



SHRI LAL BAHADUR SHASTRI RASHTRIYA SANSKRIT VIDYAPEETHA
(Deemed to be University)

A Central Autonomous Body-Under M/o HRD, Govt. of India
B-4, Qutub Institutional Area, New Delhi-110016

F.LBSV/REG/70/Bye-Laws/2014/15/09

Date: 05.04.2018

PUBLIC NOTICE

Shri Lal Bahadur Shastri Rashtriya Sanskrit Vidyapeetha has drafted Bye-Laws Governing the Method of Recruitment (Non-Teaching), 2018. The above Bye-Laws (CRR) is attached for seeking feedback/comments/suggestions, from teaching & non-teaching employees/other stake-holders/general public. It is requested to send your feedback/comments/suggestions on the above draft Bye-Laws by email at "registrar@slbsrsv.ac.in" within 7 days from the date of issue of this notification.

Assistant Registrar (Admn.)

Copy to:-

System Administrator (Computer Centre) is requested to place this public notice along with draft Bye-Laws on the website of the Vidyapeetha.

Assistant Registrar (Admn.)

SHRI LAL BAHADUR SHASTRI RASHTRIYA SANSKRIT VIDYAPEETHA
(DEEMED TO BE UNIVERSITY)
B-4, QUTUB INSTITUTIONAL AREA
NEW DELHI-110 016



(A CENTRAL AUTONOMOUS BODY UNDER THE MINISTRY OF HUMAN RESOURCE DEVELOPMENT, DEPARTMENT OF HIGHER EDUCATION, GOVERNMENT OF INDIA)

In exercise of the powers conferred upon it under Clause- 4 (x, xix & xx) and Rule-54(xi & xviii) of the Memorandum of Association, the Board of Management of Shri Lal Bahadur Shastri Rashtriya Sanskrit Vidyapeetha (Deemed to be University), New Delhi is authorised to frame the bye-laws of the Vidyapeetha.

1. Short title and commencement:

The "Bye-Laws Governing the Method of Recruitment", 2012 for the Non-Teaching Employees of Shri Lal Bahadur Shastri Rashtriya Sanskrit Vidyapeetha (Deemed to be University), B-4, Qutab Institutional Area, New Delhi-110016 hereby stand amended and shall be called hereafter as the "**Bye-Laws Governing the Method of Recruitment - Non-Teaching Posts (Including Library and Physical Education), 2018**".

These Bye-Laws shall come into force w.e.f. the date of its notification.

2. Extent of Application:

- (a) These Bye-Laws shall apply to appointments and promotions of non-teaching employees on regular / tenure basis.
- (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 Bye-Laws, shall be deemed to have been covered under these Bye-Laws.

3. Definitions:

In these Bye-Laws, unless otherwise stated:

1. 'Age' means the age limit as specified in Schedules

2. 'Appointing Authority' in relation to any post in the Vidyapeetha means the authority competent to make appointment to that post under the Memorandum of Association of the Vidyapeetha.
3. Board of Management means the Principal Executive Body of the Vidyapeetha
4. 'Bye-Laws' means the bye-laws of the Vidyapeetha for the time being in force.
5. 'Cadre' means the strength of service or a part of service sanctioned as a separate unit.
6. 'Departmental Candidate' means the employee working on a regular basis against a substantive post in the Vidyapeetha but does not include person(s) working on ad-hoc, daily wage, contract, or temporary basis.
7. 'Direct Recruitment' means the recruitment made other than by promotion, deputation or absorption.
8. 'Employee' means any person duly appointed by the Vidyapeetha.
9. 'Government' means the Government of India.
10. 'Kuladhipati' means the Chancellor of the Vidyapeetha.
11. 'Kulapati' means the Vice-Chancellor of the Vidyapeetha.
12. 'Kulasachiv' means the Registrar of the Vidyapeetha.
13. 'Vittadhikari' means the Finance Officer of the Vidyapeetha.
14. 'Memorandum of Association' means Memorandum of Association for the time being in force.
15. 'Non-teaching Employee' means the employee of the University other than the teaching and academic staff.
16. 'Prescribed' means prescribed by Rules or Bye-laws of the Vidyapeetha.
17. '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.
18. 'Schedule' means a schedule appended to these bye-laws.
19. 'Selection Committee' means the Selection Committee as specified in the MoA, UGC Regulations and these Bye-Laws.
20. 'Vidwat Parishad' means the Academic Council.
21. 'Vidyapeetha' means Shri Lal Bahadur Shastri Rashtriya Sanskrit Vidyapeetha, New Delhi.
22. 'Vitta Samiti' means the Finance Committee.

4. *The staff of the Vidyapeetha shall be classified as:*

- a. Group "A"
- b. Group "B"
- c. Group "C"

5. *Appointing Authority:*

1. Group 'A' - Board of Management
2. Group 'B' – Vice-Chancellor
3. Group 'C' – Registrar

6. *Schedule:*

The number of posts, their classification, Pay Band, Grade Pay (Pay Levels as per the recommendations 7th CPC) and eligibility criteria and any other information relevant to the post attached thereto shall be as specified in the respective schedules which are given below:

S. No.	Schedule	Subject	Page nos.	
			From	To
1.	Appendix-I	Cadre Strength		
2.	Appendix-II	Eligibility Criteria & other information relevant to the post(s)		
3.	Appendix-III	Departmental Promotion Committee and Selection Committee		
4.	Appendix-IV	Duties & Responsibilities		

7. *Method of Recruitment:*

1. The recruitment to various posts shall be made by the appointing authority as under:

- i. Direct Recruitment
- ii. Promotion (Including limited departmental examination)
- iii. Deputation
- iv. Absorption
- v. Tenure
- vi. Re-Employment as per Vidyapeetha/ UGC/ Govt. of India guidelines.

2. The posts which are to be filled-up by direct recruitment and the manner of appointment have been laid down in the schedule appended with these Bye-Laws. The posts which are to be filled up by promotion and deputation have also been specified in the schedule attached to these Bye-Laws together with the procedures and qualifications etc. as per requirement.

8. *Procedures for issue of Advertisement and inviting applications for all categories of posts):*

I *Issue of Advertisement:-*

The vacant posts of permanent nature, the posts of temporary nature likely to continue, tenure/deputation posts etc. shall be advertised in appropriate time, giving at least one insertion in any of the popular National Dailies and one insertion in the 'Employment News', University News and Vidyapeetha website also.

Note: (i) *In order to reduce the cost on advertisements, only essential details of the posts, pay-band, grade-pay (pay-levels as per 7th CPC) closing date, category of post(s) as un-reserved / reserved shall be indicated in the advertisement. The closing date may be extended at the discretion of the Vice-Chancellor of the Vidyapeetha by notifying in the website of the Vidyapeetha only for which the desirous candidates should be in constant touch with the website.*

(ii) The Vidyapeetha may at its discretion decide to fill-up any vacancy on deputation or any other mode in the interest of the Vidyapeetha with proper justifications.

II Time Limit for Recruitment Process

The Vidyapeetha may ensure that the entire recruitment process, starting from advertisement, conducting written examination or holding of interview, may be completed within six months. (Ref. DoPT O.M No. Misc.14017/15/2015-Estt.(RR) dated 11.01.2016 duly forwarded by UGC to all central universities vide letter No.F.74-1/2017 (CU) dated 16th October, 2017.

Provided that, if in the opinion of the Vice-Chancellor, the circumstances so warrant, he may extend the time limit for the recruitment process by a maximum period of six months.

III Application Form:

- a) Applications for all the posts shall be entertained only through online mechanism along with online payment. The schedule of charges for online applications and prescribed fees shall be as determined by the Vice-Chancellor from time to time.
- b) Online applications be invited upto the prescribed closing date and time as decided by Vidyapeetha.
- c) **Receipt of applications after the last date:** The closing date for receipt of application shall ordinarily be 21 days from the start of receipt of online application. However, the Vice-Chancellor may at his discretion decide the closing date for receipt of application keeping in view the exigencies of the situation.
- d) The print out of the online application complete in all respect along with "No Objection Certificate" and supporting documents duly signed be sent to "Assistant Registrar (Selection). Recruitment Cell, Shri Lal Bahadur Shastri Rashtriya Sanskrit Vidyapeetha (Deemed to be University), B-4, Qutab Institutional Area, New Delhi-110016" in a closed cover super-scribing "Application for the post of along with the "Code No." of the post as prescribed in the advertisement. It is the responsibility of the applicant to ensure that the same is received by the Vidyapeetha within 15 days of the closing date and time of online application, failing which the

online application shall not be considered. Vidyapeetha shall not be responsible for any delay in receipt of application at their office due to postal delay or any other reason.

IV. Appointment and Promotion to Group 'A' Posts (except Registrar, Finance Officer, Controller of Examination and Equivalent)

- a) These posts shall be filled on the basis of the performance in written test and interviews as prescribed in the schedule.
- b) For direct recruitment, the Vidyapeetha shall conduct written tests in two stages (i) A qualifying test consisting of multiple choice questions carrying 100 marks, and (ii) Descriptive test carrying 100 marks. The minimum qualifying marks to be secured in each of the tests shall be 50%. The answer scripts of the candidates for descriptive test shall be evaluated only in respect of those candidates who secure qualifying marks in paper I. The candidates who have qualified paper II as above, shall be called for interview. Minimum qualifying marks in the interview shall be 50 out of 100. The final select list of the candidates shall be drawn based on the performance of the candidates in Paper II and interview. The question papers for written examination shall be bilingual.
- c) For promotion, the Vidyapeetha shall screen the candidature of the eligible employees, bench-mark requirement notified by Govt. Of India/UGC/Vidyapeetha, from time to time. Such eligible candidates are required to appear for tests in two stages (i) A qualifying test consisting of multiple choice questions carrying 75 marks, and (ii) Descriptive test carrying 125 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 have qualified paper II shall be called for interview. Minimum qualifying marks in the interview shall be 50 out of 100. The final select list of the candidates shall be drawn based on the performance of the candidates in Paper II and Interview. The question papers for written examination shall be bilingual.
- d) The competent authority shall frame the syllabi for the written test which broadly includes Constitution of India, Management/Public Administration/Finance, Office Procedures, Rules & Regulations notified by the Govt. Of India/UGC from time to time, Current Affairs, General Knowledge, Aptitudes etc.
- e) Relaxation, if any, for the reserved categories shall be extended as per Govt. of India guidelines.

