

Shri Lal Bahadur Shastri National Sanskrit University
(Central University)
B-4, Qutab Institutional Area, New Delhi-110016



Ordinance No. 16
On the
Cadre Recruitment Rules for appointment of Non-Teaching and other Academic
Posts- 2022

The Executive Council of Shri Lal Bahadur Shastri National Sanskrit University, New Delhi in exercise of the powers conferred under Section-29(2) of the Central Sanskrit Universities Act, 2020, in supersession of all existing recruitment rules of the Executive Council in this regard, hereby frames the following rules for regulating the recruitment to the Non-Teaching and Other Academic Posts in the University under Ordinance No.13.

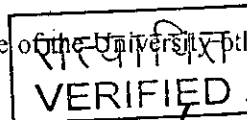
1. SHORT TITLE AND COMMENCEMENT:

- 1.1 These Rules shall be called "Cadre Recruitment Rules for appointment on Non-Teaching and other Academic Posts, 2022 of Shri Lal Bahadur Shastri National Sanskrit University, New Delhi.
- 1.2 These Rules shall come into force with effect from the date of issue of notification by the University.

2. DEFINITION:

In these Rules, unless the context otherwise requires:

- 2.1 'Act' shall mean the "Central Sanskrit Universities Act, 2020" as amended from time to time.
- 2.2 'Executive Council' shall mean the Executive Council of Shri Lal Bahadur Shastri National Sanskrit University, New Delhi.
- 2.3 'Appointing Authority' in relation to any post in the University shall imply the authority competent to make appointment to that post under the Act/Statute/Ordinances/CRRs/Regulations of the University as amended from time to time.
- 2.4 'Cadre' shall mean the strength of service or a part of service sanctioned as a separate unit.
- 2.5 'Departmental Candidate' shall mean the employee working on regular basis in Shri Lal Bahadur Shastri National Sanskrit University, New Delhi against a substantive post in the University but does not include an employee working on ad-hoc, daily wage, contract, or temporary basis.
- 2.6 'Direct Recruitment' shall mean the recruitment made other than by promotion, deputation or absorption.
- 2.7 'Government' shall mean the Government of India.
- 2.8 'Non-Teaching Employee' shall mean an employee of the University other than the teachers of the University.



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- 2.9 'Other Academic Staff' shall mean the other academic staff as defined in the "UGC Regulations on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Other Measures for the Maintenance of Standards in Higher Education, 2018 as amended from time-to-time, which includes the cadres of Librarians, Directors of Physical Education and Sports.
- 2.10 'Regular Service' shall mean the 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
- 2.11 'Schedule' shall mean the Schedule(s) appended to these Rules.
- 2.12 'Selection Committee' shall mean a composition of members of Selection Committee as specified in the Act, Statutes, Ordinances, UGC Regulations, Guidelines or the Cadre Recruitment Rules of the University.
- 2.13 'Departmental Promotion Committee and Departmental Confirmation Committee shall mean Departmental Promotion Committee and Departmental Confirmation Committee respectively, as defined in the Schedule-III.
- 2.14 'Statutes', 'Ordinances' and 'Regulations' shall mean, respectively, the 'Statute', 'Ordinance' and 'Regulations' of the University under "Central Sanskrit Universities Act, 2020", for the time being in force and as amended from time to time.
- 2.15 'University' shall mean Shri Lal Bahadur Shastri National Sanskrit University, New Delhi established under "Central Sanskrit Universities Act, 2020".
- 2.16 'Age' shall mean the upper age limit as specified in the Schedule-I.
- 2.17 'Notified date' shall mean the date specified in the Notification.
- 2.18 'UGC' shall mean the University Grants Commission established under the UGC Act, 1956.
- 2.19 'SC' shall mean Scheduled Caste, 'ST' shall mean Scheduled Tribe, 'OBC' shall mean Other Backward Class, 'PwBD' shall mean Persons with Benchmark Disability, EWS shall mean Economically Weaker Sections.
- 2.20 'On Probation' with relation to a person shall mean a person appointed to any post on probation as specified in these rules.
- 2.21 'Substantive appointment' shall mean appointment on a substantive post on regular basis including on probation followed by confirmation.
- 2.22 (a) 'Service or Experience' wherever prescribed under these rules for direct recruitment shall mean a condition for appointment to any post shall include the period which the person has worked on such lower post.
- (b) 'Service or Experience' wherever prescribed under these rules for promotion shall mean a condition for promotion to any higher post, shall include the period which the person has continuously worked on such lower post on regular basis.
- 2.23 'Competent Authority' shall mean the authority competent to exercise different powers and functions under these Rules.
- 2.24 All other words and expressions, used herein, but not defined in these Rules, unless the context otherwise requires, shall have the same meaning as they have been assigned in the "Central Sanskrit Universities Act, 2020", Statutes, Ordinances and Regulations made thereunder or in the relevant rules framed by the Government of India as amended from time to time.

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3. EXTENT OF APPLICATION:

- 3.1 These Rules shall apply to all appointments of non-teaching posts including Other Academic Staff on regular/tenure/deputation/promotion basis by the University as the case may be.
- 3.2 Instructions issued by the Govt. of India/UGC regarding appointment, conditions of service and admissible emoluments etc. of the non-teaching employees and other academic staff from time to time shall apply mutatis mutandis with due approval of the Executive Council.

4. CLASSIFICATION OF POSTS:

- 4.1 Group 'A' (Pay Level 10 and above)
- 4.2 Group 'B' (Pay Level 6 to 9)
- 4.3 Group 'C' including Multi-Tasking Staff (MTS) (Pay Level 1 to 5)

5. SCHEDULE:

The number of posts, with classification, Pay-Matrix, details of qualification, experience, method of recruitment, age limit, etc. for various posts and any other information relevant to these posts are specified under Schedule- I, II, III and IV.

6. APPOINTING AUTHORITY:

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

	Appointing Authority	Posts
A.	Executive Council	Group-A- posts mentioned in Statute 20 (1)*
B.	Vice-Chancellor	For all the remaining Group- A, B, and C posts other than as mentioned at A above.

**Statute 20 (1)- There shall be Selection Committees for making recommendations to the Executive Council for appointment to the posts of Professor, Associate Professor, Assistant Professor, Registrar, Finance Officer, Controller of Examinations, Librarian and Principals of Colleges and Institutions maintained by the University.*

7. METHOD OF RECRUITMENT:

The recruitment to various posts shall be made by the Appointing Authority by the following methods:

- 7.1. Direct Recruitment
- 7.2. Promotion
- 7.3. Deputation/Absorption
- 7.4. Tenure Appointment

8. AUTHORISED SANCTIONED STRENGTH OF POSTS UNDER VARIOUS CADRES:

- 8.1 The authorized sanctioned strength of the posts under each of the cadres as on the date of notification shall be as specified in Scheduled-I under these rules.

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- 8.2 After notification of these rules, any new post sanctioned by the UGC/MOE from time to time shall be added to the authorized sanctioned strength of posts under respective cadres with due approval of the Executive Council of the University.

9. **FUTURE MAINTENANCE OF THE CADRE/POSTS:**

- 9.1 All the appointments made through the method of recruitment, mentioned under Rule-7 above, in the University after notification of these rules, shall be made only in accordance with the provision of these rules. The Executive Council may add any other posts and/or Cadre as and when any new post/cadre is sanctioned by UGC / MOE. In case of sanction of new post(s) by UGC/MOE, necessary procedural formalities such as framing of recruitment rules of such posts (wherever necessary) have to be made and approval of the Executive Council is required to be obtained. The Executive Council may abolish any post as per the provisions of the Central Sanskrit Universities Act, 2020. However, for conversion of any post to another post prior approval of Executive Council and UGC shall be required.
- 9.2 The seniority of the employees borne in each cadre/post specified in these rules shall be maintained by the Registrar of the University and/or other officer authorized for the purpose by the Competent Authority. Not with standing anything contained herein, any class or category of posts and incumbents thereof may be placed in any of the offices or establishments, as the case may be, by general or specific order(s) of the Vice-Chancellor or the Registrar.

10. **INITIAL CONSTITUTION:**

- 10.1 The employees holding the posts on regular basis in accordance with the prevailing rules i.e. prior to the commencement of these rules shall be deemed to have been appointed in accordance with the provisions of these rules.
- 10.2 The regular continuous service of the personnel mentioned under sub-rule (1) prior to the initial constitution shall count for the purpose of probation period, qualifying service for promotion, confirmation and pension scheme as applicable in the service.

11. **PROCEDURE TO BE ADOPTED FOR RECRUITMENT:**

I. **ISSUE OF ADVERTISEMENT:**

The vacant posts of permanent nature, posts approved under specific schemes of permanent nature, the posts of temporary nature likely to continue, tenure/deputation posts, etc. shall be advertised at an appropriate time, giving at least one insertion in any of the national dailies and one insertion in the University website. The candidates may fill up the prescribed application forms along with the details of qualifications, experience and other requirements as per the procedures to be prescribed by the university and submit the applications duly completed in all respects along with the prescribed application fees, if any, within the stipulated time.

Note:

- (a) In order to reduce the cost of advertisement, only essential details of the recruitment including the closing date of the application shall be indicated in the advertisement. The closing date may be extended at the discretion of the Vice-Chancellor depending on the exigency of the situation, by notifying on the website only, for which the interested candidates have to be in constant touch with the website of the university.
- (b) In addition to the provisions mentioned at Para 11 (1) above, the University at its discretion, may request the Employment Exchange to sponsor candidates for posts as per the prescribed educational qualifications, experience etc.

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TIME LIMIT FOR RECRUITMENT PROCESS

The university may ensure that the entire recruitment process including and starting from advertisement, conducting written examination or holding the 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/she may extend the time limit for the recruitment process by a maximum period of six months.

II. APPLICATION FORM

- (a) Candidates shall be required to download the application forms from the website of the University or submit the applications in the prescribed format online.
- (b) Applications for all the posts shall be entertained only in the prescribed format (Online/Offline), along with the prescribed fee, payable in favour of the Registrar, Shri Lal Bahadur Shastri National Sanskrit University, New Delhi through online/offline payment.
- (c) The schedule of charges for the application form and the prescribed fee shall be determined by the Vice-Chancellor, from time to time. Concessions in application/processing fee, wherever provided, shall be as per Govt. of India norms.
- (d) **Receipt of applications after the closing date:**
 - The closing date for receipt of applications shall ordinarily be 30 days from the date of release of advertisement on the university website. However, the Vice-Chancellor may, at his discretion, decide the extension of the closing date for receipt of applications, keeping in view the exigency of the situation before the closing date is over. Incomplete applications, and the applications received after the due date, shall not be entertained.
 - The Vice-Chancellor may, however, allow the acceptance of any application received after the closing date, subject to production of proof to his/her satisfaction that the application along with the enclosures and the remittance details, if any was posted by the candidate on or before the closing date.
 - In case the closing date is a holiday, the next working day shall be treated as the closing date. Incomplete applications and applications not submitted in the prescribed format, not with the prescribed fee, self-certified enclosures, etc. shall be summarily rejected.
- (e) The application should be addressed to "The Registrar, "Shri Lal Bahadur Shastri National Sanskrit University, New Delhi" in a closed cover super-scribing "Application for the post of"
- (f) **Holding of Written/Skill Tests:**
 - While filling up the posts under direct recruitment, the University shall hold the written and/or Skill tests for all Group "B" and "C" Non-Teaching posts.
 - The written test may comprise Reasoning Ability, Simple Arithmetic, General Knowledge, Domain Knowledge of the Establishment, Accounts, Examinations, Language proficiency in English and Hindi, etc. wherever applicable, noting and drafting etc. and/or skill tests, or any other type of test depending upon the job requirements (such as posts under Technical/Laboratory services, Engineering, Information and Communication Technology, Library services etc.) to be decided by the University.
 - The University may conduct written tests in two stages (i) an objective type test (Paper I) carrying 100 marks, and (ii) a descriptive-type test (Paper II) carrying 100 marks.
 - The minimum qualifying marks to be secured in Paper I shall be 40%. The answer scripts of

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the candidates for the descriptive test shall be evaluated only in respect of those candidates who secure the minimum qualifying marks in Paper I. The candidates who secure 50% marks in Paper II shall be called for the skill test/interview, wherever applicable.

- The marks allocated for the skill test, wherever applicable, shall be 50 and the minimum qualifying marks in the skill test shall be 25. The merit list of the candidates shall be drawn based on the performance in Paper I (Objective Type Test) and Paper II (Descriptive test) and Interview (wherever applicable) subject to qualifying the skill test, wherever applicable.

Notwithstanding the above, the University at its discretion may hold single written test (Descriptive Test) and skill test, wherever applicable, depending upon the number of candidates, job requirements (such as posts under Technical/Laboratory services, Engineering, Information and Communication Technology, Library services etc.)

- (g) The marks allocated for the interview wherever applicable shall be 20% of the total marks and shall be added to the marks scored in Paper I and Paper II or single written (descriptive test) test as the case may be for the preparation of the merit list.
- (h) The competent authority to frame the syllabi for the tests, skill tests, modalities for carrying out the tests, evaluation, etc., shall be the Vice-Chancellor.
- (i) Relaxation in qualifying marks or any other relaxation in the test, if any for the reserved categories shall be extended as per the Govt. of India guidelines as amended from time to time.
- (j) The University may at its discretion adopt appropriate procedures for recruitment to Group 'A' non-teaching posts on similar lines as given above.

12. COMPOSITION AND FUNCTIONS OF THE SELECTION COMMITTEE:

- 12.1 The Composition of Selection Committee shall be as prescribed in the Statutes/Ordinances/UGC Regulations/Notifications/Guidelines/Schedule of CRRs.
- 12.2 The recommendations of the Selection Committee shall be submitted to the Appointing Authority for consideration and approval.
- 12.3 If two or more candidates are recommended by the Selection Committee, the recommendations shall be made in order of merit.
- 12.4. No recommendation shall be made by the selection committee with any condition attached to it.

13. QUALIFICATION AND EXPERIENCE:

The qualification (essential and desirable) and experience required shall be as indicated in the Schedule. The qualification prescribed in the schedule for each of the post shall be the minimum qualification.

14. 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 of the application.

