Communication Engineering or Equivalent from a recognized University/Institute 2. Three years professional experience in video broadcast / installation/technical operations/maintenance of Radio and TV production equipment/maintenance of relevant hardware and software and facilities preferably in a broadcasting/educational media organization <p>Desirable :</p> <p>Knowledge of Urdu</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	N/A
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees) 2017 (Appendix-I)

1	Name of Post	Junior Research Officer (Media Centre)
2	Number of Post (s)	One (01)
3	Classification	Group – A
4	Scale of Pay/Pay Band / Grade Pay	Rs.15600-39100 (PB-3) + Grade Pay Rs.5400/-
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	40 Years
7	Education and other qualifications required for direct recruits	Essential : 1. Post Graduate degree in Journalism and Mass Communication/ Media Production / TV Production or equivalent degree from the recognized University/ Institute. OR Post Graduate degree in Statistics/Economics or MBA from a recognized University/Institute 2. Three years of research experience in the relevant field 3. Knowledge of Urdu in reading, writing and speaking
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) 2017 (Appendix-I)

Note: The post may be rationalized as Research Officer in the same scale of Pay ie., Rs. 15600-39100 (PB-3) with Grade Pay Rs.5400/-

1	Name of Post	Technician
2	Number of Post (s)	Three (03)
3	Classification	Group – C
4	Scale of Pay/Pay Band / Grade Pay	Rs.5200-20200 (PB-1) + Grade Pay Rs.2400/-
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	32 Years
7	Education and other qualifications required for direct recruits	<p>Essential : Diploma in Electronics/Telecommunication Engineering or its equivalent from a recognized University/Institute OR ITI Certificate in Electronic/Radio and TV servicing from the recognized institution.</p> <p>Two years experience in operation and maintenance of broadcast equipments in reputed organizations</p> <p>Desirable : Knowledge of Urdu</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) 2017 (Appendix-I)

1	Name of Post	Graphic Artist
2	Number of Post (s)	One (01)
3	Classification	Group – B
4	Scale of Pay/Pay Band / Grade Pay	Rs.9300-34800 (PB-2) + Grade Pay Rs.4600/-
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	35 Years
7	Education and other qualifications required for direct recruits	<p>Essential :</p> <p>i)</p> <ol style="list-style-type: none"> 1. Post Graduate degree in Design (Graphics/Animation and Multi Media) /Fine Arts/ Graphics and Animation or equivalent from a recognized University/Institute 2. At least two years experience in the field of graphics, preferably in a broadcasting/educational media organisation <p style="text-align: center;">OR</p> <ol style="list-style-type: none"> 1. Bachelor's Degree in Design (Graphics/Animation and Multi Media) /Fine Arts/ Graphics and Animation or equivalent from a recognized University/Institute 2. At least 5 years experience in the field of graphics, preferably in a broadcasting/educational media organisation <p style="text-align: center;">OR</p> <ol style="list-style-type: none"> 1. Bachelor's Degree and at least one year Post Graduate Diploma in Graphics / Animation / Multi Media or equivalent from a recognized University/Institute 2. At least 5 years experience in the field of graphics, preferably in a broadcasting/educational media organisation <p>ii) Knowledge of Urdu reading, writing and speaking</p> <p>Desirable : Knowledge of latest Graphic and Animation Software</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) 2017 (Appendix-I)

1	Name of Post	Camera Person
2	Number of Post (s)	Two (02)
3	Classification	Group – B
4	Scale of Pay/Pay Band / Grade Pay	Rs.9300-34800 (PB-2) + Grade Pay Rs.4600/-
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	35 Years
7	Education and other qualifications required for direct recruits	<p>Essential :</p> <p>1) 10+2 and Diploma in Video Production / Cinematography from a recognized Institute</p> <p>2) 03 years experience in broadcast quality video camera work.</p> <p>Desirable:</p> <p>1. Knowledge of latest camera techniques and formats.</p> <p>2. Knowledge of Urdu</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) 2017 (Appendix-I)

1	Name of Post	Production Assistant
2	Number of Post (s)	Three (03)
3	Classification	Group – B
4	Scale of Pay/Pay Band / Grade Pay	Rs.9300-34800 (PB-2) + Grade Pay Rs.4200/-
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	35 Years
7	Education and other qualifications required for direct recruits	Essential 1. Post Graduate degree in Journalism and Mass Communication/ Media Production / TV Production or equivalent degree from the recognized University/ Institute. OR Bachelor's Degree and at least one year Post Graduate Diploma in TV Production /Direction from Film and Television Institute of India (FTII, Pune) or equivalent qualification from other recognized University/ similar institute 2. One year of relevant experience in film/ TV production 3. Knowledge of Urdu in reading, writing and speaking
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) 2017 (Appendix-I)