V. Appointment and Promotion to Group 'B & C' Posts

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

Group “B” and “C” Posts:

- a) These posts shall be filled purely on the basis of written tests and or skill tests without any interview. The Vidyapeetha may conduct written tests in two stages (i) A test consisting of multiple choice questions carrying 100 marks, and (ii) Descriptive test carrying 100 marks. The minimum qualifying marks to be secured in each of the tests shall be 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 skill tests/trade test shall be qualifying in nature and shall be conducted for the candidates who have passed the paper-II. The final select list of the candidates shall be drawn based on the performance of the candidates in Paper I & II only, subject to qualifying the skill/trade tests.
- b) The competent authority shall frame the syllabi for the tests, skill/trade tests, modalities for carrying out the tests, evaluation, etc.
- c) Wherever the knowledge of typing/short-hand is essential, the skill/trade test shall be conducted only on computers and the typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi and or 80/100/120 w.p.m. in short-hand, as applicable, shall be essential and qualifying requirement.
- d) For others, 50 marks may be assigned to the skill/trade test, which is qualifying in nature, however, the minimum qualifying marks shall be 25 marks.
- e) Relaxation, if any, for the reserved categories shall be extended as per Govt. Of India guidelines.
- f) Getting a call for written/skill/trade tests cannot be claimed as a right for appointment to the posts. The candidature is liable to be cancelled at any stage if it is noticed that the candidate is not meeting the eligibility requirements as per schedule and or the information provided is found to be incorrect or wrong.
- g) The Vidyapeetha may hold the written tests and other trade/professional tests at the time of promotion of the employees of the Vidyapeetha as per rules and fix qualifying marks in addition to screening of the Annual Performance Appraisal Reports for the length of service as prescribed in the schedule for promotion.

9. *Minimum Qualification and Experience:*

For recruitment to various posts, the qualifications and experience shall be as prescribed in the Bye-Laws at Appendix-II.

10. *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 closing date for receipt of application.

11. *Reservations of posts:*

The policy of the Government of India with regard to the reservation and relaxation, if any, as applicable for various categories in recruitment/promotion etc. shall be followed in letter and spirit.

12. Constitution and Role of the Screening Committee:

- (i) The Screening Committee shall consist of the following;
 - a) Nominee of the Vice-Chancellor – Chairperson (not below the rank of Professor or equivalent)
 - b) Nominee of Registrar – Member
 - c) One outside expert (nominated by VC) in the relevant field – Member
- (ii) In case of acting Vice-Chancellor and or acting Registrar, the Board of Management shall constitute the Screening Committee by giving nominations for the respective clause referred to above.
- (iii) The Committee shall be assisted by an Officer not below the rank of Assistant Registrar or equivalent to be nominated by the Registrar. The Officer concerned shall place all the relevant documents including copy of the advertisement, bye-laws governing the method of recruitment and UGC's regulations/guidelines etc before the Screening Committee.
- (iv) The Screening Committee shall shortlist the candidates as per the eligibility criteria prescribed in the advertisement and Bye-Laws of the Vidyapeetha.
- (v) The Screening Committee is not expected to interpret the recruitment rules/guidelines of the regulatory bodies/terms of advertisement in order to justify/nullify, the eligibility of any candidate. Under no circumstances, the essential qualifications for any post mentioned in the advertisement in accordance with the recruitment rules/guidelines shall be modified/ altered by any committee/officers of the Vidyapeetha in order to assess the eligibility of any candidate. In other words, the advertised qualifications and experience etc. shall remain intact in its original form and shall not be changed either to the advantage/disadvantage of any candidate.
- (vi) For group 'A' - The Screening Committee may screen the applications and all the provisionally eligible candidates may be asked to appear in the written test-Paper I & II. The paper-II in respect of such candidates shall only be evaluated once the Screening Committee declares them eligible, fulfilling the eligibility requirements in terms of educational qualification and experience required for such posts who have qualified paper-I. However, the successful candidates in the written test based on the performance of paper II as above, only be called for interview, in order of merit subject to maximum of 1:20.
- (vii) For group 'B & C' - The Screening Committee may screen the applications and all the provisionally eligible candidates be asked to appear in the written test. In a situation where the applications received are large in number, all the applicants may be given an opportunity to appear for the written test purely on provisional basis. The paper-II in respect of such candidates shall only be evaluated once the Screening Committee declares them eligible to fulfil the eligibility requirements in terms of educational qualification and experience required for such posts who have qualified paper-I.

- (viii) The Screening Committee may limit the number of candidates to be called for interview (wherever applicable) keeping in view the number of vacancies. Ordinarily, the ratio may be limited to 1:20 (maximum) and 1:3 (minimum). If three candidates are not available to meet the minimum ratio, the post shall be re-advertised.

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

13. Constitution of Selection Committees/Departmental Promotion Committees:

The Constitution of the Selection Committee/Departmental Promotion Committee and their quorum are specified in the Appendix-II & III appended to these by-laws. In case of acting Vice-Chancellor the Board of Management may authorize him/her to hold the selection / promotion committees and nominate experts. All such committees must include a member from SC/ST/OBC/Minorities/Women, wherever applicable.

The Vidyapeetha shall obtain an undertaking from the Chairperson and members of the screening/selection committees to the effect that none of their close relatives have applied or appearing for the same.

14. Deputation with or without provision for Absorption

- i) In case the appointment is to be made on deputation basis or on absorption basis, the post has to be advertised and circulations may also be made to other Universities, Govt. Departments as the case may be for wide publicity and also to ensure a fair process of selection. The period of deputation shall be as notified by the Govt. Of India / UGC from time to time.
- ii) In case, it is decided in the interest of the Vidyapeetha to absorb any such person who was selected/ appointed on deputation, as notified in the advertisement, then the Vidyapeetha may take up the matter with the parent organization 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.

15. Promotion:

- a) Promotion is earned by dint of hard work, good conduct and result oriented performance as reflected in the APARs. Only performance reported 'good'/benchmark as prescribed by the GOI/UGC/Vidyapeetha, consistently

for the preceding years of service as prescribed in the schedule shall be taken into consideration by the DPC.

- b) The eligibility criteria, Vigilance Clearance Reports, CR folders/dossiers duly completed in all respects along with the seniority list of the eligible employees to be considered for promotion with full details of the number of vacancies, number of posts reserved for SCs/STs/PwDs shall be provided to the DPC for consideration.
- c) In case there is any adverse entry in the APAR and or want of prescribed score/benchmark in the APAR, the case of promotion shall not be considered.
- d) In the case of "Selection", the zone of consideration of eligible officers with extended zone for SCs/STs to ensure the promotional chances against the reserved quota shall be decided by the DPC on the basis of the service record of the officers. The normal zone and the extended zone will be as follows:-

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

The assessment of each employee should be made on evaluation of their APAR as referred to in Clause 15 (b) above. The DPC should make its own assessment of the employees and shall determine the merit of those being assessed for promotion with reference to the benchmark "Good" i.e. minimum score 5 for all Group 'B' & 'C' posts and Very Good" i.e. minimum score 7 for all Group 'A' posts and accordingly grade the officers as 'fit' or 'unfit' only. Those who are graded as 'fit' shall be included in the select panel in order of their inter- seniority in the feeder grade subject to availability/occurring of vacancies. Those employees who are graded 'unfit' by the DPC shall not be included in the Select panel. There shall be no supersession in promotion among those who are graded 'fit'. The grading and score are quoted below:-

S.No.	Grading System and Score in APAR
(i)	<i>Grade "between 8-10" shall be rated as 'outstanding' and will be given a score of 9 for the purpose of calculating average scores for appointment/promotion.</i>
(ii)	<i>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</i>

	<i>scores for appointment/promotion.</i>
(iii)	<i>Grade "between 4 and short of 6" shall be rated as ' good' and will be given a score of 5 for the purpose of calculating average scores for appointment/promotion.</i>
(iv)	<i>Below 4 shall be given a score of 'zero'.</i>

- (f) The meeting of the Departmental Promotion Committee (DPC) may be convened twice a year (January & July) or as and when required.
- (g) The administrative authorities shall ensure that the information furnished to Departmental Promotion Committee is accurate and in proper order in all cases and a certificate to this effect shall form part of the note for the DPC.
- (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 to eligibility and consideration for the purposes of promotion/confirmation unless otherwise mentioned specifically in the order about such a bar to eligibility.
- (i) The following cases shall be brought to the notice of the DPC:-
- (i) Employees under suspensions;
 - (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 will be kept in a sealed cover and the fact recorded in the DPC proceedings. Same procedure will be followed by subsequent DPCs till the disciplinary/criminal cases are concluded. On the conclusion of the case, sealed cover will be opened. In case the officer is exonerated, the due date of promotion shall be as applicable with full pay and allowances, with reference to the date of promotion of his junior and if necessary by reverting the junior most officiating person.