15. RESERVATION OF POSTS:

- 15.1 The University shall strictly follow the instructions of the Government of India in respect of reservation/relaxation/concessions to various categories in recruitment/promotions, etc., pertaining to age, qualifying marks, experience/fees, etc. as amended from time to time.

15.2 The candidate belonging to the reserved categories shall enclose self-attested copies of the caste/class certificate and/or medical certificate (pertaining to the determination of degrees of disability in case of PwBD candidates) from the competent authority in the format prescribed by the Government of India (subject to verification at a later date), failing which the application shall be rejected.

15.3 A candidate belonging to SC/ST/OBC who has been selected on the same standard as applied to the General candidates and who appears in the general merit list is to be treated as own merit candidate. Such candidate will be adjusted against unreserved point of the reservation roster. In other words, a candidate applying against the unreserved vacancy cannot be considered for any relaxation.

15.4 When a relaxed standard is applied in selecting an SC/ST/OBC candidate, for example in the age limit, experience, qualification, extended zone of consideration larger than what is provided for un-reserved candidates etc., the SC/ST/OBC/PwBD candidates are to be counted against reserved vacancies. Such candidates would be deemed as un-available for the consideration against un-reserved vacancies. However, age relaxation given to PwBD candidates will not be considered as relaxed standard for the above purpose.

Note: Nothing in these Rules shall affect the reservations, relaxation of age limit and other concessions required to be provided to the Scheduled Castes and Scheduled Tribes and other special categories of persons in accordance with the instructions issued by the Central Government from time to time.

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

16. CONSTITUTION AND ROLE OF SCREENING COMMITTEE:

16.1 The Vice-Chancellor may constitute a Screening Committee by including at least one outside expert in the relevant field, in addition to the internal members.

16.2 The Member-Secretary to the Screening Committee shall be nominated by the Vice-Chancellor. It shall be the duty of the Member-Secretary to place the relevant documents/rules/guidelines, etc., relating to the selection before the Screening Committee.

16.3 The Screening Committee shall screen the applications and shortlist the candidates in accordance with the eligibility criteria, prescribed in the advertisement and as per recruitment rules. Except for the posts of Registrar, Finance Officer, Controller of Examination, Librarian, Director of Physical Education, it must be ensured that the ratio of the number of vacant posts to be filled and the number of candidates to be called for interview does not exceed 1:15. In order to comply with this requirement of maximum ratio, the Screening committee may fix higher criteria at its discretion for the candidates.

16.4 If minimum three eligible applicants are not available for any vacancy to appear for the written test/interview, the post shall be re-advertised at-least twice after which the University may take appropriate action with regard to the selection.

16.5 This condition shall not be insisted upon in case of selection on deputation (without absorption). In case of posts in which there is a provision for holding a common written test, all the eligible candidates, subject to the minimum 3, may be called for the written test notwithstanding the maximum prescribed ratio. However, the successful candidates in the written test may be called for interview, wherever required in order of merit subject to maximum ratio of 1:15.

16.6 The Screening Committee(s) may at its discretion, recommend the candidates for the post on

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conditional basis and the conditions must be complied with, by the candidate before the written test/skill test/interview as the case may be. Till such time, the candidature of the candidate shall continue to remain provisional.

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

17. CONSTITUTION OF SELECTION COMMITTEES/ DEPARTMENTAL PROMOTION COMMITTEES/ DEPARTMENTAL CONFIRMATION COMMITTEES *

The Constitution of the Selection Committees and Departmental Promotion Committees (DPC)/ Departmental Confirmation Committees* are specified in the Schedule-2. 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 University. 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 University shall obtain an undertaking to this effect from the member concerned prior to the commencement of the selection process as per Govt. of India norms.

18. QUORUM:

18.1 The Quorum for the Selection Committee/Departmental Promotion Committee/Departmental Confirmation Committee prescribed under the UGC Regulations/Notifications/Statutes of the University/Instructions shall be applicable *mutatis mutandis* as amended from time to time.

18.2 For other posts, two-thirds of the members present shall form the quorum for the meeting of a Selection Committee, which shall include the Chairperson, the Visitor's nominee (wherever applicable), at least one external expert out of the two Experts or at least two external experts out of three Experts and one representative from the respective prescribed category as per GOI norms.

19. DIRECT RECRUITMENT BY OPEN SELECTION:

19.1 Wherever the UGC guidelines in respect of any particular non-teaching post are not available or framed, the University shall frame its own recruitment rules, laying down the qualifications, experience and nature of duties, etc., according to the requirements and suitability of the post.

19.2 Recruitment to any regular post in the University shall be made on the recommendations of a duly-constituted Selection Committee, as prescribed under these rules.

19.3 The Chairman shall be entitled to vote at the Selection Committee meeting and, in case of a tie, shall have a casting vote.

19.4 In case two or more candidates are recommended for appointment, the recommendation shall be in order of merit.

19.5 The recommendations of the Selection Committee for Statutory posts and other Group 'A' academic posts covered under the UGC Regulations, 2018 as amended from time to time (such as Librarian, Deputy Librarian, Director of Physical Education, Deputy Director of Physical Education, Assistant Librarian, Assistant Director of Physical Education, etc.) shall be placed before the Executive Council for approval. If the Executive Council is unable to accept the recommendations made by a Selection Committee, it shall record its reasons and submit the case to the Visitor for final orders as prescribed under Statutes.

19.6 The recommendations of the Selection Committee for non-statutory Group 'A', 'B' & Group 'C' posts shall be placed before the competent authority as prescribed under these rules for consideration and approval. In case the recommendations of the Selection Committee are not accepted, the reason(s) for non-acceptance of such recommendations shall be recorded and submitted to Executive Council. The power to reject the recommendations of the Selection Committee shall rest with the Executive Council and the decision of the Executive Council shall be final.

20. SENIORITY:

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

21. APPOINTMENT AND JOINING TIME:

21.1 The appointment of a candidate shall be subject to the verification of antecedents, educational qualifications, experience and medical fitness.

21.2 An offer of appointment issued by the University should clearly specify the period (which shall not normally exceed one or two months) after which the offer would lapse automatically if the candidate did not join within the specified period.

21.3 If, however, within the specified period, a request is received from the candidate for extension of time, it may be considered by the University but extension beyond three months shall not be ordinarily granted. It may however be granted by the competent authority only as an exception where facts and circumstances so warrant. In any case extension may be given only up to a maximum of six months from the date of issue of the original offer of appointment. An offer of appointment would lapse automatically after expiry of six months from the date of issue of the original offer of appointment. The candidate who joins within the above-mentioned period of six months shall have his seniority fixed under the seniority rules applicable to the service/post concerned to which he/she is appointed, without any depression of seniority.

22. GENERAL TERMS AND CONDITIONS OF RECRUITMENT:

22.1 Candidate who is already in service shall submit his application through proper channel along with vigilance clearance certificate from the competent authority. However, he may send an advance copy of his application and in case his application is not forwarded due to whatever reasons till the time of written test or interview as the case may be, he/she, should produce a "No Objection Certificate along with the Vigilance Clearance Certificate in a sealed cover" from the employer.

22.2 The application for appointment on deputation shall be forwarded by the employer along with the Annual Performance Appraisal Reports (APARs)/ACR for the preceding five years and Vigilance Clearance Certificate, duly certified by the Competent Authority.

22.3 The date for determining the eligibility of the candidates shall be the closing date specified in the advertisement. It shall be the responsibility of the candidate to ascertain his/her own eligibility for the post for which he/she is applying in accordance with the prescribed

qualifications, experience, etc., and submit his application duly filled-in, along with the desired information and documents as per the advertisement. Suppression of factual information, supply of fake documents, providing false or misleading information or canvassing in any manner on the part of the candidates shall lead to his disqualification. In case, it is detected at any point of time in future, even after appointment, that the candidate was not eligible, his appointment shall be liable to termination forthwith as per this clause. This must be mentioned in the letter of offer and appointment clearly.

- 22.4 Acceptance of documents submitted by an applicant shall be subject to verification by the competent authority at any point of time even after joining the employment. If any document is found to be false/fake/incorrect either before or after appointment, the document shall be summarily rejected or action may be initiated against the candidate which shall lead to cancellation of his appointment, as the case may be.
- 22.5 The person appointed against any post shall be governed by the Act/Statutes/Ordinances/Rules of the University and also the CCS (Conduct) Rules, 1964, CCS (CCA) Rule, 1965 or any other rules of the Government of India, as amended from time to time and any other rule/resolution prescribed specifically for maintaining the conduct of the employees by the Executive Council of the University.
- 22.6 The appointment of a candidate shall be subject to verification of character and antecedents by the competent authority. Until the verification of character and antecedents reports are received, the appointment shall be treated as provisional. In case the report/s with regard to his conduct, character, antecedents, etc., is found to be unsatisfactory, the appointment shall be cancelled/ terminated forthwith.
- 22.7 Canvassing in any form on behalf of any candidate shall be treated as a disqualification which shall lead to cancellation of candidature.
- 22.8 In pursuance of the Letter No. 19-50/2015-Desk-U, dated 22.12.2015, of the MHRD (Now MoE), there shall be no interview for appointment to the Group 'C' and 'B' posts. Accordingly, no interview shall be held for appointment to the Group 'C' and Group 'B' posts.
- 22.9 The selected candidate shall produce a medical fitness certificate issued by a Govt. Hospital/or Government/CGHS empanelled Hospital duly countersigned by the concerned civil surgeon or the Medical Superintendent/Director of the concerned hospital for Group B and C post and certificate from the Medical Board issued by a Govt. Hospital/or Government/CGHS empanelled Hospital for Group A post as the case may be prior to his joining. In case of candidates whose verification and medical certificate have been already verified/done by the parent department, such candidates shall be exempted from fresh verification/medical examination provided a copy of the same is supplied to the University by his/her parent department. However, if an employee is being appointed from one Group of post to another for which a separate medical test is prescribed, he/she should appear before such medical board and submit a certificate of fitness to the employer.
- 22.10 The terms and conditions of appointment shall be communicated to the candidate in the form of 'Offer of Appointment' to the selected candidates. If the candidate does not accept the terms and conditions mentioned in the offer of appointment within the stipulated time, the offer shall be treated as withdrawn.
- 22.11 The selected candidates shall be governed by the Act, Statutes, Ordinances and rules of the University 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 for maintaining the conduct of the employees by the Executive Council of the University.
- 22.12 The selected candidates shall be required to perform duties as per the Rules of the University, as amended from time to time. The University shall be free to assign any duty as per the exigency of the situation at any time even during non-working hours/holidays which the employee shall have to perform without fail to avoid any disciplinary action.

- 22.13 The minimum educational qualification and experience, constitution of Selection Committee, prescribed quota, method of recruitment or any other eligibility criteria, etc. for direct recruitment or promotion/under career progression scheme, wherever applicable on the posts of Registrar, Finance Officer, Controller of Examinations, Librarian, Deputy Registrar, Assistant Registrar, Assistant Librarian, etc. and equivalent posts shall be governed strictly as per the Ministry of Education/UGC's guidelines/regulations. Any amendment to the Notification/Regulations/ Guidelines of the UGC/Government of India in future shall be adopted *mutatis-mutandis* by the University for Implementation in supersession of the existing provisions already adopted and incorporated in these Rules.
- 22.14 At the time of recruitment, a 'Service Agreement' shall be executed between the University and the employee concerned and a copy of the same shall be kept with the Registrar. Such service agreement shall be duly stamped as per the rates applicable.
- 22.15 The candidate shall bring all original certificates relating to his age, qualifications, experience, etc. at the time of tests or interview wherever applicable. In case the candidate fails to submit the original documents for verification of the certified photocopies of the enclosures to his application, he may not be allowed to appear at the tests/interview and his candidature may be treated as cancelled without any further communication in this regard.
- 22.16 (i) The details of the vacancies shall be indicated in the advertisement. The University may also include the details with regard to anticipated vacancies arising due to retirement of employee(s) of that particular year or any case of voluntary retirement or resignation for which the employee has served notice prior to the issue of advertisement shall be included in the instant advertisement. The University reserves the right to fill or not to fill up the posts advertised for any reasons whatsoever. However, the number of posts filled up shall not exceed the number of posts advertised including anticipated vacancies.
- (ii) The University may draw a reserved panel to fill up a post. In case a candidate on higher merit regrets to join within a period of six months or resigns/dies after joining, within a period of one year, the offer shall be made to the next candidate in the merit list, (if otherwise in order), to reduce the delay in filling up of the vacancies. Such a vacancy should not be treated as fresh vacancy.
- (Reference: DoPT OM No.41010/18/97-Estt(B) dated 13th June, 2000)
- (iii) The University reserves the right to withdraw an advertisement, either partly or wholly, at any time without assigning any reason.
- (iv) If any advertisement for any post is withdrawn by the University, the application fee collected from the candidates shall be refunded within a reasonable period of time.
- (v) In case of any ambiguity pertaining to the eligibility criteria for any post, the decision of the Executive Council shall be final.

23. PROMOTION:

- 23.1 The candidates to be considered for promotion must comply with the prescribed eligibility criteria as on the date of issue of the notification.
- 23.2 Promotion is earned by dint of hard work, good conduct, and result-oriented performance, as reflected in the APARs. Only performance reported "Good (Grade Point 5)" carrying Pay Level 11, consistently for the preceding five years shall be taken into consideration by the DPC. In case of Group 'A' post carrying Pay Level 12 or above, persons reported "Very Good" (Grade Point 7) shall only be considered. Those with "Average Performance", which is not an adverse remark, shall not be considered for promotion by the DPC. The University may at its discretion hold the written/skill tests at the time of promotion of the employees of the University and fix qualifying marks as per the schedule appended herewith, in addition to the screening the Annual Performance Appraisal Reports (APAR) for preceding years, depending upon the length of Qualifying Service. While screening the Annual Performance Appraisal Reports, the University may also fix any other criteria for consideration.

DPC.