1	Name of Post	Technical Assistant (Media Centre)
2	Number of Post (s)	One (01)
3	Classification	Group – C
4	Scale of Pay/Pay Band / Grade Pay	Rs.5200-20200 (PB-1) + Grade Pay Rs.2800/-
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	32 Years
7	Education and other qualifications required for direct recruits	<p>Essential :</p> <p>i. B.E/ B.Techin Electronics and Communication Engineering (ECE) or equivalent with 2 years experience of working in Broadcast Industry / Studio setup / Laboratory.</p> <p style="text-align: center;">OR</p> <p>Diploma in Electronics/Telecommunication Engineering or B.Sc (Electronics) or its equivalent from a recognized University/ Institute with 3 years experience of working in Broadcast Industry / Studio setup / Laboratory.</p> <p>ii. Knowledge of Urdu in reading, writing and speaking</p> <p>Desirable:</p> <p>Knowledge of editing / 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/ deputation/absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees) 2017 (Appendix-I)

1	Name of Post	Translator (Urdu)
2	Number of Post (s)	One (01)
3	Classification	Group – C
4	Scale of Pay/Pay Band / Grade Pay	Rs.5200-20200 (PB-1) + Grade Pay Rs.2800/-
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	35 Years
7	Education and other qualifications required for direct recruits	<p>Essential:</p> <p>1. Master's Degree of a recognised University in Urdu with 55% marks or its equivalent of B in the UGC seven – point scale and English as a compulsory or elective subject or as the medium of examination at the degree level;</p> <p>2. Diploma in Translation from any University with 2 years experience in Translation from Urdu to English and vice-versa.</p> <p>3. Adequate knowledge of English and Urdu software.</p> <p>Desirable</p> <p>Working knowledge of Hindi/ Hindi as a subject at 10+2 level or at the degree level.</p>
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	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.	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) 2017 (Appendix-I)

1	Name of Post	Security Supervisor
2	Number of Post (s)	Three (03)
3	Classification	Group – C
4	Scale of Pay/Pay Band / Grade Pay	Rs. 5200-20200 (PB-1) + Grade Pay Rs.2400/-
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	32 Years
7	Education and other qualifications required for direct recruits	<p>Essential : Bachelor's degree with three years experience as Security Supervisor/ supervisory position in security in a Govt. Office, Educational Institution/Private Organization of repute</p> <p style="text-align: center;">OR</p> <p>Persons who have served in the Army or such Uniformed service at JCO level or above with at least class 10th standard pass or army Class I examination or an equivalent examination</p> <p>Desirable: Knowledge of Urdu</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) 2017 (Appendix-I)

1	Name of Post	Supervisor (Sanitary & Horticulture)
2	Number of Post (s)	One (01)
3	Classification	Group – C
4	Scale of Pay/Pay Band / Grade Pay	Rs. 5200-20200 (PB-1) + Grade Pay Rs.2400/-
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	32 Years
7	Education and other qualifications required for direct recruits	ESSENTIAL 1. B. Sc. in Agriculture/Horticulture/Botany. OR Bachelor's Degree with Sanitary Inspectors' Diploma Course 2. Three years relevant experience in Agriculture/ Horticulture/ Sanitation
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) 2017 (Appendix-I)

1	Name of Post	Technical Assistant (Computers)
2	Number of Post (s)	Two (02)
3	Classification	Group – C
4	Scale of Pay/Pay Band / Grade Pay	Rs.5200-20200 (PB-1) + Grade Pay Rs.2800/-
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	32 Years
7	Education and other qualifications required for direct recruits	<p>i) Bachelor's Degree in Engineering / Technology in Computer Science and Technology / Electronics and Communication / Information Technology from recognized University or Institute.</p> <p style="text-align: center;">OR</p> <p>Master of Science in Computer Science from recognized University / Institute.</p> <p style="text-align: center;">OR</p> <p>Master of Computer Applications from recognised University/ Institute.</p> <p>ii) At least two years experience in relevant field in University/ Research establishment / Central / State Govt. / PSU and other autonomous bodies or Private Organization of repute.</p> <p>Desirable:</p> <ol style="list-style-type: none"> 1. Knowledge of Urdu software. 2. CCNA / CCNP
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) 2017 (Appendix-I)