However, in the instances where it is not possible to anticipate and enumerate exhaustively all the circumstances under which the denial of arrears of salary or part of it may become necessary, then the Appointing Authority shall decide whether and to what extent arrears of salary are to be paid. Where arrears are denied reasons are to be recorded. For example, the proceedings, whether disciplinary or criminal are delayed at the instance(s) of the employee or the clearance in the disciplinary proceedings or acquittal in the criminal proceedings is with benefit of doubt or on account of non availability of evidence due to the acts attributable to the employee, are only some of the circumstances where such denial can be justified. If penalty is imposed, the findings of the sealed cover shall not be acted upon, and shall be dealt as per the rules notified by GOI/UGC/Vidyapeetha.

- j. The cases of officers under cloud after clearance by the DPC shall be decided as if the promotion has been considered under Sealed Cover Procedure.

18. *Functions of the Selection Committee/ Departmental Promotion Committee/ Departmental Confirmation Committee*:*

The Committee shall consider and make recommendations in all cases of:

- a) Promotion of the non-teaching employees of the Vidyapeetha to the next higher post(s)

The promotion to the Group 'A' post shall be as per the procedure defined in Clause 8(IV) above.

- b) The Constitution of the Selection Committees and Departmental Promotion Committees (DPC)/Departmental Confirmation Committees* are specified in the Schedule. 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 Unit) in the Selection Committee/Departmental Promotion Committee at the time of selection/promotion to any post in the Vidyapeetha. Any other member/members can also be included in the Selection Committee/Departmental Promotion Committee as per the GoI/UGC guidelines.

(*Ref: DoPT O.M.No. AB.14017/21/2011-Estt.(RR) dated 10th May, 2013)

A person shall be disqualified for sitting as a member of any Selection/Departmental Promotion Committee and Departmental Confirmation 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 Vidyapeetha shall obtain an undertaking to this effect from the member concerned prior to the commencement of the interview.

- c) Confirmation of the non-teaching employees (Group 'B' & 'C') on their respective posts subject to satisfactory completion of probation period. As regards the confirmation of the Group 'A' staff (other than teachers), the order of confirmation to the incumbents shall be issued with the approval of the competent authority after completing the required formalities such as vigilance clearance, performance appraisal reports carrying the prescribed bench-marks.

Note I:- In case APAR(s) of any particular period has not been initiated by the designated authority despite the fact that the employee concerned submits the proof of submission of self appraisal report(s) duly filed-in for that particular period(s) to the concerned section, the DPC/Screening Committee shall ignore the report(s) of that particular period(s) and shall take into account the report(s) of the immediate preceding period(s). It is mandatory on the part of the designated officer to make entry in the relevant register to be maintained for this purpose and issue proper receipt to the employee

concerned as a proof of submission of the appraisal reports. There shall be proper entry in the relevant register with regard to each movement of the APAR till the completion of its process.

Note II: In case APAR(s) of the particular period has been filled by the employee but the same has not been submitted by the reporting officer/ reviewing authority within the prescribed timeframe it shall be deemed as if meeting the benchmark prescribed for promotion/further upgradation.

19. Mode of Promotion

- i. In addition to the condition for promotion for the posts as specified at para (v) below, the Vidyapeetha may decide the method and procedure to be followed by the DPC for promotion in respect of any category of posts. For this purpose, the Vidyapeetha at its discretion may hold the written tests, interview or other trade/professional tests and fix qualifying marks for any post to assess the competence in an objective manner. In such cases, association of at-least one external expert shall also be mandatory.
- ii. Mere possession of eligibility conditions shall not entitle an employee to be promoted to the next higher post from the date of his/her eligibility. After completion of formalities such as Annual Performance Appraisal Reports (APARs), vigilance clearance reports, the departmental promotion committee may be constituted to evaluate and assess the eligibility of the employees. The employees will be considered for promotion based on the recommendations of the DPC/Selection Committee duly approved by the Competent Authority of the Vidyapeetha.
- iii. All promotions of the non-teaching staff shall take effect from the date of assumption of charge of the promoted post.
- iv. The employee after promotion shall only be placed on probation if and only there is a change in the Group i.e. from Group C to Group B and Group B to Group A.

The employees who have been promoted from one group to other group shall be on probation for a period of two years from the assumption of the charge. The probation can be extended by one more year either due to non-performance /misconduct/ misbehaviour or violation of the CCS Conduct Rules, 1964. If there is no improvement with regard to the performance or other traits mentioned above, the Vidyapeetha shall terminate the services or revert the employee concerned forthwith without giving any further opportunity for improvement.

20. 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 relaxation by maximum of one year at its discretion to promote an employee on adhoc basis after completing all procedural formalities as laid down under Rule..... 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.

21. Panel:

- a) The panel drawn for promotion by the Departmental Promotion Committee shall normally be valid for one year w.e.f. the date of the DPC. However, its validity can be extended for a maximum period of six months.
- b) In case of direct recruitment, the panel drawn on the recommendations of the Selection Committee for Group 'A' post shall be valid for a period of one year. However, its validity can be extended for a maximum period of six months.
- c) The panel if any shall cease to operate once the number of vacancies advertised are filled on the first instance.

22. Modified Assured Career Progression Scheme (MACP):

- (i) The financial up-gradation under the Modified Assured Career Progression Scheme (MACP) in respect of non-teaching staff of the Vidyapeetha shall be allowed as per the provisions of the MoA, Bye-Laws of the Vidyapeetha and orders/guidelines of UGC/Government of India as amended/issued from time to time.
- (ii) In case of grant of higher pay scale upto the Grade Pay of Rs. 8,900/-, the Registrar shall chair the meeting of the Screening Committee. The Vice-Chancellor shall nominate at least two external expert and other members representing SC/ST/OBC/PH/Minorities etc. wherever required as per the guidelines of the UGC/GOI. However, for considering the cases of the employees beyond the Grade Pay of Rs. 8,900/- under the MACP scheme, the Vice-Chancellor shall chair the meeting of the Screening Committee and also nominate two external member not below the rank of Vice-Chancellor (sitting or retired) or its equivalent and other members representing SC/ST/OBC/PH/Minorities etc. wherever required as per the guidelines of the UGC/GOI.

23. Probation:

In case of direct recruitment, the selected candidate will be kept on probation as specified in the Schedule. The appointing authority may at its discretion extend the period of probation by one year in case of unsatisfactory performance, misconduct or on ground of misbehaviour. In case there is no perceivable improvement despite all this, his/her services shall be terminated by giving one month's notice or on payment of one month's salary in lieu of notice.

Note:- (i) If an employee who is recruited/promoted to any post(s), avail leave on piece meal basis or at a time for a period of two months or more during his/her probation period, his/her probation period shall be extended proportionately i.e. equal to the total period of leave availed by the employee concerned. The lapsable leave (Casual leave and compensatory leave) shall not be taken into account while computing

the leave as mentioned above. The Child Care Leave shall not be granted to the employees on probation until and unless exceptional circumstances demand so subject to satisfaction of Board of Management.

- (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 indifferent, he should be warned of the consequences, i.e. termination of his services/reversion to the post from which he/she is appointed /promoted. Such a warning should be issued in advance after which the performance of the official concerned should be continuously kept under observation.
- (iii) No application for outside employment shall ordinarily be forwarded during the period of probation as in case of temporary employee of the Vidyapeetha. However, the competent authority of the Vidyapeetha at his discretion may forward the application subject to an undertaking of the concerned employee, that he/she would resign from the post in the event of his/her selection in other department and no lien shall be permitted by the Vidyapeetha.

24. *Power to Relax:*

Relaxation in age and experience etc. may be granted to the candidates belonging to the Schedule Caste/Schedule Tribes/OBC/PH or other reserved categories as per the UGC/ Govt. of India guidelines for such reserved post only. The departmental candidates may be given age relaxation as per rules of GOI/UGC.

25. *Age of superannuation:*

The age of superannuation of Non-teaching employees shall be as per the Government of India/UGC guidelines as issued from time to time.

26. *Pay & Allowances:*

The pay and allowances shall be as per the UGC/Government of India rules amended from time to time.

27. *Disqualification:*

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

Provided that the Competent Authority of the Vidyapeetha may, if satisfied that such marriage is permissible under the personal law applicable to such person and

the other party to the marriage and there are other grounds for so doing, exempt any person from the operation of these rules.

28. *Discipline/ Vigilance Clearance Reports:*

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

29. *Removal of Difficulties:*

- (i) The Board of Management may from time to time, issue such general and specific directions as may be necessary to remove difficulties in the operations of any of the provisions of these Bye Laws.
- (ii) All existing rules and orders in relation to the matters covered under these bye-laws, shall stand superseded but any action already taken by or in pursuance to such existing bye-laws, rules and orders shall be deemed to have been taken under these bye-laws.

30. *Interpretation:*

Any ambiguity or lack of clarity with regard to any clause of the Bye-Laws, the decision of the Board of Management shall be final.

31. *Amendment of Bye-Laws:*

The Board of Management shall have the authority to amend, modify change, withdraw, suspend and relax any or all of these Bye-Laws. The decisions of the Board of Management shall be final and binding on all employees.

32. *Residuary Matters:*

In respect of all matters not specifically provided for in these Bye-Laws, the corresponding provisions as provided by the UGC for their employees or as prescribed by the Govt. of India relating to its employees, as amended from time

to time, will be followed. In case any particular provision in these bye-laws clashes with any provision of the MoA, the provision of the MoA shall prevail and the provision in these bye-laws shall stand superseded.

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

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

34. *Territorial Jurisdiction:*

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

35. *Right to Appointment and Joining Time*

- (i) Success in the examination confers no right to appointment. The appointment of a candidate is subject to availability of vacancies, verification of antecedents including category, educational qualification, experience, and compliance of procedural and regulatory formalities etc.
- (ii) At least 30 (Thirty) days time shall be allowed to the candidate to join the post and in case he fails to join within the stipulated time limit without specifying any reason, the offer of appointment shall automatically stand withdrawn and no correspondence in this regard shall be entertained by the University.