- 23.3 The DPC should assess the suitability of the employees for promotion on the basis of their service records and the Annual Performance Appraisal Reports for the preceding five years, as specified above at clause 23.2.
- 23.4 In case there is any adverse entry in the APAR, or for want of prescribed score in the APAR, the case of promotion shall not be considered unless and until the competent authority expunges such adverse entry. If the competent authority does not expunge the adverse entry or does not increase the score after review of performance as per procedures, the employee concerned may have to wait for the required number of reports carrying the prescribed bench marks as required for the post under these Rules.
- 23.5 The eligibility criteria, Vigilance Clearance Reports and APAR dossiers, duly completed in all respects along with the seniority list and results of the written test (if conducted by the University) of the eligible employees to be considered for promotion, with details of the number of vacancies, number of posts reserved for SCs/STs/PwBDs, etc. shall be provided to the DPC for consideration as per Govt. rules.
- 23.6 In the case of "Selection", the zone of consideration of eligible officers extended zone for SCs/STs/PwBDs to ensure the promotional chances against the reserved quota shall be decided by the DPC on the basis of the service records of the officers. The normal zone and the extended zone will be as per the Govt. of India rules.
- 23.7 The DPC shall make its own assessment of the officers and shall determine the merit of those being assessed for promotion with reference to the benchmark "Good" i.e. minimum score 5 for all officers up to the Pay Level 11 and "Very Good", i.e. a minimum score of 7 for all Group 'A' posts upto the Pay Level 12 and above, accordingly, grade the officers as 'fit' or 'unfit' only. Those who are graded as 'fit' shall be included in the select panel in order of their inter-se-seniority in the feeder grade, subject to the availability of regular vacancies. Those employees who are graded 'unfit' by the DPC shall not be included in the selection panel. There shall be no supersession in promotion among those who are graded 'fit'. The grading and score are quoted below:

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

- (a) The meeting of the Departmental Promotion Committee (DPC) shall ordinarily be convened at least once a year, which shall depend upon the availability of vacancy.
- (b) The administrative authorities shall ordinarily ensure that the information furnished to the Departmental Promotion Committee are accurate and in proper order in all cases and a certificate to this effect duly signed by the officer designated for the purpose shall form a part of the note for the DPC.
- (c) Penalties of any kind (major) shall constitute a bar to one's eligibility for promotion or confirmation as per DoPT guidelines. However, minor penalty of "censure" would not constitute a bar on the eligibility and consideration for the purpose of promotion/confirmation unless otherwise mentioned specifically in the order about such a bar on the eligibility.

The following cases shall be brought to the notice of the DPC:

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- (i) Employees under suspension;
- (ii) In respect of whom a charge-sheet has been issued and disciplinary proceedings are pending; and
- (iii) In respect of whom prosecution for a criminal charge has been pending in the Court of Law.

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

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

24. FUNCTIONS OF THE DPC:

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

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

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25. MODE OF PROMOTION:

- 25.1 The university should strictly adhere to the quota prescribed for Promotion of the eligible internal candidates as per the Recruitment Rules. In case candidates are not available under the internal quota and the posts are filled up through direct recruitment in the interest of the university, future vacancy may be shifted proportionately to the Promotion quota and filled up out of the eligible internal candidates from the feeder cadre. In the light of the above, the DPC shall be required to ensure the number of available vacancies under the promotion quota.
- 25.2 In addition to the conditions for promotion for the posts, as specified at 23 above, University may decide the method and procedure to be followed for promotion in respect of any category of posts. For this purpose, the University, at its discretion, may opt the fitness-cum-seniority or hold written test or other trade/professional 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 be mandatory.
- 25.3 Mere possession of eligibility conditions shall not entitle an employee to be promoted to the next higher post from the date of his eligibility. After completion of formalities such as Annual Performance Appraisal Reports (APARs)/ACRs, Vigilance Clearance Report, the Departmental Promotion Committee may be constituted to evaluate and assess the eligibility of the employees. The employees shall be considered for promotion based on the recommendations of the DPC duly approved by the Competent Authority of the University.
- 25.4 All promotions of the non-teaching staff belonging to Group 'A', 'B' and Group 'C' shall take effect from the date of joining.
- 25.5 Qualifying in Typing Test/Skill Test with knowledge of Computers shall be the compulsory requirement for promotion to the post of Lower Division Clerk, Upper Division Clerk, Assistant, Semi-Professional Assistant, Library Assistant and other positions as identified from time to time. Further, qualifying in Typing Test/Skill Test with knowledge of computers shall be the compulsory requirement for all Personal Assistants of the University who shall be considered for promotion as Private Secretary as per the eligibility criteria prescribed in these Rules as prescribed for direct recruitment. The University may impose any condition to be complied with at a future date failing which the competent authority may order for stoppage of increment.

26. 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 a maximum period of one year at its discretion to promote an employee on ad-hoc basis after completing all procedural formalities, as laid down under Rule 22 above. However, this arrangement shall not be allowed to continue beyond one year in case the employee concerned is not considered for regular promotion.

27. PANEL:

The panel drawn for promotion/direct recruitment shall be valid for a period of one year from the date of the meeting of the DPC/date of approval of the recommendations, respectively.

28. MODIFIED ASSURED CAREER PROGRESSION SCHEME (MACP)/CAREER ADVANCEMENT SCHEME (CAS)/DYNAMIC ASSURED CAREER PROGRESSION SCHEME

The financial up-gradation under the Career Advancement Schemes such as MACP/CAS/DACP Scheme in respect of non-teaching staff of the University shall be allowed as per the provisions of the Act/Statutes/Ordinances, Rules of the University and

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orders/guidelines of UGC/Government of India (as amended from time to time) duly adopted by the University.

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

29. DEPUTATION:

The University may fill up any post on deputation by drawing officers from Govt. of India/Autonomous Bodies/PSUs as per UGC/GOI Rules. The officer to be considered for deputation against any post below Pay Level-14 must be less than 56 years of age and Pay Level-14 and above must be less than 58 years of age. In case the appointment is made on deputation by following the due process of selection prescribed for the post under the Cadre Recruitment Rules, the incumbent may be allowed to continue for the period as prescribed by the Govt. of India from time to time or till he attains the age of superannuation prescribed for that particular cadre, whichever is earlier. An appointment on deputation may be made initially for a period of three years (except statutory posts) which may be extended further at the discretion of the Competent Authority subject to satisfactory performance. The University, however, shall have the right to repatriate all incumbents, including the incumbents holding the statutory posts, at any time even before the prescribed period in case his performance, integrity or conduct are found to be unsatisfactory at any stage, in the opinion of the competent authority.

Ordinarily, no person working on deputation shall be absorbed in any post of the University after expiry of his period of deputation. In case, it is decided in the interest of the University to absorb any such person, then the University may take up the matter with his parent organisation for concurrence after obtaining the option of the employee concerned subject to the condition that the matter of absorption is specifically mentioned in the advertisement. After obtaining the consent of the parent department, the case shall be placed before the Competent Authority for a final decision. In case he is absorbed in the University, he shall be assigned the bottom seniority of that particular cadre as per the Govt. of India rules.

30. PROBATION:

- 30.1 In case of direct recruitment, the selected candidate shall be kept on probation for a period as specified in these rules. The date from which confirmation should be given effect is the date following the date of satisfactory completion of the prescribed period of probation or the extended period of probation, as the case may be. The decision to confirm the probationer or to extend the period of probation as the case may be should be communicated to the probationer normally within 6 to 8 weeks prior to the completion of Probation period. Probation should not be extended for more than a year and, in no circumstances, an employee should be kept on probation for more than double the normal prescribed period of probation. The officer will be deemed to have successfully completed the probation period if no order

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confirming, discharging or reverting the officer is issued within eight weeks after expiry of double the normal period of prescribed probation. On completion of the probation period or any extension thereof, employees shall, if considered fit for permanent appointment, be retained in the appointments on regular basis and be confirmed against the available substantive vacancies as the case may be. In case there is no perceivable improvement despite all this, his/her services shall be discharged by giving him/her one month's notice in advance or on payment of one month's salary in lieu of notice. The employee concerned may also exercise his/her option to resign by giving one month's notice.

As regards other matters relating to probation, the employee will be governed by the instructions issued by the Government of India in this regard from time to time.

- 30.2 In the case of promotion to the next higher group, the employee(s) shall be kept on probation for a period of two years from the date of joining. The appointing authority may at its discretion, extend the period of probation by one year on ground of non-performance, misconduct or misbehaviour or if he/she fails to comply with the terms and conditions of the appointment to the post to which he/she was promoted. In case there is no perceivable improvement despite all this, he shall be reverted to his parent post, with immediate effect, and consequently all the employees promoted against the consequential vacancies due to the promotion of this employee shall be reverted to their respective parent posts, in case they cannot be adjusted in any other similar vacant posts. However, there shall not be any probation for promotion within the same group.

Note:

- (i) If an employee who has been recruited/promoted to any post, avail himself of leave on a piecemeal basis, or at a time for a period of two months or more during the period of probation, his probation shall be extended proportionately, i.e., equal to the total period of leave availed by the employee concerned.
- (ii) In order to avoid any anomalous situation, all cases of probation of the officials should be reviewed in every six months. In case, the result of review of performance of an official is found to be unsatisfactory, or not up to the mark, he shall be apprised of the consequences of unsatisfactory performance during the period of probation. Such an appraisal should be issued in advance after which the performance of the official concerned should be continuously kept under observation.
- (iii) Notwithstanding anything contained in the above-mentioned provision, if a probationer is placed under suspension during the period of probation, the period of probation may be extended till such period as the appointing authority deems fit in the circumstances.
- (iv) As for temporary Government servants they should, as a matter of rule, be asked to resign from the parent department/office at the time of release from the parent department/office. An undertaking to the effect that he/she will resign from the parent department/office, in the event of his/her selection and appointment to the post applied for, may be taken from his/her at the time of forwarding the application. This procedure is to be followed even in case of a temporary Government servant applying as a direct recruit for a post in the same organisation.
- (v) An employee of the University shall be confirmed through Departmental Confirmation Committee.
- (vi) An employee of the University shall not be confirmed on his post unless and until he signs the 'Service Agreement'.
- (vii) There shall be no probation in the case of an employee appointed to a post on deputation, tenure or on re-employment after superannuation.
- (viii) The appointing authority shall record the reasons in writing while terminating the appointment of a probationer or extension of the normal period of probation.

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31. APPLICATION OF GOVT. OF INDIA RULES/ UGC REGULATIONS:

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

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

32. POWER TO RELAX:

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

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

S.No.	Category of Persons	Extent of age relaxation
1.	Regular Employees of the Central Government/State Government/ Central Universities/UGC maintained Deemed to be Universities/ other Central/State Autonomous Bodies/Organisations/Institutions.	As per Government of India rules.
2.	Ex-Servicemen	

The upper age limit for appointment of Group 'C' posts is relaxable for Group 'C' and erstwhile Group 'D' departmental candidates up to 40 years in case of General candidates and 45 years in case of candidates belonging the SC/ST who has rendered three years continuous regular service in university in accordance with the instructions or orders issued by the Govt. of India.

32.3 The upper age limit as prescribed for direct recruits shall not be insisted upon in the case of departmental candidates of Shri Lal Bahadur Shastri National Sanskrit University, New Delhi.

33. DISQUALIFICATION:

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

33.1 Who has been convicted by any Court of Law or any criminal proceedings are pending against him;

33.2 Who is a person of unsound mind and questionable conduct or not medically fit to perform his duties.

33.3 Who has entered into or contracted a marriage with a person having a living spouse;

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

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33.4 Who is not a citizen of India; and

33.5 Any other category of person disqualified for appointment by the Govt. of India/State Govt./UGC from time to time.

34. VIGILANCE CLEARANCE:

34.1 Candidate who is already in service shall submit the Vigilance Clearance Certificate from the employer or his authorised officer, to the effect that no disciplinary/criminal proceedings are pending or contemplated against him. It shall be directly sent by the parent department or be handed over to the employee concerned in sealed cover at the time of written/skill test/interview as applicable or along with the application.

34.2 Wilful suppression of factual information or any document relating to the eligibility or otherwise as a candidate, followed by supply of fake documents or misleading statement or information in the application or tampering with the documents or providing such information relating to the achievements, caste, educational qualifications, experience or domicile, etc., the Chief Vigilance Officer of the University shall have the powers to investigate/inquire into the matter and submit his report to the Vice-Chancellor for further action at any stage of recruitment process or employment. If any of these acts is found to be true, the candidate shall be disqualified for appointment to the post or if already appointed, his/her services shall be liable to be terminated, with immediate effect after adhering to the procedures.

34.3 Notwithstanding the provisions of para 10 in Schedule 2 of the CRR, wherever, there is only one sanctioned post in any cadre, the post shall be filled through direct recruitment only.

34.4 These are the model cadre recruitment rules which have been prepared generally to cover all the posts sanctioned to different Central Universities and its constituent / affiliated college(s), as far as possible. The Universities shall accordingly adopt the CRR only for such posts which are sanctioned to them by the UGC. This model CRR does not entitle any University to create any post mentioned in the model CRR other than those sanctioned to them by UGC. They shall not create/demand any other post merely because such posts exist in the model CRR.

35. REMOVAL OF DIFFICULTIES:

If any difficulty arises in the implementation or operation of any of the provision of these rules, the Vice-Chancellor may, from time to time issue such general and specific directions with the approval of the Executive Council but not inconsistent with the provisions of the Act, Statutes, Ordinances or directives of the Government of India, Ministry of Education/University Grants Commission, which appear to be necessary for the purpose of removing such difficulty.

36. INTERPRETATION:

The decision of the Executive Council shall be final with regard to any ambiguity or lack of clarity to any clause of these Rules.

37. AMENDMENT OF RULES:

The Executive Council shall have the authority to amend, modify, change, withdraw, suspend and relax any or all of these Rules in accordance with the provisions of the Act.

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38. RESIDUARY MATTERS:

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

39. LIABILITY OF OFFICERS TO SERVE ANYWHERE IN INDIA:

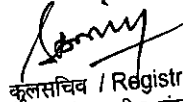
The non-teaching employees and other academic staff shall be liable to serve anywhere in India within the jurisdiction of the University.

40. TERRITORIAL JURISDICTION:

In case of any dispute, the territorial jurisdiction for adjudication shall be the "*Hon'ble High Court of Delhi*"

41. REPEAL:

All the existing rules and orders in relation to the matters covered under these rules shall stand repealed but any action already taken pursuant to such existing rules and orders shall be deemed to have been taken under these rules.