Provided that, the Vice-Chancellor may allow the extension of joining time for another 30 days or till such time as per his discretion depending upon the exigencies of the situation.

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

- I. Mere possession of eligibility conditions shall not entitle a candidate to be called for written test/interview. The date for determining the eligibility of all candidates in every respect shall be the closing date as prescribed in the advertisement for receipt of the applications. In other words no candidate shall be called for written test/interview if he does not possess the minimum qualification and experience etc. as on the closing date of the application for a particular post.
- II. Candidate who is already in service should submit his/her print out of the online application through proper channel. However, he/she may send an advance copy of his/her application and should produce a "No Objection Certificate" from the employer at the time of written test/interview failing which he/she shall not be considered. The application for appointment on deputation may be forwarded by the employer along with the CR dossiers duly certified by the Competent Authority for the desired periods through proper channel.
- III. It is the responsibility of the candidate to assess his own eligibility for the post for which he/she is applying in accordance with the prescribed qualification, experience etc. and submit his application duly filled-in along with the desired information, documents and other supporting

materials as per the advertisement. Suppression of factual information, supply of fake documents, providing false or misleading information or any other undesirable action by the candidate shall lead to cancellation of his candidature. In case, it is detected at any point of time in future even after appointment that the candidate was not eligible as per the prescribed qualification, experience etc. which could not be detected at the time of written test/interview due to whatever circumstances, his appointment shall be liable to termination forthwith as per this clause and also based on his undertaking. This must be mentioned in the letter of offer and appointment clearly. With regard to any ambiguity relating to the recruitment rules in general and eligibility in respect of any post in particular, the decision of the Board of Management shall be final.

- IV. Acceptance of documents/certificates/claims etc. submitted by an applicant will be subject to their verification by the competent authorities/sources. If, any claim/certificate/document is found to be false/fake/incorrect/*malafide* at any stage of verification before or after appointment, the document in question shall be summarily rejected and action may be initiated against the candidate for this misconduct including rejection of his candidature which shall lead to cancellation of his appointment, if already appointed.
- V. If at any stage of the recruitment process or employment, it is detected that there is a wilful suppression of factual information relating to the eligibility or otherwise as a candidate, followed by supply of fake documents/ or misleading statement/information in the application or tampering of documents or providing such information relating to the caste, educational qualifications, experience or domicile etc. the candidature shall be cancelled and services shall be terminated forthwith, if already appointed.
- VI. The candidature of the candidate(s) applied against non-teaching posts in response to the advertisement of the Vidyapeetha or the persons to be appointed against any post shall be governed by the Memorandum of Association, Bye-Laws governing the service conditions/method of recruitments as amended from time to time and resolutions of the Board of Management of the Vidyapeetha and rules of the Govt. of India/Guidelines of the UGC adopted by the Vidyapeetha from time to time .
- VII. The appointment of a fresh candidate will be subject to police verification. Until the police verification report is received, the appointment shall be treated as provisional which should be mentioned clearly in the letter of appointment. In case, the report of the police with regard to his conduct, character, antecedents etc. is not found to be satisfactory, the provisional appointment shall be withdrawn/ cancelled/ terminated forthwith without notice.
- VIII. The selected candidate will also have to undergo a medical examination/test to ascertain his/her medical fitness for the post prior to joining. In case, he/she is not found to be fit by the authorized medical authorities, the offer of appointment shall be treated as withdrawn. The persons already holding employment under Government or Autonomous Bodies, may submit Medical Fitness Certificate from any Government Hospital at the place of his/her work duly countersigned by the Civil

- Surgeon or Chief Medical Officer of the concerned district. For others, the medical examination has to be carried out by any hospital or Health Care Unit/Government Dispensary as authorized by the Vidyapeetha in Delhi.
- IX. The terms and conditions of appointment/Engagement shall be communicated in the "Offer of Appointment/Engagement "to the Selected Candidates. If the candidate does not accept the terms and conditions mentioned in the offer of appointment/engagement letter within the stipulated time period, the offer will be treated as withdrawn and no further communication shall be entertained in this regard. The Competent Authority reserves the right to enhance the scope of the nature of duties and can assign any duty to any employee at any point of time in the interest of the Vidyapeetha. The Vidyapeetha administration notwithstanding the schedule of five-day week in its working may also direct any employee to work for six days in a week at its discretion depending upon the exigency of service and in the interest of the Vidyapeetha. However, it may be kept in view that the total number of working hours prescribed per week shall be equal to all the employees as per the Govt. of India rules.
- X. The selected person shall be required to arrange his/her own accommodation in Delhi as per his/her convenience.
- XI. The selected candidate shall be governed by the GOI/UGC rules for Pensionary and other retirement benefits as applicable from time to time.
- XII. The selected candidate is liable to serve anywhere in the country or outside the country where the offices or projects of the Vidyapeetha are located or may be located in future.
- XIII. The selected candidates shall be governed by the bye-laws/MOA of the Vidyapeetha and also the CCS (Conduct) Rules, 1964 and CCS (CCA) Rule, 1965 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 Board of Management of the Vidyapeetha.
- XIV. The candidate applying for the non-teaching posts should send the self-attested copies of all the certificates relating to his/her educational qualifications, experience, age, caste and other testimonials along with his/her application. In case the application of any applicant is not supported by the desired enclosures including certificates, mark sheets etc., his candidature shall be summarily rejected and no correspondence shall be entertained thereafter. The candidates must be instructed to submit a list of enclosures to avoid any confusion in this regard.
- XV. At the time of recruitment, a service agreement should be executed between the Vidyapeetha and the employee concerned and a copy of the same should be deposited with the Registrar. Such service agreement shall be duly stamped as per the rates applicable.
- XVI. The MTS post (s) may be filled-up/utilized as staff car driving, gardening/ horticulture /electrical /mess /cooking/house-keeping/ lift operation /photocopier /security/maintenance work /attendant /office works/dispatch rider etc. and the preference may be given to the candidates who have adequate experience of working in the relevant fields in the university system/government/state government organisations or reputed private organizations/firms.
- XVII. Candidate should bring all original certificates relating to his/her age, qualification, experience and caste etc. at the time of written test/interview. In case the candidate fails to submit the original documents for verification of the certified/xerox copies of the enclosures to his/her application, he or she shall not

be allowed to appear at the written test/interview and his candidature shall be treated as cancelled without any further communication in this regard.

- XVIII. (i) The Vidyapeetha reserves the right to fill or not to fill up the posts advertised for any reasons whatsoever.
- (ii) The Vidyapeetha reserves the right to withdraw the advertisement either partly or wholly at any time without assigning any reason to this effect.
- (iii) The Vidyapeetha reserves the right to reject any application without assigning any reason thereof.
- a) If any advertisement for any post(s) is withdrawn due to whatever reasons, the application fee or any other fee collected from the candidates shall be refunded.
- XIX. (i) Interim enquiries shall not be entertained.
- (ii) 'CANVASSING IN ANY FORM SHALL DISQUALIFY THE CANDIDATURE OF THE CANDIDATE'
- (iii) Applicants are required to apply on separate form for each post. Each application without the required application fee shall be rejected. Demand Draft/Cheque shall not be accepted under any circumstances.
- XX. The Vidyapeetha shall not be responsible for any postal delay. The candidate shall be required to submit the list of enclosures and also write his/her complete information with regard to his/her correspondence and permanent address with pin code, telephone numbers, cell-phone numbers, e-mail ID, if any in the application which will facilitate communication at any point of time.
- XXI. For any clarification, the candidates may contact the Assistant Registrar (Selection) of any other designated officer of the Vidyapeetha in writing. In case of any grievance of any candidate, the candidate may also approach the Competent Authorities of the Vidyapeetha in writing for redressal relating to the recruitment sufficiently in advance.

APPENDIX-I

NON-TEACHING POSITIONS:						
NT:1.	Registrar	PB-4: Rs.37400-67000 + GP Rs.10000	1			
NT:2.	Finance Officer	PB-4: Rs.37400-67000 + GP Rs.10000	1			
NT:3	Controller of Examination	PB-4: Rs.37400-67000 + GP Rs.10000	1			
NT:4.	Deputy Registrar	PB-3: Rs.15600-39100+ GP Rs.7600	2			
NT:5.	Executive Engineer(Civil)	PB-3: Rs.15600-39100+ GP Rs.6600	1			
NT:6	Assistant Librarian	PB-3: Rs.15600-39100+ GP Rs.6000	1			
NT:7	Assistant Registrar	PB-3: Rs.15600-39100+ GP Rs.5400	7			

NT:8.	System Administrator (Computer Centre)	PB-3: Rs.15600- 39100+ GP Rs.5400	1			
NT:9	Assistant Engineer(Civil)	PB-2: Rs.9300- 34800+ GP Rs.4600	1			
N.T: 10	Section Officer	PB-2: Rs.9300- 34800+ GP Rs.4600	6			
NT: 11	Research-cum-Statistical Officer	PB-2: Rs.9300- 34800+ GP Rs.4600	1			
NT: 12.	Private Secretary	PB-2: Rs.9300- 34800+ GP Rs.4600	3			
NT: 13.	Assistant Programmer(Computer)	PB-2: Rs.9300- 34800+ GP Rs.4600	2			
NT: 14.	Research Assistant	PB-2: Rs.9300- 34800+ GP Rs.4200	2			
NT: 15.	Professional Assistant	PB-2: Rs.9300- 34800+ GP Rs.4200	4			
NT: 16.	Assistant	PB-2: Rs.9300- 34800+ GP Rs.4200	10			
NT: 17.	Personal Assistant	PB-2: Rs.9300- 34800+ GP Rs.4200	2			
NT: 18.	Junior Engineer(Civil)	PB-2: Rs.9300- 34800+ GP Rs.4200	1			
NT: 19.	Junior Engineer(Electrical)	PB-2: Rs.9300- 34800+ GP Rs.4200	1			
NT: 20.	Semi-Professional Assistant	PB-1: Rs.5200- 20200+ GP Rs.2800	3			
NT: 21.	Technical Assistant(Lab)	PB-1: Rs.5200- 20200+ GP Rs.2800	1			
NT: 22.	Technical Assistant(Computer)	PB-1: Rs.5200- 20200+ GP Rs.2800	2			
NT: 23.	Proof-Reader	PB-1: Rs.5200- 20200+ GP Rs.2800	1			
NT: 24.	Upper-Division-Clerk	PB-1: Rs.5200- 20200+ GP Rs.2400	12			
NT: 26.	Stenographer	PB-1: Rs.5200- 20200+ GP Rs.2400	3			
NT:	Electrician	PB-1: Rs.5200-	1			