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Schedule-I

NON-TEACHING POSITIONS:						
S.No.	Name of the Post	APL/ Pay Level	Number of Post I	Schedule II	Schedule III	Schedule IV Page No
				Page No	Page No	Page No
1	Registrar	Level 14	1	22-23	77-79	80
2	Finance Officer	Level 14	1	24-25	77-79	81-82
3	Controller of Examination	Level 14	1	26-27	77-79	82
4	Deputy Registrar	Level 12	2	28	77-79	82-83
5	Assistant Registrar	Level 10	7	29	77-79	84
6	Section Officer	Level 7	6	30	77-79	85-86
7	Assistant	Level 6	10	31	77-79	89
8	Upper-Division-Clerk	Level 4	12	32	77-79	93-94
9	Lower Division Clerk	Level 2	14	33-34	77-79	96
10	Multi-Tasking Staff (MTS)	Level 1	33	35	77-79	98-99
11	Research-cum-Statistical Officer	Level 7	1	36	77-79	86-87
12	Private Secretary	Level 7	3	37-38	77-79	87
13	Personal Assistant	Level 6	2	39	77-79	89-90
14	Stenographer	Level 4	3	40	77-79	94
15	Professional Assistant	Level 6	4	41	77-79	88-89
16	Semi-Professional Assistant	Level 5	3	42	77-79	91
17	Library Assistant	Level 4	3	43	77-79	95-96
18	Library Attendant	Level 1	5	44	77-79	98
19	Technical Assistant (Education Lab)	Level 5	1	45	77-79	92
20	Laboratory Assistant	Level 4	1	46	77-79	95
21	Laboratory Attendant	Level 1	1	47	77-79	101
22	Lab Attendant (Psychology Lab)	Level 1	1	48	77-79	100
23	Attendant (Health Centre) (MTS)	Level 1	1	49	77-79	95
24	Senior System Analyst	Level-12	0	50	77-79	0
25	System Administrator (Computer Centre)	Level 10	1	51	77-79	84
26	Assistant Programmer (Computer)	Level 7	2	52	77-79	37-38
27	Technical Assistant (Computer)	Level 6	2	53	77-79	92-93

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28	Lab Attendant (Computer Lab)	Level I	1	54	77-79	99-100
29	Superintendent Engineer (Civil)	Level-13	0	55	77-79	0
30	Executive Engineer(Civil)	Level II	1	56-57	77-79	83
31	Assistant Engineer(Civil)	Level 7	1	58	77-79	85
32	Assistant Engineer (Electrical)	Level-7	0	59	77-79	0
33	Junior Engineer(Civil)	Level 6	1	60	77-79	90
34	Junior Engineer(Electrical)	Level 6	1	61	77-79	90-91
35	Electrician	Level 4	1	62	77-79	94
36	Pump-Operator	Level 2	1	63	77-79	97
37	Cook	Level 2	2	64	77-79	97-98
38	Guest House Manager	Level 6	0	65	0	0
39	Staff Car Driver	Level 2	2	66	77-79	96
40	Research Assistant	Level 6	2	67	77-79	88
41	Proof-Reader	Level 5	1	68	77-79	93
42	Hindi Officer	Level-10	0	69-70	77-79	0
43	Hindi Translator	Level-6	0	71-72	77-79	0
44	Hindi Typist	Level-2	0	73	77-79	0
45	Public Relation Officer	Level-10	0	74	77-79	0
46	Security Officer	Level-7	0	75	77-79	0
47	Medical Officer (Part-Time)	Level-10	1	76	77-79	0

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श्री लाल बहादुर शास्त्री राष्ट्रीय संस्कृत विश्वविद्यालय
Shri Lal Bahadur Shastri National Sanskrit University
बी-4, कुतुब संस्थानिक क्षेत्र, नई दिल्ली-110016
B-4, Qutub Institutional Area, New Delhi-110016

REGISTRAR

SCHEDULE-II

1	Name of Post	Registrar
2	Number of Post	1 (One)
3	Classification	Group 'A'
4	Scale of Pay/Pay Band/Grade Pay	Level 14
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	Preferably below 57 years
7	Educational and other qualifications required for direct recruits	<p>Essential:</p> <p>i) Master's degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.</p> <p>ii) At least 15 years of experience as Assistant Professor in the Academic Level 11 and above or with 8 years of service in the Academic Level 12 and above including as Associate Professor along with experience in educational administration</p> <p>OR</p> <p>Comparable experience in research establishment and/ or other institutions of higher education,</p> <p>OR</p> <p>15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.</p>
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	Not Applicable
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	<p>Direct/Deputation for a tenure of five years or till attaining the age of superannuation i.e. 62 years, whichever is earlier</p> <p>(Eligible for reappointment after observance of due selection process)</p>
11	In case of recruitment by promotion/ deputation / absorption, grades from which promotion / deputation / absorption to be made	<p>Deputation:</p> <p>Qualifications & Experience: As indicated at col. 7.</p> <p>Grade: Holding analogous post or eight years' experience at Pay Level-12</p> <p>Selection Committee: As at column 12.</p>
12	Composition of Selection Committee	<p>Vice Chancellor- Chairperson</p> <p>Two members of the Executive Council nominated by it - Members</p> <p>One person not in service of the university nominated by the Executive Council - Member</p> <p>A nominee of the Central Government</p> <p>A representative of SC/ST/OBC/ Minority/</p>

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Shri Lal Bahadur Shastri National Sanskrit University
बी-4, कुतुब सांस्थानिक क्षेत्र, नई दिल्ली-110016
B-4, Qutub Institutional Area, New Delhi-110016

		<p>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.</p> <p>Note: At least four members, including Central Government nominee and one member of the Executive Council and one outside member nominated by the Executive Council, shall constitute the quorum.</p>
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कुलसचिव / Registrar

श्री लाल बहादुर शास्त्री राष्ट्रीय संस्कृत विश्वविद्यालय
Shri Lal Bahadur Shastri National Sanskrit University
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B-4, Qutub Institutional Area, New Delhi-110016

FINANCE OFFICER

1	Name of Post	Finance Officer
2	Number of Post	1 (One)
3	Classification	Group 'A'
4	Scale of Pay/Pay Band / Grade Pay	Level 14
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	Preferably below 57 years
7	Educational and other qualifications required for direct recruits	<p>Essential: Master's degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.</p> <p>At least 15 years of experience as Assistant Professor in the Academic Level 11 and above or with 8 years of service in the Academic Level 12 and above including as Associate Professor along with experience in educational administration</p> <p>OR</p> <p>Comparable experience in research establishment and/ or other institutions of higher education,</p> <p>OR</p> <p>15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.</p>
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	Not Applicable
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	<p>Direct/Deputation for a tenure of five years or till attaining the age of superannuation i.e. 62 years, whichever is earlier</p> <p>(Eligible for reappointment after observance of due selection process)</p>
11	In case of recruitment by promotion/ deputation / absorption, grades from which promotion / deputation / absorption to be made	<p>Deputation:</p> <p>Appointment preferably by drawing officers not below the Level 12 belonging to the Indian Audit and Accounts services or other similar organized Services in Central/ State Govt. or University System/ Other organization subject to fulfillment of qualification as indicated under col. 7 on Deputation for a tenure of 5 years or till attaining the age of 62 years, whichever is earlier.</p> <p>Note: The Selection Committee for deputation shall be the same as at column 12.</p>
12	Composition of Selection Committee	<p>Vice Chancellor- Chairperson</p> <p>Two members of the Executive Council nominated by it - Members</p>

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B-4, Qutub Institutional Area, New Delhi-110016

		<p>One person not in service of the university nominated by the Executive Council - Member</p> <p>A nominee of the Central Government</p> <p>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.</p> <p>Note: At least four members, including Central Government nominee and one member of the Executive Council and one outside member nominated by the Executive Council, shall constitute the quorum.</p>
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B-4, Qutub Institutional Area, New Delhi-110016

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CONTROLLER OF EXAMINATIONS

1	Name of Post	Controller of Examinations
2	Number of Post	1 (One)
3	Classification	Group 'A'
4	Scale of Pay/Pay Band / Grade Pay	Level 14
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	Preferably below 57 years
7	Educational and other qualifications required for direct recruits	<p>Essential:</p> <p>i) Master's degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.</p> <p>ii) At least 15 years of experience as Assistant Professor in the Academic Level 11 and above or with 8 years of service in the Academic Level 12 and above including as Associate Professor along with experience in educational administration</p> <p>OR</p> <p>Comparable experience in research establishment and/ or other institutions of higher education,</p> <p>OR</p> <p>15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.</p>
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	Not Applicable
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	<p>Direct/Deputation for a tenure of five years or till attaining the age of superannuation i.e. 62 years, whichever is earlier</p> <p>(Eligible for reappointment after observance of due selection process)</p>
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/ absorption to be made	<p>Deputation:</p> <p>Qualifications & Experience: As indicated at col. 7.</p> <p>Grade: Holding analogous post or eight years' experience at Pay Level-12</p> <p>Selection Committee: As at column 12.</p>
12	Composition of Selection Committee	<p>Vice Chancellor- Chairperson</p> <p>Two members of the Executive Council nominated by it - Members</p> <p>One person not in service of the university nominated by the Executive Council - Member</p> <p>A nominee of the Central Government</p> <p>A representative of SC/ST/OBC/ Minority/ Women/Differently abled categories to be nominated by the Vice-Chancellor, if any of the</p>

		<p>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.</p> <p>Note: At least four members, including Central Government nominee and one member of the Executive Council and one outside member nominated by the Executive Council, shall constitute the quorum.</p>
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श्री लाल बहादुर शास्त्री राष्ट्रीय संस्कृत विश्वविद्यालय
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B-4, Qutub Institutional Area, New Delhi-110016

संस्कृत विश्वविद्यालय
नई दिल्ली


श्री लाल बहादुर शास्त्री राष्ट्रीय संस्कृत विश्वविद्यालय
नई दिल्ली

DEPUTY REGISTRAR

1	Name of Post	Deputy Registrar
2	Number of Post (s)	02 (Two)
3	Classification	Group - A
4	Scale of Pay/Pay Band / Grade Pay	Level 12
5	Whether Selection or non-selection post	Selection Not applicable in case of Direct Recruitment/Deputation
6	Age Limit for Direct Recruits	50 Years
7	Educational and other qualifications required for direct recruits	Essential Qualifications: i. Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed. ii. Five years of experience as Assistant Registrar or in equivalent post in the Pay Level 10 and above.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Age: No Academic Qualification: Must possess at least Bachelor's degree from a recognized University.
9	Period of probation, if any	One year
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the 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 Pay Level 11. Deputation: Officers holding analogous posts on regular basis or with five years regular service in Pay Level 11 or with eight years regular service in Pay Level 10 in the Central/State Government, Universities and other autonomous organisations.
12	Composition of DPC or Selection Committee	As per schedule III of these Rules.



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B-4, Qutub Institutional Area, New Delhi-110016

ASSISTANT REGISTRAR

1	Name of Post	Assistant Registrar
2	Number of Post (s)	07 (Seven)
3	Classification	Group – A
4	Scale of Pay/Pay Band / Grade/Pay	Level 10
5	Whether Selection or non-selection post	Selection Not applicable in case of Direct Recruitment/Deputation
6	Age Limit for Direct Recruits	40 Years
7	Educational and other qualifications required for direct Recruits	Essential Qualifications: I. Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed. II. The appointment under direct recruitment shall be made through an All India open competition by conducting a written test and interview.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Age: No Qualification: No, but must possess at least Bachelor's degree from a recognized University/Institute.
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	50% by direct recruitment 50% by promotion, failing which by deputation/direct recruitment.
11	In case of recruitment by promotion/ deputation / absorption, grades from which promotion / deputation / absorption to be made	Promotion: 5 years of regular service as Section Officer/ Private Secretary/Officer working in the Pay Level-7 and having 5 years of experience in the field of Administration/Finance/Statistics/Academic/ Examination of this University.(Ref: Letter No.1-7/2015-U.II (2) dated 02.11.2017 of the Govt. of India, Ministry of HRD, Department of Higher Education). Based on merit from among the eligible candidates on the basis of a written test. Deputation: Officers holding analogous posts on regular basis or with 5 years regular service in lower grades position in Level 7/Level 8 in the Central /State Government, Universities and other autonomous organizations. Knowledge of Computer Applications
12	Composition of DPC or Selection Committee	As per schedule III of these Rules

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श्री लाल बहादुर शास्त्री राष्ट्रीय संस्कृत विश्वविद्यालय
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B-4, Qutub Institutional Area, New Delhi-110016

SECTION OFFICER

1	Name of Post	Section Officer
2	Number of Post (s)	06 (Two)
3	Classification	Group – B
4	Scale of Pay/Pay Band / Grade Pay	Level 7
5	Whether Selection or non-selection post	Selection Not Applicable in case of Direct Recruitment/Deputation
6	Age Limit for Direct Recruits	40 Years
7	Educational and other qualifications required for direct recruits	Essential Qualifications: i) A Bachelor's Degree in any discipline from any recognised Institute/ University. ii) Three Years' Experience as Assistant in the Level 6 or eight years as UDC in Level 4 in any Central / State Govt./ University/ PSU and other Central or State Autonomous Institutions or holding equivalent positions in any reputed Private companies/ bank with annual turnover of at least Rs.200/- Crores or more. iii) Proficiency in Computer Operation, noting and drafting (to be adjudged through a skill test).
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Age: No Academic Qualification: Yes (As indicated at column 7)
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	75% by Promotion from the cadre of Assistant failing which by deputation. 25% by Direct Recruitment (based on written test and skill test)
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion / deputation / absorption to be made	Promotion: 05 years of regular service from the feeder grade of Assistant in Level 6 subject to seniority-cum-fitness with academic qualification as in Col.7 above. Deputation: Officers holding analogous post on regular basis or with three years regular service in Level 6 or equivalent in the Central/ State Govt. Universities or autonomous organisations and possess the Bachelor's degree as prescribed for direct recruits at Col.7 above.
12	Composition of DPC or Selection Committee	As per schedule III of these Rules

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B-4, Qutub Institutional Area, New Delhi-110016

ASSISTANT

1	Name of Post	Assistant
2	Number of Post (s)	10 (Ten)
3	Classification	Group - B
4	Scale of Pay/Pay Band / Grade Pay	Level 6
5	Whether Selection or non-selection post	Non-Selection in case of promotion Not Applicable in case of Direct Recruitment/Deputation
6	Age Limit for Direct Recruits	35 Years
7	Educational and other qualifications required for direct recruits	Essential Qualifications: i. Bachelor Degree from a recognized University / Institution. ii. Three Years of experience as UDC or equivalent in the Level 4 in Central/ State Government/ University/ PSU and other Central / State Autonomous Bodies or equivalent pay package in the reputed private Companies/ corporate banks with a minimum annual turnover of at least Rs.200/- Crores or more. iii. Proficiency in Typing, Computer applications, noting and drafting.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Age: No Academic Qualification: Yes (As indicated at column 7)
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	75% by Promotion 25% by Direct Recruitment (based on written test and skill test)
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Promotion: UDC with 5 years of regular service in Level 4 according to seniority-cum-fitness.
12	Composition of DPC or Selection Committee	As per schedule III of these Rules

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B-4, Qutub Institutional Area, New Delhi-110016

UPPER DIVISION CLERK

1	Name of Post	Upper Division Clerk
2	Number of Post (s)	12 (Twelve)
3	Classification	Group - C
4	Scale of Pay/Pay Band / Grade Pay	Level 4
5	Whether Selection or non-selection post	Selection
6	Age Limit for Direct Recruits	Not applicable in case of Direct Recruitment
7	Educational and other qualifications required for direct recruits	32 Years Essential Qualifications: i. A Bachelor's Degree from any recognized Institute/ University. ii. Two year experience as Lower Division Clerk/ Equivalent posts in University/ Research Establishment / Central State Govt./ PSU/ Autonomous Bodies or equivalent pay package in the reputed private Companies/ corporate banks with a minimum annual turnover of at least Rs.200/- Crores or more. iii. Speed in English Typing @ 35 wpm OR Speed in Hindi Typing @ 30 wpm iv. Proficiency in Computer Operations.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	No
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	75% by Promotion 25% by Direct Recruitment: (based on written test and skill test)
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Promotion: Lower Division Clerk/Hindi Typist with five years regular service in Pay Level 2 according to seniority cum fitness failing which by direct recruitment.
12	Composition of DPC or Selection Committee	As per schedule III of these Rules

**The post of Hindi Typist is to be clubbed with LDC for the purpose of Career progression with bottom seniority in future, inter-se-seniority between the two cadre shall be maintained.*

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श्री लाल बहादुर शास्त्री राष्ट्रीय संस्कृत विश्वविद्यालय
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LOWER DIVISION CLERK

1	Name of Post	Lower Division Clerk
2	Number of Post (s)	14 (Fourteen)
3	Classification	Group - C
4	Scale of Pay/Pay Band / Grade Pay	Level 2
5	Whether Selection or non-selection post	Selection Non-Selection for Col. 10 (iii) Not Applicable for Direct Recruitment
6	Age Limit for Direct Recruits	32 Years
7	Educational and other qualifications required for direct recruits	Essential Qualifications: (i) A Bachelor's Degree from any recognized Institute/ University. (ii) English Typing @ 35 wpm OR Hindi Typing @ 30 wpm (35wpm and 30wpm correspond to 10500KDPH/ 9000KDPH on an average of 5 Key depressions for each work) (iii) Proficiency in Computer Operations (to be adjudged through a skill test).
8	Whether Age, and educational qualifications prescribed for direct recruits will apply in the case of promotions	No
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	i) 80% by Direct Recruitment through written and skill test in various components of MS Office particularly in MS Word, MS Excel, etc. ii) Promotion: 15% of vacancies shall be filled up from amongst the Group 'C' employees in the Pay Level 1 and who possess Senior Secondary (10+2) or equivalent qualification and have rendered five years of regular service in the grade, on the basis of the departmental qualifying examination iii) Note: The panel shall be valid for a period of one year. iv) Promotion: 5% of the vacancies shall be filled on seniority-cum-fitness basis from Group 'C' (MTS) employees in the Pay Level-1 and who possess Matriculation (10 th) or equivalent qualification and having rendered five years of regular service in the grade. The relaxation of Skill/Typing Test for the promotion from MTS to LDC shall be governed as per DoPT OM No. F.o.14020/1/2014-Estt. (D) dated 22nd April, 2015.

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11	In case of recruitment by promotion/ deputation / absorption, grades from which promotion/ deputation / absorption to be made	As in Column No: 10
12	Composition of DPC or Selection Committee	As per schedule III of these Rules.

****Only those Group-C (Level-1) employees, who are holding the posts of MTS/Isolated posts shall be considered eligible for the post of LDC through Departmental Qualifying Examination.**

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MULTI TASKING STAFF

1	Name of Post	Multi-Tasking Staff (MTS)
2	Number of Post (s)	33 (Thirty three)
3	Classification	Group – C
4	Scale of Pay/Pay Band / Grade Pay	Level I
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	32 Years
7	Educational and other qualifications required for direct recruits	Essential Qualifications: 10 th Pass from a recognized Board. OR ITI Pass.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment through Written and Trade Test.
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee	As per schedule III of these Rules.

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Shri Lal Bahadur Shastri National Sanskrit University
बी-4, कुतुब सांस्थानिक क्षेत्र, नई दिल्ली-110016
B-4, Qutub Institutional Area, New Delhi-110016

RESEARCH CUM STATISTICAL OFFICER

1	Name of Post	Research cum Statistical Officer
2	Number of Post (s)	01 (One)
3	Classification	Group - B
4	Scale of Pay/Pay Band / Grade Pay	Level 7
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	40 Years
7	Educational and other qualifications required for direct recruits	Essential Qualification : (i) M.A/ M.Sc. in Statistics/Mathematics /Economics from a recognized university (ii) 03 years' experience in collection, compilation, tabulation, analysis & interpretation of statistical data in a Central/State Govt., PSUs/Statutory Bodies/ Autonomous Organizations
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee	As per schedule III of these Rules.

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PRIVATE SECRETARY

1	Name of Post	Private Secretary
2	Number of Post (s)	03 (Three)
3	Classification	Group – B
4	Scale of Pay/Pay Band / Grade Pay	Level 7
5	Whether Selection or non-selection post	Selection Not applicable in case of Direct Recruitment
6	Age Limit for Direct Recruits	40 Years
7	Educational and other qualifications required for direct recruits	<p>Qualifications:</p> <ul style="list-style-type: none"> i. A Bachelor's Degree from a recognized University/Institute. ii. At least 03 years' experience as Personal Assistant or 5 years as Stenographer in a University/ Research establishment/ Central/ State Govt. /PSU and other autonomous bodies. iii. English/Hindi Stenography speed: 120 wpm in English or 100 wpm in Hindi iv. English/Hindi Typing speed: 35 w.p.m. in English or 30 w.p.m. in Hindi. v. Knowledge of computer applications. <p>Skill Test Norms on Computer: Dictation: 10 minutes @ 120 w.p.m. in English/100 w.p.m. in Hindi Transcription: 50 minutes (English)/ 60 minutes (Hindi)</p> <p>Desirable: Proficiency in English & good communication skills.</p>
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Age: No Academic Qualification: Yes
9	Period of probation, if any	Two 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) 75% by promotion ii) 25 % by direct recruitment failing which by deputation.
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	<p>Promotion:</p> <p>Personal Assistant with 05 (five) years regular service in Level 6 on the basis of seniority-cum-fitness, subject to qualifying in the stenography test as mentioned under column 7.</p> <p>Deputation:</p> <p>Persons holding analogous posts on regular basis or with 3 years regular service as Personal Assistant in the Level 6/Level 7 of any</p>

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		Central/State Govt./ University/ Public Sector Undertaking as other Central or State Autonomous bodies and fulfilling the educational qualifications and other professional requirements as prescribed at column 7.
12	Composition of DPC or Selection Committee	As per schedule III of these Rules.

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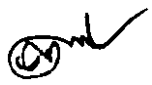
PERSONAL ASSISTANT

1	Name of Post	Personal Assistant
2	Number of Post (s)	02 (Two)
3	Classification	Group - B
4	Scale of Pay/Pay Band / Grade Pay	Level 6
5	Whether Selection or non-selection post	Selection Not Applicable in case of Direct Recruitment
6	Age Limit for Direct Recruits	35 Years
7	Educational and other qualifications required for direct recruits	<p>Essential Qualifications:</p> <ul style="list-style-type: none"> i. A Bachelor's Degree in any discipline from any recognised Institute/ University. ii. Proficiency in Stenography in English or Hindi with minimum speed of 100wpm. iii. Proficiency in Typing in English or Hindi with minimum speed of 35 / 30 wpm respectively. iv. Knowledge of Computer Applications. v. Two years experience as Stenographer or equivalent in Central State Govt. Organisations / University Research Institution or Central / State autonomous Institution/reputed private institutions having a turnover 200 Crores. <p>Desirable: Proficiency in English and good communication skills.</p> <p>Skill Test Norms on Computer:</p> <p>Dictation: 10 minutes @ 100 w.p.m. Transcription: 40 minutes English/55 minutes Hindi</p>
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	<ul style="list-style-type: none"> i) 75% by promotion failing which by deputation. ii) 25 % by direct recruitment failing which by deputation.
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	<p>Promotion : Stenographer with 05 (five) years regular service in Level 4 on the basis of seniority-cum-fitness, subject to qualifying in the stenography test as mentioned under column 7.</p> <p>Deputation: Officers holding analogous post on regular basis or with three years regular service in Level 4/Level 5 or equivalent in the Central/ State Govt. Universities or autonomous organisations and possess the qualification as prescribed for direct recruits at Col.7 above.</p>
12	Composition of DPC or Selection Committee	As per schedule-III of these Rules.


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STENOGRAPHER

1	Name of Post	Stenographer
2	Number of Post (s)	03 (Three)
3	Classification	Group - C
4	Scale of Pay/Pay Band / Grade Pay	Level 4
5	Whether Selection or non-selection post	Not applicable
6	Age Limit for Direct Recruits	32 Years
7	Educational and other qualifications required for direct recruits	<p>Essential Qualifications:</p> <ul style="list-style-type: none"> i. A Bachelor's Degree in any discipline from any recognised Institute/ University. ii. Proficiency in Stenography in English or Hindi with minimum speed of 80wpm. iii. Proficiency in Typing in English or Hindi with minimum speed of 35 / 30 wpm respectively. iv. Knowledge of Computer Applications. <p>Desirable Qualifications: Proficiency in English and good communication skills.</p> <p>Skill Test Norms on Computer:</p> <p>Dictation: 10 minutes @ 80 w.p.m. Transcription: 50 minutes English/65 minutes Hindi</p>
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	100% by Direct Recruitment
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee	As per schedule III of these Rules.



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PROFESSIONAL ASSISTANT

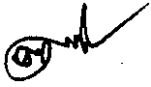
1	Name of Post	Professional Assistant
2	Number of Post (s)	04 (Four)
3	Classification	Group - B
4	Scale of Pay/Pay Band / Grade Pay	Level 6
5	Whether Selection or non-selection post	Selection Not applicable in case of Direct Recruitment
6	Age Limit for Direct Recruits	35 Years
7	Educational and other qualifications required for direct recruits	Qualifications: i. Master's Degree in Library & Information Science from any recognised University /Institution with 02 years experience in the relevant field in a University/Research establishment / Central / State Govt. / PSU and Library of other autonomous Institutions. OR Bachelor's Degree in Library / Library and Information Science from any recognised Institute/ University with 03 years experience in the relevant field in a University / Research Establishment / Central / State Govt. / PSU and Library of other autonomous Institutions. ii. Knowledge of Computer Applications (to be adjudged through a skill test).
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Age: No Academic Qualification: Yes as at (column 7).
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) 75% by promotion ii) 25 % 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: Semi Professional Assistant with five years regular service in Level 5 through seniority-cum-fitness, subject to qualifying in the written cum skill test and computer typing test failing which by deputation / direct recruitment Deputation: Employees of the Central/ State Government, Autonomous or Statutory Organisation, PSU, University or recognised research institution; (i) Holding analogous post on regular basis in the parent cadre or department. (ii) With 5 years' service rendered as Semi Professional Assistant in the Level 5 or equivalent in the parent cadre or department. (iii) Possessing the qualifications and experience prescribed for direct recruitment under column 7.
12	Composition of DPC or Selection Committee	As per schedule III of these Rules.

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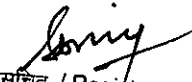
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SEMI PROFESSIONAL ASSISTANT

1	Name of Post	Semi Professional Assistant
2	Number of Post (s)	03 (Three)
3	Classification	Group - C
4	Scale of Pay/Pay Band / Grade Pay	Level 5
5	Whether Selection or non-selection post	Selection Not applicable in case of Direct Recruitment
6	Age Limit for Direct Recruits	32 Years
7	Educational and other qualifications required for direct recruits	Qualifications: Master's Degree in Library Science and Information Science from any recognised University/Institution OR Bachelor's Degree in Library/ Library and Information Science from a recognised Institute/ University with two years relevant experience in a University/ Research Establishment / Central / State Govt./ PSU Autonomous Institutions.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Age: No Academic Qualification: Yes
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	75% by Promotion failing which by direct recruitment. 25% by Direct Recruitment
11	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	Promotion: Library Assistant with 5 years of regular service in Level 4 through seniority-cum-fitness, subject to qualifying in the written cum skill test and computer typing test failing which by deputation / direct recruitment
12	Composition of DPC or Selection Committee	As per schedule III of these Rules.



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LIBRARY ASSISTANT

1	Name of Post	Library Assistant
2	Number of Post (s)	03 (Three)
3	Classification	Group - C
4	Scale of Pay/Pay Band / Grade Pay	Level 4
5	Whether Selection or non-selection post	Selection Not applicable in case of Direct Recruitment.
6	Age Limit for Direct Recruits	32 Years
7	Educational and other qualifications required for direct recruits	Essential Qualifications: i) Bachelor's degree in Library & Information Science or equivalent from a recognized University. ii) Typing speed of 30 words per minute in English. iii) Knowledge of Computer Applications.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Age: No Qualification: No. But must possess the qualification as indicated in Column 11.
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	75% by promotion 25% by Direct Recruitment
11	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made	Promotion: Library Attendant possessing 10+2 qualification or equivalent and certificate in Library Science with five years regular service in Level 1 through seniority-cum-fitness, subject to qualifying in the written cum skill test and computer typing test failing which by deputation / direct recruitment
12	Composition of DPC or Selection Committee	As per schedule III of these Rules.