25.		20200+ GP Rs.2400				
NT: 26	Laboratory Assistant	PB-1: Rs.5200- 20200+ GP Rs.2400	1			
NT: 27.	Library Assistant	PB-1: Rs.5200- 20200+ GP Rs.2000	3			
NT: 28.	Lower Division Clerk	PB-1: Rs.5200- 20200+ GP Rs.1900	14			
NT: 29.	Staff Car Driver	PB-1: Rs.5200- 20200+ GP Rs.1900	2			
NT: 30.	Pump-Operator	PB-1: Rs.5200- 20200+ GP Rs.1900	1			
NT: 31.	Cook	PB-1: Rs.5200- 20200+ GP Rs.1900	2			
NT: 32.	Library Attendant	PB-1: Rs.5200- 20200+ GP Rs.1800	5			
NT: 33.	Multi Tasking Staff (MTS)	PB-1: Rs.5200- 20200+ GP Rs.1800	33			
NT: 34.	Attendant (Health Centre) (MTS)	PB-1: Rs.5200- 20200+ GP Rs.1800	1			
NT: 35.	Lab Attendant (Computer Lab)	PB-1: Rs.5200- 20200+ GP Rs.1800	1			
NT: 36.	Lab Attendant (Psychology Lab)	PB-1: Rs.5200- 20200+ GP Rs.1800	1			
NT: 37	Laboratory Attendant	PB-1: Rs.5200- 20200+ GP Rs.1800	1			

Please Chage the PB & GP with Pay Matix as per 7 CPC

APPENDIX-II

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: Master Degree with at least 55% of the Marks or its equivalent grade of B in the UGC 7 point scale.</p> <p>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 education 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 Recruitment/Deputation. Tenure of five years or till attains the age of 62 years whichever is earlier.</p> <p>(Eligible for reappointment upto the age of 62 years 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	Deputation: As indicated at Col. 7.
12	Composition of Selection Committee/ Departmental Promotion Committee	Vice Chancellor- Chairperson
		One expert in the relevant field nominated by the Chancellor- Member
		One expert in the relevant field appointed by the Board of Management who is not connected with the Vidyapeetha-Member
		One nominee of the Board of Management- Member
		A representative of SC/ST/OBC/ Minority/ Women/Differently abled categories to be nominated by the Vice-Chancellor, if any of the candidate(s) representing these categories is/are the applicant(s) if any of the above members of the Selection Committee do not belong to that category.

		Note: The quorum should be of four including Chairperson, Chancellor nominee and an Expert.
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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: Masters Degree with at least 55% of the Marks or its equivalent grade of B in the UGC 7 point scale.</p> <p>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 education 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 Recruitment/Deputation. Tenure of five years or till attains the age of 62 years whichever is earlier.</p> <p>(Eligible for reappointment upto the age of 62 years 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>
12	Composition of Selection Committee/ Departmental Promotion Committee	<p>Vice Chancellor- Chairperson</p> <p>One expert in the relevant field nominated by the Chancellor- Member</p> <p>One expert in the relevant field appointed by the Board of Management who is not connected with the Vidyapeetha-Member</p> <p>One nominee of the Board of Management- Member</p> <p>A representative of SC/ST/OBC/ Minority/ Women/Differently abled categories to be nominated by</p>

		the Vice-Chancellor, if any of the candidate(s) representing these categories is/are the applicant(s) if any of the above members of the Selection Committee do not belong to that category.
		Note: The quorum should be of four including Chairperson, Chancellor nominee and an Expert.

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: Masters Degree with at least 55% of the Marks or its equivalent grade of B in the UGC 7 point scale.</p> <p>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 education 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 Recruitment/Deputation. Tenure of five years or till attains the age of 62 years whichever is earlier.</p> <p>(Eligible for reappointment upto the age of 62 years 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	Deputation: As indicated at Col. 7.
12	Composition of Selection Committee/ Departmental Promotion Committee	Vice Chancellor- Chairperson
		One expert in the relevant field nominated by the Chancellor-Member
		One expert in the relevant field appointed by the Board of Management who is not connected with the Vidyapeetha-Member
		One nominee of the Board of Management- Member
		A representative of SC/ST/OBC/ Minority/ Women/Differently abled categories to be nominated by the Vice-Chancellor, if any of the candidate(s) representing these categories is/are the applicant(s)if any of the above members of the Selection Committee do not belong to that category.
		Note: The quorum should be of four including Chairperson, Chancellor nominee and an Expert.

1	Name of Post	Deputy Registrar
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.7600/- Rs.37400-67000 (PB-4) + Grade Pay Rs.8700/- (After five years of service to be designated as Joint Registrar on the recommendations of the Screening Committee)
5	Whether Selection or non-selection post	Not Applicable for Direct Recruitment Selection for Promotion.
6	Age Limit for Direct Recruits	50 Years
7	Education and other qualifications required for direct recruits	Essential: Master's Degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC seven-point scale. 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: Relevant Experience in the areas of Establishment / Examinations / Finance.
8	Whether Age and education 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	1 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.1-7/2015-U.II(2) dated 02.11.2017)
11	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made	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/- in the Central/State Government, Universities and other autonomous organisations. 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.
12.	Composition of Selection	

	Committee/ Promotion Committee/Departmental Confirmation Committee	As per recruitment rules (Appendix-)
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1	Name of Post	Executive Engineer (Civil)
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: 1st Class Bachelor's Degree in Civil Engineering from a recognised Institute/ University or equivalent</p> <p>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: 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>Knowledge of Computer Aided Design (CAD) and latest Construction Management Technology/other relevant software.</p>
8	Whether Age and education qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	50% by Promotion and 50% 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	Promotion: Assistant Engineer with 10 years continuous regular service in the pay scale of PB-2 Rs. 9300-34800 plus GP of Rs. 4600/- subject to fulfilment of educational qualifications as prescribed at column 8(i) above. in case of Post Graduate

		<p>Degree, 8 years of continuous service shall be insisted upon as mentioned at 8 (ii) above.</p> <p>Deputation: officers holding analogous posts on regular basis or with 10 years continuous regular service as Assistant Engineer in the pay scale of Rs. 15600-39100/- + GP- Rs. 5400/- of any Central/State Govt./University/Public Sector undertakings and other Central or State Autonomous Bodies and fulfilling the educational qualifications as prescribed at column 8 above.</p> <p>Age limit : 56 years (for Deputation)</p>
12	Composition of Selection Committee/ Departmental Promotion Committee/Departmental Confirmation Committee.	As per Recruitment Rules (Appendix-)

1.	Name of the Post	ASSISTANT LIBRARIAN
2.	Number of Post (s)	One (1)
3.	Classification	Group 'A'
4.	Scale of Pay (Revised)	PB-3 Rs.15600-39100 + GP-Rs.6000/- or as per the guidelines of the UGC
5.	Whether Selection Post or Non-Selection Post.	Not applicable
6.	Age limit for direct recruitment	40years
7.	Educational & Other qualifications required for direct recruitment	<p>Essential:</p> <p>(i) Master's Degree in Library Sciences/Information Science/Documentation Science or an equivalent professional degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC seven point scale and a consistently good academic record with adequate experience of computerisation 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. However, the 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 2016, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of Assistant Librarian.</p> <p>Desirable:</p> <p>Knowledge of Sanskrit and Computer Application in the relevant field.</p> <p>PG Diploma in Library Automation and networking or PGDCA</p> <p>*Important Note: Notwithstanding the conditions prescribed for exemption of NET/SLET/SET as at (ii) above, it must be ensured that the candidates seeking exemption from NET/SLET/SET must have acquired Ph.D. degree in the relevant subject as per the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations, 2016 failing which their candidature shall not be considered. Further, the candidates must have cleared the eligibility test such as NET/SLET/SET in the concerned subject only without which their candidature shall not be considered.</p>
8.	Whether age & qualifications prescribed for direct recruitment will apply in case of promotees	Not Applicable
9.	Period of probation, if any	One Year
10.	Method of recruitment: Whether by direct recruitment or by promotion or by deputation / absorption	Direct Recruitment

	and percentage of the vacancies to be filled by various methods		
11.	In case of recruitments by promotion/deputation/absorption, grades from which promotion/ deputation absorption to be made.	Not applicable	
12.	Composition of Selection Committee/ Departmental Promotion Committee/Departmental Confirmation Committee.	Vice Chancellor	Chairperson
		An academician as a nominee of the Chancellor having expertise in the concerned subject	Member
		At least three outside experts in the relevant field to be nominated by the Vice Chancellor out of the panel of names approved by the Board of Management	Members
		Dean of the concerned faculty wherever applicable or Librarian/ Professor-In-Charge(Library), if available	Member
		Head of the Department or Registrar	Member
		An academician representing SC/ST/OBC/ Minority/Women/Differently-abled categories to be nominated by the Vice-Chancellor or Acting Vice Chancellor, if any of the candidates representing these categories is the applicant and if any of the above-mentioned members of the selection committee do not belong to that category.	Member(s)
		<p>Note: i) At least four members, including two outside subject experts, shall constitute the quorum.</p> <p>ii) Any other member/members to be included as per the directives of the Ministry of HRD/UGC issued from time to time.</p>	

1	Name of Post	Assistant Registrar
2	Number of Post (s)	Seven (07)
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 Applicable 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 the marks or an equivalent grade in a point scale wherever grading system is followed. Desirable: Three years of Experience in Administration/ Establishment/ Finance and Accounts/ Examination of the University. Knowledge of Computer Applications
8	Whether Age and education 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 50% by Promotion from lower grades failing which by deputation.
11	In case of recruitment by promotion/ deputation / absorption, grades from which promotion / deputation / absorption to be made	Promotion: Section Officer/Private Secretary with five years regular service in PB-2 (Rs. 9300-34800) + Grade Pay Rs.4600/- Promotion will be done on the basis of inter-se seniority of Section Officer/Private Secretary. Deputation: Officers holding analogous posts on regular basis or with 5 years regular service in lower grades posts in PB-2 (Rs. 9300-34800) + Grade Pay Rs.4600/4800 in the Central /State Government, Universities and other autonomous organizations. Knowledge of Computer Applications
12	Composition of Selection Committee/ Departmental Promotion Committee/Departmental Confirmation Committee.	As per Recruitment Rules (Appendix-)

1	Name of Post	SystemAdministrator
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>First class M.E. /M.Tech. (Computer Science & Technology/ Information Technology) or equivalent</p> <p>OR</p> <p>First class B.E./B. Tech. (Computer Science & Technology/ Information Technology) or equivalent with two years of relevant experience.</p> <p>OR</p> <p>First class Master in Computer Applications (MCA) with two years of relevant experience.</p> <p>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>CCNA/CCNP or equivalent certification</p>
8	Whether Age and education qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/ absorption to be made	Not Applicable
12	Composition of Selection Committee/ Departmental Promotion Committee/Departmental Confirmation Committee.	As per Recruitment Rule (Appendix-)

1	Name of Post	Assistant Engineer (Civil)
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	Non-Selection
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 education qualifications prescribed for direct recruits will apply in the case of promotions	Age : NO Qualification : As prescribed at Col.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:</p> <p>5 years continuous regular service as Junior Engineer (Civil) in the grade of Rs.9300-34800 + GP- Rs.4200/- will be eligible for promotion as Assistant Engineering (Civil).</p> <p>Deputation:</p> <p>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 from a recognised institution in the relevant field.</p>

12	Composition of Departmental Promotion Committee or Selection Committee/Departmental Confirmation Committee.	As per recruitment rules (Appendix-)
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1.	Name of the Post	SECTION OFFICER
2.	Number of sanctioned Post(s)	Six (6)
3.	Classification	Group 'B'
4.	Scale of Pay/Pay Band / Grade Pay	PB-2 Rs.9300-34800 + GP- Rs.4600/-
5.	Whether Selection Post or Non-Selection Post.	Selection
6.	Age limit for direct recruitment	35 Years
7.	Educational & Other qualifications required for direct recruitment	<p>Essential:</p> <p>A Bachelor Degree in any discipline from any recognised Institute/ University.</p> <p>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 Institution / corporate bank with annual turnover of Rs.200/- Crores.</p> <p>Proficiency in Computer Operation, noting and drafting.</p> <p>Desirable:</p> <p>i) Diploma in Computer Application from a recognized institute. ii) Experience of Accounts/ Establishment iii) Well conversant in Hindi/ English iv) Knowledge of Sanskrit</p>
8.	Whether age & qualifications prescribed for direct recruitment will apply in case of promotion	NO
9.	Period of probation, if any	02 years
10	Method of recruitment: Whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	<p>75% by Promotion from the cadre of Assistant according to seniority-cum-fitness and subject to qualifying the departmental test, failing which by deputation.</p> <p>25% by Direct Recruitment (based on written test and trade test)</p>
11	In case of recruitments by promotion/deputation/ absorption, grades from which promotion/ deputation absorption to be made.	<p>Promotion: 05 years of continuous regular service from the feeder grade of Assistant in PB-2 (Rs.9300-34800) + Grade Pay of Rs.4200/-.</p> <p>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.</p>
12	Composition of Departmental Promotion Committee or Selection Committee/ Departmental Confirmation Committee	As per recruitment rules (Appendix-)

1	Name of Post	Research-cum-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. M.A/ M.Sc. in Statistics /Mathematics /Economics from a recognized university OR B.A/ B.Sc in Statistics/Mathematics/ Economics with Master's degree in Computer Science.</p> <p>ii. Proficiency in Computers for preparation of data/statistical reports etc.</p> <p>iii.5 years experience in the relevant field of any Central/State Govt./University/Public Sector Undertakings and other Central or State Autonomous Bodies or in the reputed private institution/corporate/bank with annual turnover of Rs.200 crores.</p> <p>iv.Proficiency in computer operation, report writing, data analysis and communication skills.</p> <p>Desirable:-</p> <p>i) Diploma in Computer Application from a Recognized University.</p> <p>ii) Knowledge of Sanskrit</p>
8	Whether Age and education qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion / deputation / absorption to be made	N.A.
12	Composition of Departmental Promotion Committee or Selection Committee	As per recruitment rules (Appendix-)

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
6	Age Limit for Direct Recruits	35 Years
7	Education and other qualifications required for direct recruits	<p>Essential:</p> <p>A Bachelor's Degree from a recognized University.</p> <p>At least 03 Years experience as Personal Assistant in a University/ Research establishment/ Central/ State Govt. /PSU and other autonomous bodies.</p> <ol style="list-style-type: none"> English Stenography speed:120 wpm Or Hindi Stenography speed: 100 wpm English Type-writing speed: 35 wpm. Or Hindi Type-writing speed: 30 wpm Knowledge of computer applications <p>Note: Skill Test Norms on Computer: Dictation: 10 minutes @ 120 w.p.m./100 w.p.m. Transcription : 50 minutes (English)/ 60 minutes (Hindi)</p> <p>Desirable:</p> <ol style="list-style-type: none"> Proficiency in English/ Hindi & good communication skills. Knowledge of Sanskrit
8	Whether Age and education qualifications prescribed for direct recruits will apply in the case of promotions	Age : No Qualification : Yes
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	i) 50 % by direct recruitment ii) 50% by promotion through seniority-cum-fitness and subject to qualifying the departmental test, failing which by deputation.
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/-.</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/- in any Central/State Govt./ University/ Public Sector Undertaking or other Central or State Autonomous bodies and fulfilling the educational qualifications and other professional requirements as prescribed at column 7.</p>
12	Composition of Departmental Promotion Committee or Selection Committee/ Departmental Confirmation Committee	As per recruitment rules (Appendix-)

1	Name of Post	Assistant Programmer (Computer Centre)
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	Essential: (i) Master's Degree in Computer Science /Applications or B.Tech (Computer Science) or equivalent with atleast 50% marks. (ii) One year experience in programming/Networking or in the related field.
8	Whether Age and education qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion / deputation / absorption to be made	Not Applicable
12	Composition of Departmental Promotion Committee or Selection Committee/Departmental Confirmation Committee.	As per recruitment rules (Appendix-)

1	Name of Post	Research Assistant
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><u>Essential:</u></p> <p>i) At least 55% of marks in the Acharya/ Post Graduate Degree or equivalent in Sanskrit from a recognised University</p> <p>ii) Experience of Proof Reading</p> <p>iii) Knowledge of Computer Application</p> <p>iv) Knowledge of Sanskrit, Hindi & English</p> <p><u>Desirable:</u></p> <p>i) Vidyavaridhi/ Ph.D. Degree</p> <p>ii) Proficiency in Epigraphy</p> <p>iii) Knowledge of textual criticism and Manuscriptology</p>
8	Whether Age and education qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion / deputation / absorption to be made	Not Applicable
12	Composition of Departmental Promotion Committee or Selection Committee/Departmental Confirmation Committee.	As per recruitment rules (Appendix-)

1	Name of Post	Professional 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	Non-Selection
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 & 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>2. Knowledge of Computer Applications.</p> <p>Desirable: PG Diploma in Library Automation and Networking or PGDCA or equivalent.</p>
8	Whether Age and education 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.	50% by Direct Recruitment 50% by Promotion through 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	<p>Promotion:</p> <p>5 years continuous regular service as Semi Professional Assistant in the grade of Rs.5200-20200 + GP- Rs.2800/- and fulfilling the educational and other qualifications prescribed for direct recruitment will be eligible for promotion as Professional Assistant.</p> <p>Deputation:</p> <p>Persons holding analogous posts on regular basis from the Central/State Govt./University/Public Sector Undertakings and other Central or State Autonomous Bodies and fulfilling the educational qualifications and other professional requirements as prescribed at column 7 above.</p> <p style="text-align: center;">OR</p> <p>03 years continuous regular service as Semi Professional Assistant in the grade of Rs.5200-20200 + GP- Rs.2800/- in the Central/State Govt./University/Public Sector Undertakings and other Central or State Autonomous Bodies and fulfilling the educational and other qualifications as prescribed at Col. 7 above.</p>
12	Composition of Departmental Promotion Committee or Selection Committee/Departmental Confirmation Committee.	As per recruitment rules (Appendix-)