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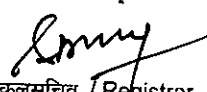
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LIBRARY ATTENDANT

1	Name of Post	Library Attendant
2	Number of Post (s)	05 (Five)
3	Classification	Group - C
4	Scale of Pay/Pay Band / Grade Pay	Level I
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	32 Years
	Educational and other qualifications required for direct recruits	Qualifications: i) 10+2 or its equivalent examination from a recognized Board. ii) Certificate course in Library Science from a recognized Institution. iii) One year experience in a University/ College/ Educational Institution Library. iv) Basic knowledge of computer applications.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee	As per schedule III of these Rules.

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 B-4, Qutub Institutional Area, New Delhi-110016

TECHNICAL ASSISTANT (EDUCATION LAB.)

1	Name of Post	Technical Assistant (Education Lab.)
2	Number of Post (s)	One (01)
3	Classification	Group – C
4	Pay Band and Pay Level	Level 5
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	Essential: i) Shiksha Shastri/Bachelor's Degree in Education (B.Ed) from a recognized University. 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. iii) Knowledge of computer
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: Three years continuous regular service as Laboratory Assistant.
12	Composition of Departmental Promotion Committee or Selection Committee/ Departmental Confirmation Committee	As per schedule III of these Rules

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LABORATORY ASSISTANT

1	Name of Post	Laboratory Assistant
2	Number of Post (s)	01 (One)
3	Classification	Group - C
4	Scale of Pay/Pay Band / Grade Pay	Level 4
5	Whether Selection or non-selection post	Selection Not Applicable for Direct Recruitment
6	Age Limit for Direct Recruits	32 Years
7	Educational and other qualifications required for direct recruits	Essential Qualifications: i) Shiksha Shastri/ Bachelor's Degree in Education (B.Ed)/Bachelor's Degree in Psychology from a recognized University. ii) Two years experience of Laboratory works in the Department of Education of any Central/ State Government Organization/Universities or any other organization of repute. iii) Knowledge of computer
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Age: No Academic Qualification: Yes
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	25% by Promotion 75% by Direct Recruitment
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Promotion: Laboratory Attendant/Lab Attendant (Psychology Lab) with eight years of regular service in Level 1 with the requisite qualification prescribed at Col.No.7.
12	Composition of DPC or Selection Committee	As per schedule III of these Rules.

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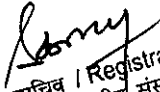
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B-4, Qutub Institutional Area, New Delhi-110016

LABORATORY ATTENDANT

1	Name of Post	Laboratory Attendant
2	Number of Post (s)	01 (One)
3	Classification	Group - C
4	Scale of Pay/Pay Band / Grade Pay	Level 1
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	32 Years
7	Educational and other qualifications required for direct recruits	Essential Qualifications: 10+2 with Science stream from any recognized Central/ State Board OR 10 th Pass from any recognized Central/ State Board with Science as one of the subjects and skill certificate programme in Laboratory Technology.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee	As per schedule III of these Rules.

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LABORATORY ATTENDANT(PSYCHOLOGY LAB)

1	Name of Post	Lab Attendant (Psychology Lab)
2	Number of Post (s)	One (01)
3	Classification	Group – C
4	Pay Band and Pay Level	Level 1
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) 10+2 or equivalent with psychology as a subject from a recognised board. ii) One year experience in Psychology Laboratory of any recognized university/institute/ school. iii) Knowledge of Computer
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 schedule III of these Rules

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ATTENDANT (HEALTH CENTRE)

1	Name of Post	ATTENDANT (HEALTH CENTRE)
2	Number of Post (s)	One (01)
3	Classification	Group – C
4	Pay Band and Pay Level	Level I
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	32 years
7	Education and other qualifications required for direct recruits	Essential: <ul style="list-style-type: none"> i. 10+2 or equivalent with Science from a recognised board ii. One year experience as Attendant in the related field in any government/recognized hospitals/diagnostics centres /accredited centres. iii. Knowledge of Computer
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 schedule III of these Rules

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Shri Lal Bahadur Shastri National Sanskrit University
बी-4, कुतुब संस्थानिक क्षेत्र, नई दिल्ली-110016
B-4, Qutub Institutional Area, New Delhi-110016

SENIOR SYSTEM ANALYST

1.	Name of Post	Senior System Analyst
2.	Number of Post	Nil
3.	Classification of the post	Group 'A'
4.	Scale of Pay/Pay Band/Grade Pay/Pay Level	Level 12
5.	Selection or Non-Selection Post	Not Applicable
6.	Age limit for direct Recruits	50 Years
7.	Educational and other qualifications required for direct recruits	<p>Qualification: B.E./B.Tech.(Computer Science & Engineering) with at least 55% of marks and 9 years of experience of extensive programming and System Management from a recognized Public/PSU.</p> <p style="text-align: center;">OR</p> <p>M.Sc. (Computer Science) / MCA / M.Tech. (Computer Science & Engineering) with 55% of marks and 8 years' experience of extensive programming and system management from a recognized Public/PSU.</p>
8.	Whether age & educational qualifications prescribed for direct recruits will apply in the case of promotions?	Not Applicable
9.	Period of probation, if any.	One Year
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods.	By promotion failing which deputation/direct recruitment
11.	In case of recruitment by promotion / deputation / absorption, grades from which promotion/ deputation/ absorption to be made.	<p>10 years of regular service as System Administrator in the Pay Level-10</p> <p>Deputation : An Officer of Central Government, State Government, Union Territories, Autonomous/ Statutory Organizations, PSUs, Universities or recognized Research Institutions holding the analogous post and pay in parent cadre of department.</p> <p style="text-align: center;">OR</p> <p>Having five years of experience in the above mentioned organization in pay level 10/11 or equivalent on regular basis in parent cadre or department.</p>
12.	Composition of DPC or Selection Committee	As per schedule III of these Rules.





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SYSTEM ADMINISTRATOR

1	Name of Post	System Administrator
2	Number of Post (s)	One (01)
3	Classification	Group – A
4	Pay Band and Pay Level	Level 10
5	Whether Selection or non-selection post	Not Applicable in case of direct recruitment Selection in case of promotion
6	Age Limit for Direct Recruits	40 Years
7	Education and other qualifications required for direct recruits	Essential: First class M.E. /M.Tech. (Computer Science & Technology/ Information Technology) or equivalent OR First class B.E./B. Tech. (Computer Science & Technology/ Information Technology) or equivalent with two years of relevant experience. OR First class Master in Computer Applications (MCA) with two years of relevant experience. OR First class M.Sc. (Computer Science/Information Technology) from a recognized University/Institute with three years of relevant experience.
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.	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	Assistant Programmer with six years regular service in Pay Level 7.
12	Composition of Selection Committee/ Departmental Promotion Committee/ Departmental Confirmation Committee;	As per schedule III of these Rules

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ASSISTANT PROGRAMMER

1.	Name of Post	Assistant Programmer
2.	Number of Post	02 (Two)
3.	Classification of the post	Group 'B'
4.	Scale of Pay/Pay Band/Grade Pay/Pay Level	Level 7
5.	Selection or Non-Selection Post	Not Applicable
6.	Age limit for direct Recruits	35 Years
7.	Educational and other qualifications required for direct recruits	<p>Essential Qualification:</p> <p>i. B.E./B.Tech. in Computer Science & Engineering/Electronics Engineering.</p> <p style="text-align: center;">OR</p> <p>i. M.C.A./M.Sc. in Computer Science</p> <p>ii. 02 years programming experience in languages like C/C++/JAVA etc. databases: MySQL/ORACLE with PHP etc. Foundations and practices under WINDOWS/LINUX/UNIX platforms from a recognized Public/PSU.</p>
8.	Whether age & educational qualifications prescribed for direct recruits will apply in the case of promotions?	Not Applicable
9.	Period of probation, if any.	Two Years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods.	<p>50% by Direct Recruitment</p> <p>50% by Promotion according to seniority-cum-fitness failing which by direct recruitment</p>
11.	In case of recruitment by promotion / deputation / absorption, grades from which promotion/ deputation/ absorption to be made.	Technical Assistant (Computer) with 08 years regular service in the grade.
12.	Composition of DPC or Selection Committee	As per schedule III of these Rules.

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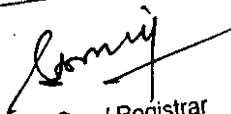
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TECHNICAL ASSISTANT (COMPUTER)

1	Name of Post	Technical Assistant (Computer)
2	Number of Post (s)	02 (Two)
3	Classification	Group – C
4	Scale of Pay/Pay Band / Grade Pay	Level 5
5	Whether Selection or non-selection post	Not applicable
6	Age Limit for Direct Recruits	32 Years
7	Educational and other qualifications required for direct recruits	Essential Qualification : i) Bachelor's Degree in Engineering / Technology in Computer Science and Technology / Information Technology from any recognized University or Institute. OR Master's Degree in Computer Science/Technology / MCA from any recognized University / Institute. ii) At least 02 years experience in relevant field in University/ Research establishment / Central / State Govt. / PSU and other autonomous bodies
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not applicable.
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	N.A.
12	Composition of DPC or Selection Committee	As per Schedule III of these rules.

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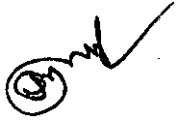
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LAB ATTENDANT (COMPUTER-LAB)

1	Name of Post	Lab Attendant (Computer-Lab)
2	Number of Post (s)	One (01)
3	Classification	Group – C
4	Pay Band and Pay Level	Level 1
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. 10+2 or equivalent from a recognized board; ii. One year experience in Computer Laboratory of any recognized university/ institute/ school.
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 schedule III of these Rules



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SUPERINTENDENT ENGINEER (CIVIL)

1	Name of Post	Superintendent Engineer (Civil)
2	Number of Post (s)	Nil
3	Classification	Group - A
4	Scale of Pay/Pay Band / Grade Pay	Level 13
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	56 Years (for deputation)
7	Educational and other qualifications required for direct recruits	<p>Essential Qualifications:</p> <p>i) First Class Bachelor's Degree in Civil Engineering from a recognised Institute/ University or equivalent.</p> <p>ii) 08 years of experience as Executive Engineer in the relevant field from CPWD/State Government PWD services or similar organized services/Semi Government/ PSU/ Statutory or Autonomous organization/ University System or reputed private organizations with an annual turnover of at least Rs.200/- Crores or more</p> <p>Desirable Qualifications:</p> <p>i) Experience in construction of projects of multi-storey buildings and have experience in planning/estimation/measurement/tendering as per the CPWD/ PWD norms. Good knowledge of CPWD manuals, preparations/checking of estimates, drawings, structural details, bill of quantities, substitute/deviation items statements and other associated issues related with building and constructions.</p> <p>ii) Knowledge of Computer Aided Design (CAD) and latest Management Technology/other relevant software.</p>
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	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.	By Deputation or Appointment on Tenure basis.
11	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made	Deputation: Officers holding analogous post or with 8 years experience as Executive Engineer (Pay Level 11) or equivalent, in the CPWD/ State Government PWD services or similar organized services/ Semi Government/ PSU/ Statutory or Autonomous Organisation/ University System.
12	Composition of DPC or Selection Committee	As per schedule III of these Rules.

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EXECUTIVE ENGINEER (CIVIL)

1	Name of Post	Executive Engineer (Civil)
2	Number of Post (s)	01 (One)
3	Classification	Group - A
4	Scale of Pay/Pay Band / Grade Pay	Level 11(after 5 years of service as Executive Engineer with level 11, an incumbent shall be assessed by the Departmental Promotion Committee -DPC for moving to the level 12 in the same designation)
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	45 Years
7	Educational and other qualifications required for direct recruits	<p>Essential Qualifications:</p> <ol style="list-style-type: none"> First Class Bachelor's Degree in the Civil Engineering from a recognised Institute/ University or equivalent. 08 years of experience as Assistant Engineer in the relevant field from CPWD/State Government PWD services or similar organized services / Semi Government / PSU / Statutory or Autonomous organization/ University System or reputed private organizations with an annual turnover of at least Rs.200/- Crores or more <p>Desirable Qualifications:</p> <ol style="list-style-type: none"> Experience in construction of projects of multi-storey buildings and have experience in planning / estimation / measurement / tendering as per the CPWD/ PWD norms. Good knowledge of CPWD manuals, preparations/checking of estimates, drawings, structural details, bill of quantities, substitute/deviation items statements and other associated issues related with building and constructions. Knowledge of Computer Aided Design (CAD) and latest Management Technology/other relevant software.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	By promotion failing which deputation/direct recruitment
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	<p>Promotion: Assistant Engineer with 10 years of regular service.</p> <p>Deputation: Officers holding analogous post or one below category with 3 years experience in the</p>

		CPWD/ State Government PWD services or similar organized services/ Semi Government/ PSU/ Statutory or Autonomous Organisation/ University System:
12	Composition of DPC or Selection Committee	As per schedule III of these Rules.

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B-4, Qutub Institutional Area, New Delhi-110016

ASSISTANT ENGINEER(CIVIL)

1	Name of Post	Assistant Engineer (Civil)
2	Number of Post (s)	01 (One)
3	Classification	Group – B
4	Scale of Pay	Level 7
5	Whether Selection or non-selection post	Selection
6	Age Limit for Direct Recruits	35 Years
7	Educational and other qualifications required for direct recruits	Qualifications: i) First-Class Bachelor's Degree in relevant field from a recognised Institute/ University or equivalent. ii) Three years' experience in the relevant field as Junior Engineer or Equivalent in State Government PWD services or similar organized services/ Statutory or Autonomous organization/ University System or reputed private organizations with an annual turnover of at least Rs.200 Crores or more.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Age: Not applicable Educational qualifications: Degree/Three years Diploma in Engineering
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	By promotion through seniority-cum-fitness, failing which by deputation/direct recruitment.
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Promotion: 5 years continuous regular service as Junior Engineer (Civil) in the Level 6 will be eligible for promotion as Assistant Engineer (Civil). Deputation: Officers holding analogous post or one below category with 3 years experience, in the CPWD/ State Government PWD services or similar organized services/ Semi Government/ PSU/ Statutory or Autonomous Organisation/ University System:
12	Composition of DPC or Selection Committee	As per schedule III of these Rules.

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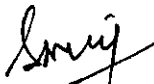
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 B-4, Qutub Institutional Area, New Delhi-110016

ASSISTANT ENGINEER (ELECTRICAL)

1	Name of Post	Assistant Engineer (Electrical)
2	Number of Post (s)	Nil
3	Classification	Group – B
4	Scale of Pay	Level 7
5	Whether Selection or non-selection post	Selection
6	Age Limit for Direct Recruits	35 Years
7	Educational and other qualifications required for direct recruits	Qualifications: i) First Class Bachelor's Degree in relevant field from a recognised Institute/ University or equivalent. ii) Three years' experience in the relevant field as Junior Engineer or Equivalent in State Government PWD services or similar organized services/ Statutory or Autonomous organization/ University System or reputed private organizations with an annual turnover of at least Rs.200/- Crores or more.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Age: Not applicable Educational qualifications: Degree/ Three years Diploma in Engineering.
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	By promotion through seniority-cum-fitness, failing which by deputation/direct recruitment.
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Promotion: 5 years continuous regular service as Junior Engineer (Electrical) in the Level 6 will be eligible for promotion as Assistant Engineer (Electrical). Deputation: Officers holding analogous post or one below category with 3 years experience, in the CPWD/ State Government PWD services or similar organized services/ Semi Government/ PSU/ Statutory or Autonomous Organisation/ University System:
12	Composition of DPC or Selection Committee	As per schedule III of these Rules.



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JUNIOR ENGINEER(CIVIL)

1	Name of Post	Junior Engineer (Civil)
2	Number of Post (s)	One (01)
3	Classification	Group - B
4	Pay Band and Pay Level	Level 6
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	Essential: Bachelor's Degree of Engineering in relevant field from a recognised Institute/ University with one year relevant experience OR 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 minimum annual turnover of Rs.50 Crores.
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 schedule III of these Rules

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JUNIOR ENGINEER (ELECTRICAL)

1	Name of Post	Junior Engineer (Electrical)
2	Number of Post (s)	One (01)
3	Classification	Group - B
4	Pay Band and Pay Level	Level 6
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	Essential: Bachelor's Degree of Engineering in relevant field from a recognised Institute/ University with one year relevant experience OR 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 companies with minimum annual turnover of Rs.50 Crores.
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 schedule III of these Rules

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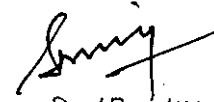

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ELECTRICIAN

1	Name of Post	Electrician
2	Number of Post (s)	One(01)
3	Classification	Group – C
4	Pay Band and Pay Level	Level 4
5	Whether Selection or non-selection post	Selection
6	Age Limit for Direct Recruits	30 Years
7	Education and other qualifications required for direct recruits	Essential: ITI Certificate in the electrician trade with 3 years experience and certificate of Competency Class II
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 schedule III of these Rules

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PUMP OPERATOR

1	Name of Post	Pump Operator
2	Number of Post (s)	One(01)
3	Classification	Group - C
4	Pay Band and Pay Level	Level 2
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: Certificate in the trade of Electrician/Wireman / Fitter / Farm Equipment Operator with three years' experience in operation, repair and maintenance of Pump/Tube-well. OR 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.
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.	By promotion from the feeder cadre of MTS having the experience for handling the works in the field of Electrical/Fitter/Pump-Operation failing which by direct recruitment
11	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made	05 years of regular service as MTS with experience in the field of Electrical/Fitter/Pump/Tube-well Operation
12	Composition of Departmental Promotion Committee or Selection Committee/ Departmental Confirmation Committee	As per schedule III of these Rules

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COOK

1	Name of Post	Cook
2	Number of Post (s)	02 (Two)
3	Classification	Group - C
4	Scale of Pay/Pay Band / Grade Pay	Level 2
5	Whether Selection or non-selection post	Not applicable.
6	Age Limit for Direct Recruits	32 Years
7	Educational and other qualifications required for direct recruits	Qualifications: <ul style="list-style-type: none"> i. 10th Class from a recognized Board ii. ITI Trade certificate in Bakery and Confectionery (one year duration) iii. 03 years experience in cooking / catering services in educational institutions/ guest houses, at least 3 starred hotels or similar organisations.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct recruitment
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee	As per schedule III of these Rules.



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Shri Lal Bahadur Shastri National Sanskrit University
बी-4, कुतुब सांस्थानिक क्षेत्र, नई दिल्ली-110016
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GUEST HOUSE MANAGER

1	Name of Post	Guest House Manager
2	Number of Post (s)	Nil
3	Classification	Group – B
4	Scale of Pay/Pay Band / Grade Pay	Level 6
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	35 Years
7	Educational and other qualifications required for direct recruits	Essential Qualifications : 1. Bachelor's Degree in Hotel Management or allied field from a recognized University / Institution with one year relevant experience OR Diploma in Hotel Management or allied field from a recognized University / Institute with two years relevant experience 2. Knowledge of Computer applications
8	Whether Age and education qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee	As per schedule-III of these Rules.



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STAFF CAR DRIVER.

1	Name of Post	Staff Car Driver
2	Number of Post (s)	02 (Two)
3	Classification	Group – C
4	Scale of Pay/Pay Band / Grade Pay	Level 2
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	35 Years
7	Educational and other qualifications required for direct recruits	Essential Qualifications: (i) 10 th Pass from any recognised Board (ii) Possession of a Valid Commercial Driving License for Light/ Medium/ Heavy Vehicles issued by the Competent authority having no adverse endorsement (iii) Knowledge of motor mechanism (the candidate should be able to remove minor defects in vehicles). (iv) Experience of driving motor vehicles for at least 05 years in an organization/ private company, agency, firm.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment through driving test, knowledge of traffic rules and skill test.
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.

**Note: For promotion to different higher grades of Driver, Staff car driver rules of GoI shall be applicable.*



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RESEARCH ASSISTANT

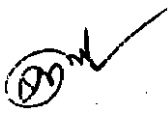
1	Name of Post	Research Assistant
2	Number of Post (s)	Two (02)
3	Classification	Group – B
4	Pay Band and Pay Level	Level 6
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	35 Years
7	Education and other qualifications required for direct recruits	Essential: i) At least 55% of marks in the Acharya/ Post Graduate Degree or equivalent in Sanskrit from a recognised University ii) Experience of Proof Reading iii) Knowledge of Computer Application iv) Knowledge of Sanskrit, Hindi & English
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 according to seniority-cum-fitness failing which by direct recruitment
11	In case of recruitment by promotion/deputation/absorption, grades from which promotion / deputation / absorption to be made	5 years of regular service as Proof Reader in the Pay Level-06
12	Composition of Departmental Promotion Committee or Selection Committee/Departmental Confirmation Committee.	As per schedule III of these Rules

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PROOF READER

1	Name of Post	Proof Reader
2	Number of Post (s)	One(01)
3	Classification	Group – C
4	Pay Band and Pay Level	Level 5
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) 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 schedule III of these Rules



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HINDI OFFICER

1	Name of Post	Hindi Officer
2	Number of Post (s)	Nil
3	Classification	Group – A
4	Scale of Pay/Pay Band / Grade Pay	Level 10
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	40 Years
7	Educational and other qualifications required for direct recruits	<p>Essential Qualifications: Master's Degree of a recognised University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level;</p> <p style="text-align: center;">OR</p> <p>Master's Degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level;</p> <p style="text-align: center;">OR</p> <p>Master's degree of a recognised University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of examination at the degree level;</p> <p style="text-align: center;">OR</p> <p>Master's degree of a recognised University in any subject other than Hindi or English. With English Medium and Hindi as a compulsory or elective subject or as a medium of a examination at the degree level;</p> <p style="text-align: center;">OR</p> <p>Master's Degree of a recognized University in any subject other than Hindi or English, with Hindi and English as a compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at the degree level</p> <p style="text-align: center;">AND</p> <p>Three Years experience of using / applying terminology (terminological work) in Hindi and translation work from English to Hindi or vice-versa, preferably of technical or scientific literature under Central / State Govt. / Autonomous Body / Statutory Organisation / PSU / Universities or recognised research or educational institutes</p> <p style="text-align: center;">OR</p> <p>Three Years experience of teaching in Hindi and English or research in Hindi or English under Central / State Govt./ Autonomous Body/ Statutory Organisations/ PSUs/ Universities or recognised research or educational institutions.</p> <p>Desirable Qualifications: Studied one of the languages other than Hindi included in the 8th schedule of the Constitution at 10th level from a recognised board.</p>

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8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee	As per schedule III of these Rules.

(Signature)

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HINDI TRANSLATOR

1	Name of Post	Hindi Translator
2	Number of Post (s)	Nil
3	Classification	Group - B
4	Scale of Pay/Pay Band / Grade Pay	Level 6
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	35 Years
7	Educational and other qualifications required for direct recruits	<p>Qualifications:</p> <p>Master's Degree of a recognised University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level;</p> <p style="text-align: center;">OR</p> <p>Master's Degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level;</p> <p style="text-align: center;">OR</p> <p>Master's degree of a recognised University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of examination at the degree level;</p> <p style="text-align: center;">OR</p> <p>Master's degree of a recognised University in any subject other than Hindi or English. With English Medium and Hindi as a compulsory or elective subject or as a medium of a examination at the degree level;</p> <p style="text-align: center;">OR</p> <p>Master's Degree of a recognized University in any subject other than Hindi or English, with Hindi and English as a compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at the degree level</p> <p style="text-align: center;">AND</p> <p>Recognized Diploma or Certificate course in translation from Hindi to English & vice versa or two years experience of translation work from Hindi to English and vice versa in Central or State Government office, including Government of India Undertaking.</p> <p>Studied one of the languages other than Hindi included in the 8th schedule of the Constitution at 10th level from a recognised board.</p>
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	2 Years

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10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment
11	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee	As per schedule III of these Rules.

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B-4, Qutub Institutional Area, New Delhi-110016

HINDI TYPIST

1	Name of Post	Hindi Typist
2	Number of Post (s)	Nil
3	Classification	Group - C
4	Scale of Pay/Pay Band / Grade Pay	Level 2
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	32 Years
7	Educational and other qualifications required for direct recruits	Essential Qualifications: i. Bachelor's Degree from a recognized University/ Institute. ii. 30 words per minute in Hindi Typing Speed. iii. Knowledge of Computer Applications
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee	As per schedule III of these Rules.

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PUBLIC RELATION OFFICER

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

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B-4, Qutub Institutional Area, New Delhi-110016

SECURITY OFFICER

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

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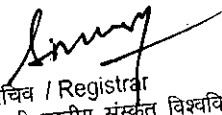
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MEDICAL OFFICER

1	Name of Post	Medical Officer (Part-Time)
2	Number of Post (s)	01
3	Classification	Group - A
4	Scale of Pay/Pay Band / Grade Pay	Level 10
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits/Contract	70 years
7	Educational and other qualifications required for direct recruits	Retired Medical Officer from the Government/Private Hospital/Dispensary/Health Care Unit having MBBS Degree with at least 50% marks, recognised by the MCI in internal medicine
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	Not Applicable
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	On contract basis
11	In case of recruitment by promotion/deputation/absorption, grades from which promotion/ deputation/absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee	As per schedule III of these Rules.



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Schedule-III

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

- Following shall be the constitution of the Selection Committees:
- For Group 'A' posts (other than statutory posts) :

1.	Vice-Chancellor	:	Chairperson
2.	Two experts, not in service of the University, nominated by the Vice Chancellor out of the panel approved by the Executive Council.	:	Member
3.	One expert with knowledge of Administration/Finance/ Examination nominated by the Vice-Chancellor	:	Member
4.	A representative of SC/ST/OBC/Minority/ Women/PwBD, if any of candidate representing these categories is the applicant, to be nominated by the Vice Chancellor, if any of the above members of the Selection Committee do not belong to the category.	:	Member
5.	Registrar	:	Member Secretary

- For Group 'B' posts :

1.	Vice Chancellor or nominee of the Vice Chancellor	:	Chairperson
2.	Two experts, not in service of the University, nominated by the Vice Chancellor out of the panel approved by the Executive Council.	:	Member
3.	One expert with knowledge of Administration/Finance/ Examination nominated by the Vice-Chancellor	:	Member
4.	A representative of SC/ST/OBC/ Minority/ Women/PwBD, if any of the candidates representing these categories is the applicant, to be nominated by the Vice Chancellor, if any of the above members of the Selection Committee do not belong to the category.	:	Member
5.	Registrar	:	Member
6.	Joint Registrar/Deputy Registrar/Assistant Registrar* (*To be nominated by the Vice Chancellor)	:	Secretary

- For Group 'C' posts :

1.	Registrar	:	Chairperson
2.	Two experts, not in service of the University, nominated by the Vice Chancellor out of the panel approved by the Executive Council.	:	Member
3.	One expert with knowledge of Administration/Finance/ Examination nominated by the Vice-Chancellor	:	Member
4.	A representative of SC/ST/OBC/ Minority/ Women/PwBD, if any of the candidates representing these categories is the applicant, to be nominated by the Vice Chancellor, if any of the above members of the Selection Committee do not belong to the category.	:	Member
5.	Joint Registrar/Deputy Registrar/Assistant Registrar* (*To be nominated by the Vice Chancellor)	:	Secretary

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- Following shall be the constitution of the Departmental Promotion Committees
- For **Group 'A'** posts (other than statutory posts) :

1.	Vice-Chancellor or nominee of the Vice Chancellor	:	Chairperson
2.	One expert, not in service of the University, nominated by the Vice Chancellor out of the panel approved by the Executive Council	:	Member
3.	One expert with knowledge of Administration/Finance/Examination nominated by the Vice-Chancellor	:	Member
4.	A representative of SC/ST/OBC/Minority/ Women/PwBD, if any of candidate representing these categories is the applicant, to be nominated by the Vice Chancellor, if any of the above members of the Selection Committee do not belong to the category.	:	Member
5.	Registrar	:	Member Secretary