1	Name of Post	Assistant
2	Number of Post (s)	Ten (10)
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
6	Age Limit for Direct Recruits	35 Years
7	Education and other qualifications required for direct recruits	<p>Essential:</p> <p>Bachelor Degree from a recognized University / Institution.</p> <p>Two Years of experience as UDC or equivalent in the Pay Band of Rs.5200-20200 with Grade pay of Rs.2400/- in Central/ State Government/ University/ PSU and other Central / State Autonomous Bodies or reputed private institutions/ corporate banks with annual turnover of Rs.200/- Crores.</p> <p>Speed in English Typing @ 35 wpm or Speed in Hindi Typing @ 30 wpm</p> <p>Proficiency in Computer Operations, noting and drafting.</p> <p>Desirable:</p> <p>Experience in Administrative/ Accounts/ Academic matters. Capacity to work in a fully computerized environment.</p>
8	Whether Age and education 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.	<p>25% by Direct Recruitment (based on written test and skill test).</p> <p>50% by Promotion from the cadre of UDC with five years of experience according to seniority-cum-fitness.</p> <p>25% by Promotion from the cadre of UDC with three years of experience subject to qualifying the departmental examination in order of seniority.</p>
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	<p>Promotion:</p> <p>UDC with 5 years of continuous regular service in PB:1:Rs.5200-20200 with Grade Pay of Rs.2,400/-</p>
12	Composition of Departmental Promotion Committee or Selection Committee/ Departmental Confirmation Committee	As per recruitment rules (Appendix-)

1	Name of Post	Personal Assistant
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	Selection
6	Age Limit for Direct Recruits	35 Years
7	Education and other qualifications required for direct recruits	<p>Essential :</p> <p>A Bachelor Degree in any discipline from a recognised University.</p> <p>Proficiency in Stenography in English or Hindi with minimum speed of 100wpm.</p> <p>Proficiency in Typing in English or Hindi with minimum speed of 35 / 30 wpm respectively.</p> <p>Knowledge of Computer Applications.</p> <p>Two years experience as Stenographer in Central /State Govt. Organisations / University/ Research Institution or Central / State autonomous Institution.</p> <p>Skill Test Norms on Computer:</p> <p>Dictation: 10 minutes @ 100 w.p.m. Transcription : 40 minutes English/55 minutes Hindi</p> <p>Desirable:</p> <p>1. Knowledge of Sanskrit 2. Proficiency in English/Hindi and good communication skills.</p>
8	Whether Age and education 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.	<p>50% by Direct Recruitment (based on written test and skill test)</p> <p>50% by Promotion from the cadre of Stenographer according to seniority-cum-fitness and subject to qualifying the departmental test.</p>
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	<p>Promotion:</p> <p>Stenographer with 5 years of continuous regular service in PB:1:Rs.5200-20200 and Grade Pay of Rs.2,400/-</p>
12	Composition of Departmental Promotion Committee or Selection Committee/ Departmental Confirmation Committee	As per recruitment rules (Appendix-)

1	Name of Post	Junior Engineer (Civil)
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>Bachelor's Degree of Engineering in relevant field from recognised Institute/ University with one year relevant experience</p> <p style="text-align: center;">OR</p> <p>Diploma in Engineering in the relevant field and three years' experience in relevant field in CPWD / State PWD or Similar Organised Services / Statutory or Autonomous Organisations / Central / State Universities / Autonomous Institutions or reputed Private construction company with an annual turnover of Rs.200/- Crores.</p> <p>Desirable: Working knowledge of AUTOCAD, other relevant software.</p>
8	Whether Age and education qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable.
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Not Applicable
12	Composition of Departmental Promotion Committee or Selection Committee/ Departmental Confirmation Committee	As per recruitment rules (Appendix-)

1	Name of Post	Junior Engineer (Electrical)
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>Bachelor's Degree of Engineering in relevant field from arecognised Institute/ University with one year relevant experience</p> <p style="text-align: center;">OR</p> <p>Diploma in Engineering in the relevant field and three years' experience in relevant field in CPWD / State PWD or Similar Organised Services / Statutory or Autonomous Organisations / Central / State Universities / Autonomous Institutions or reputed Private construction company with an annual turnover of Rs.200/- Crores.</p> <p>Desirable: Working knowledge of AUTOCAD, other relevant software.</p>
8	Whether Age and education qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable.
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	100% by Direct Recruitment
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Not Applicable
12	Composition of Departmental Promotion Committee or Selection Committee/ Departmental Confirmation Committee	As per recruitment rules (Appendix-)

1	Name of Post	Semi Professional Assistant
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.2800/-
5	Whether Selection or non-selection post	Selection
6	Age Limit for Direct Recruits	35 Years
7	Education and other qualifications required for direct recruits	<p>Essential :</p> <p>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>Desirable:</p> <p>PG Diploma in Library Automation and Networking or PGDCA.</p>
8	Whether Age and education 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.	50% by Direct Recruitment 50% by Promotion according to seniority-cum-fitness and 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: Library Assistant with 5 years of regular service in PB 1: Rs.5200-20200 with Grade Pay of Rs.2000/-
12	Composition of Departmental Promotion Committee or Selection Committee/ Departmental Confirmation Committee	As per recruitment rules (Appendix-)

1	Name of Post	Technical Assistant (Education Lab.)
2	Number of Post (s)	One (01)
3	Classification	Group – C
4	Scale of Pay/Pay Band / Grade Pay	PB-1- Rs.5200-20200 + GP- Rs.2800/-
5	Whether Selection or non-selection post	Non-Selection
6	Age Limit for Direct Recruits	35 Years
7	Education and other qualifications required for direct recruits	<p>Essential:</p> <p>i) Shiksha Shastri/Bachelor’s Degree in Education (B.Ed) from a recognized University.</p> <p>ii) Three years experience of Laboratory works in the Department of Education of any Central/State Government Organization/Universities or any other organization of repute.</p> <p>iii) Knowledge of computer</p> <p>Desirable:</p> <p>1. Knowledge and experience of handling equipment like, film projector etc. and repairing of electronics equipments etc.</p> <p>2. Knowledge of Sanskrit</p>
8	Whether Age and education 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.	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: Three years continuous regular service as Laboratory Assistant.
12	Composition of Departmental Promotion Committee or Selection Committee/ Departmental Confirmation Committee	As per recruitment rules (Appendix-)

1	Name of Post	Technical Assistant(Computer)
2	Number of Post (s)	One (01)
3	Classification	Group – C
4	Scale of Pay/Pay Band / Grade Pay	PB-1- Rs.5200-20200 + GP- 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 : Graduation in relevant subject/discipline from any recognized Institution/ University with at least 50% marks as per the requirement of the department.</p> <p>At least two years experience of working in a research laboratory preferably attached with a recognized University or two years experience in audiovisual Productions/ New Media Technology (NMT) in any Govt. Organisation/ PSU/ Govt. Autonomous Institution.</p> <p>Desirable: Knowledge of Computer Applications</p>
8	Whether Age and education qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable.
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Not Applicable
12	Composition of Departmental Promotion Committee or Selection Committee/ Departmental Confirmation Committee	As per recruitment rules (Appendix-)

1	Name of Post	Proof Reader
2	Number of Post (s)	One(01)
3	Classification	Group – C
4	Scale of Pay/Pay Band / Grade Pay	PB-1- Rs.5200-20200 + GP- 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	<u>Essential:</u> i) Acharya/ Post Graduate Degree or equivalent in Sanskrit from a Recognized University. ii) Knowledge of Computer Applications. iii) At least three years experience of proof reading in the publication department.
8	Whether Age and education qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable.
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Not Applicable
12	Composition of Departmental Promotion Committee or Selection Committee/ Departmental Confirmation Committee	As per recruitment rules (Appendix-)

1	Name of Post	Upper Division Clerk
2	Number of Post (s)	Twelve (12)
3	Classification	Group – C
4	Scale of Pay/Pay Band / Grade Pay	PB-1- Rs.5200-20200 + GP- Rs.2400/-
5	Whether Selection or non-selection post	Selection
6	Age Limit for Direct Recruits	35 Years
7	Education and other qualifications required for direct recruits	<p>Essential :</p> <p>A Bachelor's Degree from any recognized Institute/ University.</p> <p>Two years experience as Lower Division Clerk/ Equivalent posts in University/ Research Establishment / Central State Govt./ PSU/ Autonomous Bodies or holding equivalent post in a reputed private institute with an annual turnover of Rs.200/- Crores.</p> <p>Speed in English Typing @ 35 wpm OR Speed in Hindi Typing @ 30 wpm</p> <p>Proficiency in Computer Operations.</p> <p>Desirable:</p> <p>Experience in Administration/ Accounts/ Academic matters. Capacity to work in a fully computerized environment.</p>
8	Whether Age and education 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.	25% by Direct Recruitment 75% by Promotion according to seniority-cum-fitness and 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 : Lower Division Clerk with five years continuous regular service in PB-1 (Rs. 5200-20200) + Grade Pay Rs.1900/- .
12	Composition of Departmental Promotion Committee or Selection Committee/ Departmental Confirmation Committee	As per recruitment rules (Appendix-)

1	Name of Post	Stenographer
2	Number of Post (s)	Three(03)
3	Classification	Group – C
4	Scale of Pay/Pay Band / Grade Pay	PB-1- Rs.5200-20200 + GP- Rs.2400/-
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) Graduate from a recognized University ii) Candidate must have a shorthand speed of 80 w.p.m. in English/Hindi and typing speed of 35/30 w.p.m. in English/Hindi. i) Proficiency in computer operation, noting and drafting</p> <p>Desirable: Knowledge of Sanskrit</p>
8	Whether Age and education qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable.
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Not Applicable
12	Composition of Departmental Promotion Committee or Selection Committee/ Departmental Confirmation Committee	As per recruitment rules (Appendix-)

1	Name of Post	Electrician
2	Number of Post (s)	One(01)
3	Classification	Group – C
4	Scale of Pay/Pay Band / Grade Pay	PB-1- Rs.5200-20200 + GP- Rs.2400/-
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>ITI Certificate in the electrician trade with 3 years experience and certificate of Competency Class II</p> <p style="text-align: center;">OR</p> <p>10 years experience in electrical work with certificate of competency class-II</p>
8	Whether Age and education qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable.
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Not Applicable
12	Composition of Departmental Promotion Committee or Selection Committee/ Departmental Confirmation Committee	As per recruitment rules (Appendix-)

1	Name of Post	Laboratory Assistant
2	Number of Post (s)	One (01)
3	Classification	Group – C
4	Scale of Pay/Pay Band / Grade Pay	PB-1- Rs.5200-20200 + GP- Rs.2400/-
5	Whether Selection or non-selection post	Non-Selection
6	Age Limit for Direct Recruits	30 Years
7	Education and other qualifications required for direct recruits	<p>Essential:</p> <p>i) Shiksha Shastri/Bachelor's Degree in Education (B.Ed) from a recognized University.</p> <p>ii) One year experience of Laboratory works in the Department of Education of any Central/State Government Organization/Universities or any other organization of repute.</p> <p>iii) Knowledge of computer</p> <p>Desirable:</p> <p>Knowledge of Sanskrit</p>
8	Whether Age and education qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable.
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	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: Laboratory Attendant with five years of regular service in PB-1 (Rs.5200-20200) + Grade Pay Rs.1800/-
12	Composition of Departmental Promotion Committee or Selection Committee/ Departmental Confirmation Committee	As per recruitment rules (Appendix-)

1	Name of Post	Library Assistant
2	Number of Post (s)	Three (03)
3	Classification	Group – C
4	Scale of Pay/Pay Band / Grade Pay	PB-1- Rs.5200-20200 + GP- Rs.2000/-
5	Whether Selection or non-selection post	Selection
6	Age Limit for Direct Recruits	35 Years
7	Education and other qualifications required for direct recruits	<p>Essential:</p> <p>Bachelor's Degree in Library and Information Science.(B.Lib)</p> <p style="text-align: center;">OR</p> <p>10+2 or its equivalent examination from a recognized board and Diploma/Certificate course in Library Science from a recognised institution with at least two years experience in the relevant field.</p> <p>Desirable:</p> <p>i) Basic knowledge of computer application.</p> <p>ii) Typing speed of 30 w.p.m. in English or 25 w.p.m. in Hindi or bilingual on computer</p> <p>iii) Knowledge of Sanskrit</p>
8	Whether Age and education 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.	25% by Direct Recruitment 75% 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 : At least 5 years of continuous regular service as Library Attendant in the grade of Rs.5200-20200 + GP Rs.1800/-.
12	Composition of Departmental Promotion Committee or Selection Committee/ Departmental Confirmation Committee	As per recruitment rules (Appendix-)

1	Name of Post	Lower Division Clerk
2	Number of Post (s)	Eighteen (14)
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) Graduate from a recognized University ii) English Typing @ 35 wpm OR Hindi Typing @ 30 wpm (35wpm and 30wpm correspond to 10500KDPH/ 9000KDPH on an average of 5 Key depressions for each work) iii) Three months certificate course in computer operation Desirable: i) Diploma in Computer Application from a recognized Institution ii) Knowledge of Sanskrit
8	Whether Age and education 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.	85% by Direct Recruitment 10 + 5% by Promotion
11	In case of recruitment by promotion/ deputation / absorption, grades from which promotion/ deputation / absorption to be made	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. Promotion: 5% of the vacancies shall be filled on seniority-cum-fitness basis from Group 'C' (MTS) employees who have five years regular service in posts with the Grade pay of Rs.1800/- subject to fulfilling the criteria of 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)
12	Composition of Departmental Promotion Committee or Selection Committee/ Departmental Confirmation Committee	As per recruitment rules (Appendix-)

1	Name of Post	Staff Car Driver
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.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 of a Valid Commercial Driving License for Light/ Medium/ Heavy Vehicles issued by the Competent Authority having no adverse endorsement.</p> <p>iii) Knowledge of motor mechanism (the candidate should be able to remove minor defects in vehicles.)</p> <p>iv) Experience of driving motor vehicles for at least 3 years.</p>
8	Whether Age and education qualifications prescribed for direct recruits will apply in the case of promotions	Not applicable
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment through written test, driving test, skill test, knowledge of traffic rules.
11	In case of recruitment by promotion/ deputation / absorption, grades from which promotion/ deputation / absorption to be made	Not applicable
12	Composition of Departmental Promotion Committee or Selection Committee/ Departmental Confirmation Committee	As per recruitment rules (Appendix-)

1	Name of Post	Pump Operator
2	Number of Post (s)	One(01)
3	Classification	Group – C
4	Scale of Pay/Pay Band / Grade Pay	PB-1- Rs.5200-20200 + GP- Rs.1900/-
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>Certificate in the trade of Electrician / Wireman / Fitter / Farm Equipment Operator with three years experience in operation, repair and maintenance of Pump/Tube-well.</p> <p style="text-align: center;">OR</p> <p>Matriculation with 5 years experience in the above trades. Must be able to read simple drawings and follow up instructions given in the manual/catalogue.</p>
8	Whether Age and education qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable.
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Not Applicable
12	Composition of Departmental Promotion Committee or Selection Committee/ Departmental Confirmation Committee	As per recruitment rules (Appendix-)

1	Name of Post	Cook
2	Number of Post (s)	Two(02)
3	Classification	Group – C
4	Scale of Pay/Pay Band / Grade Pay	PB-1- Rs.5200-20200 + GP- Rs.1900/-
5	Whether Selection or non-selection post	Selection
6	Age Limit for Direct Recruits	32years
7	Education and other qualifications required for direct recruits	<p>Essential:</p> <p>i) Class 10th pass from a recognized School Board.</p> <p>ii) Two years experience in cooking/ catering services in educational institutions/ guest houses, reputed hotels, restaurants or similar organisations.</p> <p>Desirable:</p> <p>i) ITI Trade certificate in Bakery and Confectionery (one year duration)</p> <p>ii) Experience in preparation of vegetarian and non-vegetarian food items both of South Indian/ North Indian cuisine and continental cuisine.</p>
8	Whether Age and education 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.	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 three years of regular service in PB 1: Rs.5200-20200 + Grade pay of Rs.1800/-
12	Composition of Departmental Promotion Committee or Selection Committee/ Departmental Confirmation Committee	As per recruitment rules (Appendix-)

1	Name of Post	Library Attendant
2	Number of Post (s)	Five(05)
3	Classification	Group – C
4	Scale of Pay/Pay Band / Grade Pay	PB-1- Rs.5200-20200 + GP- Rs.1800/-
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	30 years
7	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 recognised institution.</p> <p>Desirable:</p> <p>ii) Two years of experience in a university/college/educational institutional library.</p> <p>iii) Basic knowledge of computer application.</p>
8	Whether Age and education qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable.
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee/ Departmental Confirmation Committee	As per recruitment rules (Appendix-)

1	Name of Post	Multi Tasking Staff
2	Number of Post (s)	33
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 for Direct Recruitment
6	Age Limit for Direct Recruits	30 Years
7	Education and other qualifications required for direct recruits	Essential : 10 th Pass from any recognised State/ Central School Board <p style="text-align: center;">OR</p> ITI Pass. Desirable: Knowledge of Computer and Sanskrit
8	Whether Age and education qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment through Written and Trade Test/Skill Test of the relevant fields.
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/ Departmental Confirmation Committee	As per recruitment rules (Appendix-)

1	Name of Post	ATTENDANT (HEALTH 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.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:</p> <p>i) 10+2 or equivalent with Science from a recognised board</p> <p>ii) One year experience as Attendant in the related field in any government/recognized hospitals/diagnostics centres /accredited centres.</p> <p>iii) Knowledge of Computer</p> <p>Desirable:</p> <p>Knowledge of Sanskrit</p>
8	Whether Age and education qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	100% by Direct Recruitment through Written and Trade Test/Skill Test of the relevant fields.
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/Departmental Confirmation Committee	As per recruitment rules (Appendix-)

1	Name of Post	Lab Attendant (Computer-Lab)
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	35 Years
7	Education and other qualifications required for direct recruits	<p>Essential:</p> <p>i) 10+2 or equivalent from a recognized board;</p> <p>ii) One year experience in Computer Laboratory of any recognized university/ institute/ school.</p> <p>Desirable:</p> <p>i) Diploma in Computer Application</p> <p>ii) Knowledge of Sanskrit</p>
8	Whether Age and education qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment through Written and Trade Test/Skill Test of the relevant fields.
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/Departmental Confirmation Committee	As per recruitment rules (Appendix-)

1	Name of Post	Lab Attendant (Psychology Lab)
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	35 Years
7	Education and other qualifications required for direct recruits	<p>Essential:</p> <p>i) 10+2 or equivalent with psychology as a subject from a recognised board.</p> <p>ii) One year experience in Psychology Laboratory of any recognized university/institute/ school.</p> <p>iii) Knowledge of Computer</p> <p>Desirable:</p> <p>i) Graduation with Psychology</p> <p>ii) Certificate/diploma in Computer Application</p> <p>iii) Knowledge of Sanskrit</p>
8	Whether Age and education qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment through Written and Trade Test/Skill Test of the relevant fields.
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/Departmental Confirmation Committee	As per recruitment rules (Appendix-)

1	Name of Post	Laboratory 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 for Direct Recruitment
6	Age Limit for Direct Recruits	35 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> <p>Desirable:</p> <p>i) Certificate/Diploma in Computer Application</p> <p>ii) Knowledge of Sanskrit</p>
8	Whether Age and education qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment through Written and Trade Test/Skill Test of the relevant fields.
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/Departmental Confirmation Committee	As per recruitment rules (Appendix-)