- For Group 'B' posts :

1.	Vice Chancellor or nominee of the Vice Chancellor	:	Chairperson
2.	One expert, not in service of the University, nominated by the Vice Chancellor out of the panel approved by the Executive Council	:	Member
3.	One expert with knowledge of Administration/Finance, Examination nominated by the Vice-Chancellor		
4.	A representative of SC/ST/OBC/ Minority/ Women/PwBD, if any of the candidates representing these categories is the applicant, to be nominated by the Vice Chancellor, if any of the above members of the Selection Committee do not belong to the category.	:	Member
5.	Registrar	:	Member
6.	Joint Registrar/Deputy Registrar/Assistant Registrar* (*To be nominated by the Vice Chancellor)	:	Secretary

- For Group 'C' posts :

1.	Registrar	:	Chairperson
2.	One expert, not in service of the University, nominated by the Vice Chancellor out of the panel approved by the Executive Council.	:	Member
3.	One expert with knowledge of Administration/Finance. Examination nominated by the Vice-Chancellor	:	Member
4.	A representative of SC/ST/OBC/ Minority/ Women/PwBD, if any of the candidates representing these categories is the applicant, to be nominated by the Vice Chancellor, if any of the above members of the Selection Committee do not belong to the category.	:	Member
5.	Joint Registrar/Deputy Registrar/Assistant Registrar* (*To be nominated by the Vice Chancellor)	:	Secretary

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श्री लाल बहादुर शास्त्री राष्ट्रीय संस्कृत विश्वविद्यालय
Shri Lal Bahadur Shastri National Sanskrit University
बी-4, कुतुब संस्थानिक क्षेत्र, नई दिल्ली-110016
B-4, Qutub Institutional Area, New Delhi-110016

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- Following shall be the constitution of the Departmental Confirmation Committees:
- For Group 'A' posts (other than statutory posts) :

1.	Vice-Chancellor or nominee of the Vice Chancellor	:	Chairperson
2.	One expert with knowledge of Administration/Finance/ Examination nominated by the Vice-Chancellor	:	Member
3.	A representative of SC/ST/OBC/Minority/ Women/PwBD, if any of candidate representing these categories is the applicant, to be nominated by the Vice Chancellor, if any of the above members of the Selection Committee do not belong to the category.	:	Member
4.	Registrar	:	Member Secretary

- For Group 'B' posts :

1.	Vice Chancellor or nominee of the Vice Chancellor	:	Chairperson
2.	One expert with knowledge of Administration/Finance/ Examination nominated by the Vice-Chancellor	:	
3.	A representative of SC/ST/OBC/ Minority/ Women/PwBD, if any of the candidates representing these categories is the applicant, to be nominated by the Vice Chancellor, if any of the above members of the Selection Committee do not belong to the category.	:	Member
4.	Registrar	:	Member
5.	Joint Registrar/Deputy Registrar/Assistant Registrar* (*To be nominated by the Vice Chancellor)	:	Secretary

- For Group 'C' posts :

1.	Registrar	:	Chairperson
2.	One expert with knowledge of Administration/Finance/ Examination nominated by the Vice-Chancellor	:	Member
3.	A representative of SC/ST/OBC/ Minority/ Women/PwBD, if any of the candidates representing these categories is the applicant, to be nominated by the Vice Chancellor, if any of the above members of the Selection Committee do not belong to the category.	:	Member
4.	Joint Registrar/Deputy Registrar/Assistant Registrar* (*To be nominated by the Vice Chancellor)	:	Secretary

The representative of the Minority shall be associated in the Selection Committee if the number of vacancies is 10 or more than 10.

Quorum:

Two-thirds of the members shall form the quorum for the meeting of a Selection Committee, which shall include the Chairperson, the Vice-Chancellor's nominee (wherever applicable), at least one external expert out of the two experts and one representative from the respective reserved category as per requirement.

Two-thirds of the members shall form the quorum for the meeting of a Departmental Promotion Committee/Departmental Confirmation Committee

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B-4, Qutub Institutional Area, New Delhi-110016

DUTIES & RESPONSIBILITIES:

1. REGISTRAR:

The Registrar shall be a whole time salaried officer of the University and shall be appointed by the Executive Council on the recommendations of the Selection Committee. The Registrar shall work under the direction of the Vice-Chancellor and shall be responsible to the Executive Council through the Vice-Chancellor. He shall be required to perform the following duties:

- (a) to be the custodian of the records, the common seal and such other property of the University as the Executive Council shall commit to his charge;
- (b) The Registrar shall be ex officio Secretary of the Executive Council and the Academic Council, but shall not be deemed to be member of either of these authorities and he shall be ex officio Member-Secretary of the Court and of the Planning and Monitoring Board.
- (c) to issue all notices, convening meetings of the Court, the Executive Council, the Academic Council, the Planning and Monitoring Board, and of any Committees appointed by those authorities;
- (d) to keep the minutes of all the meetings of the Court, the Executive Council, the Academic Council, the Planning and Monitoring Board and of any Committees appointed by those authorities;
- (e) to conduct the official correspondence of the Court, the Executive Council, the Academic Council and the Planning and Monitoring Board;
- (f) to supply to Visitor, copies of the agenda of the meetings of the authorities of the University as soon as they are issued and of the minutes of such meetings;
- (g) to represent the University in suits or proceedings by or against the University, sign powers of attorney and verify pleadings or depute his representative for the purpose; and
- (h) The Registrar shall take disciplinary action against such of the employees, excluding teachers and other academic staff, as may be specified in the order of the Executive Council and to suspend them pending inquiry, to administer warnings to them or to impose on them the penalty of censure or the withholding of increment as per the procedure given in under Cause-5 (5) (a, b, c)
- (i) to perform such other duties as may be specified in the Statutes, the Ordinances, the Regulations or as may be required from time to time by the Executive Council or the Vice-Chancellor.

- i. To conduct the official correspondence on behalf of the authorities of the University
- ii. To maintain the minutes of the meetings of all the authorities of the University and of all the Committees and Sub-Committees and Boards appointed by any of these authorities.
- iii. To make arrangements for and supervise the examinations conducted by the University;
- iv. To enter into agreement, sign documents and authenticate records on behalf of the University;
- v. To make arrangements to safeguard and maintain the buildings, gardens, office, canteen, cars and other vehicles, laboratories, libraries, reading rooms, equipment and other properties of the University.
- vi. To make allotment of residential accommodation and temporary allotment of space on payment basis as per the Regulation approved by the Executive Council.
- vii. To be overall in-charge of the guest house, rest houses and may delegate any of his power to any subordinate officer as In-charge to assist him in discharging such duties.
- viii. To be the custodian of common seal and the movable and immovable property of the University, and
- ix. To be the disciplinary authority in respect of all Group 'B', 'C' and Multi-Tasking Staff of the University. Appeal against the decision of the Registrar shall be made to the Vice-Chancellor.
- x. To make arrangements for outsourcing of work and hiring of skilled/semi-skilled manpower through agencies against the vacant positions or as per the requirements of the University.

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कुलसचिव / Registrar

श्री लाल बहादुर शास्त्री राष्ट्रीय संस्कृत विश्वविद्यालय
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- xi. In an emergency, when neither the Vice-Chancellor nor the Pro-Vice-Chancellor is able to act, the Registrar shall convene a meeting of the Executive Council forthwith and take its directions for carrying on the work of the University.
- xii. To perform such other duties as may be specified in the Rules or as may be assigned by the Executive Council or the Vice-Chancellor from time to time.
- xiii. The Registrar shall be directly responsible to the Vice-Chancellor and shall work under his direction. If the situation so demands, he shall be required to work under the direction of the Executive Council.
- xiv. When the office of the Registrar is vacant or when the Registrar is absent by reason of illness or any other reason, the duties and functions of the Registrar shall be performed by such other person as the Vice-Chancellor may appoint for the purpose.

2. FINANCE OFFICER:-

The Finance Officer shall be a whole time salaried officer of the University and shall be appointed on direct/deputation/contract/tenure basis by the Executive Council per the UGC guidelines. The Finance Officer shall work under the direction of the Vice-Chancellor and shall be responsible to the Executive Council through the Vice-Chancellor. The Finance Officer shall perform the following duties:

- 1) Finance Officer shall be responsible for the preparation of annual budget, estimates and statements of account for submission to the Finance Committee and the Executive Council.
- 2) Finance Officer shall be the custodian of the funds of the University and shall be responsible for the management of funds and investments of University, subject to the control of the Executive Council.
- 3) The Finance Officer shall exercise general supervision over the funds of the University and shall advise the University as regards its financial policy; and
- 4) Hold and manage the movable property and investments of the University including trust and endowed property under the guidance of the Investment Committee or any other Committees to be constituted for the purpose.
- 5) Ensure that the limits fixed by the Executive Council for recurring and non-recurring expenditure for a year do not exceed and that all moneys are expended for the purpose for which they are allocated;
- 6) Keep a constant watch on the state of the cash and bank balances and on the state of investments;
- 7) Watch the progress of the collection of revenue and advise on the methods of collection employed;
- 8) ensure that the registers of buildings, land, furniture and equipment are maintained up-to-date and that stock-checking is conducted in respect of equipment and other consumable materials in all offices, special centers, specialized laboratories, colleges and other units maintained by the University;
- 9) Call for explanation for unauthorized expenditure and for other financial irregularities and suggest disciplinary action against persons at fault with the prior approval of the Vice-Chancellor;
- 10) Call for any information or returns from any office, Centre, laboratory, college or Institution maintained by the University that he may consider necessary for the performance of his duties.
- 11) Responsible for getting the University accounts audited by the CAG and ensure compliance and settlement of audit paras.
- 12) Responsible for internal auditing of accounts on monthly or quarterly basis.
- 13) Ensure issue of all cheques with the joint signature of the Registrar after ensuring the authorization of expenditure by the Competent Authority. In case any one of them is absent due to any reason, the officer as authorized by the Vice-Chancellor shall sign the cheques.
- 14) Bring to the notice of the Vice-Chancellor un-authorised expenditure and other financial irregularities and suggest disciplinary action against persons at fault; and
- 15) Call for, from any office, Department, Centre, Laboratory, College, School of Studies or Institution maintained by the University, any information or returns that he may consider necessary for the performance of his duties

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- 16 Any receipt given by the Finance Officer or the person or persons duly authorised in this behalf by the Executive Council for any money payable to the University shall be sufficient discharge for payment of such money
- 17 The Finance Officer shall be ex officio Member-Secretary of the Finance Committee
- 18 When the office of the Finance Officer is vacant or when the Finance Officer is, by reason of illness, absence or any other cause, unable to perform the duties of his office, the duties of the office shall be performed by such person as the Vice-Chancellor may appoint for the purpose.

3. CONTROLLER OF EXAMINATION:

The Controller of Examinations shall be appointed by the Executive Council. The Controller of Examination shall work under the direction of the Vice-Chancellor and shall be responsible to the Executive Council through the Vice-Chancellor. The Controller of Examinations shall ensure that all the specific directions of the Executive Council, Academic Council and Vice-Chancellor in respect of examination and evaluation are complied with.

The Controller of Examinations shall be a permanent invitee to the Executive Council.

The Controller shall be the Member-Secretary of the Board of Examinations and of the committees appointed by the board except the committees for appointment of paper-setters, examiners and moderators. He shall be responsible for prompt and proper implementation of their decisions.

The Controller shall be responsible for making all arrangements necessary for holding examinations and tests and declaration of results. It shall be his responsibility-

- to prepare and announce in advance the calendar of examinations;
- to arrange for printing of question papers;
- to arrange to get performance of the candidates at the examinations properly assessed, and process the results;
- to arrange for the timely publication of results of examinations and other tests;
- to postpone or cancel examinations, in part or in whole, in the event of malpractices or if the circumstances so warrant, and take disciplinary action or initiate any civil or criminal proceedings against any person or a group of persons or a college or an institution alleged to have committed malpractices.
- to take disciplinary action where necessary against the candidates, paper setters, examiners, moderators, or any other persons connected with examinations and found guilty of malpractices in relation to the examinations;
- To review from time to time, the results of university examinations and forward reports thereon to the Academic Council.
- When the office of the Controller of Examinations is vacant or when the Controller of Examinations is, by reason of illness, absence or any other cause, unable to perform the duties of his office, the duties of the office shall be performed by such person as the Vice-Chancellor may appoint for the purpose.
- The Controller shall exercise such other powers and performs such other duties as may be prescribed or assigned to him, from time to time, by the Executive Council.

4. DEPUTY REGISTRAR:

The Deputy Registrar shall be responsible to the Vice-Chancellor/Registrar. He shall assist the Registrar broadly perform the duties as assigned to him from time to time. The following shall be the duties of the Deputy Registrar:

- Administration & Establishment, Academic, Examination, Accounts, Development, Estates, Coordination, Faculty Affairs, Liaisoning with the University Grants Commission, Ministry of Human Resource Development and other outside agencies/organizations, Research Management, Project Management, Manpower Planning, Recruitment, Attendance and Punctuality, Liversies purchase, Audit Paras, General Supervision of Non-teaching staff working under him, Allotment of Staff Quarters, Implementation of reservation policy, Hindi Raj Bhasha Policy, to attend to all

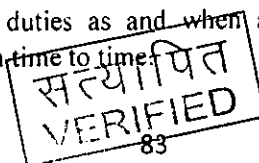
legal cases in co-ordination with Standing Counsel of the University, providing the desired information sought under the RTI Act, 2005, verification of stores, to deal with the matters relating to the meetings of various Committees of the University, engagement of security agency, to deal with the matters relating of the day to day affairs relating to the academic activities of the University, to deal with the various committees constituted from time to time by the UGC/Ministry, to prepare various important proposals/projects/agenda/minutes, to conduct the various programmes/functions of the University.

- ii) The Deputy Registrar shall be required to initiate various proposals and prepare drafts on computer himself and submit the same to the higher authority for consideration and approval in time bound manner.
- iii) The Deputy Registrar shall exercise such other powers and perform such other duties as may be determined by the Competent Authority from time to time.
- iv) The incumbent to the post may be transferred to any other section as per the exigency of situation.

5. EXECUTIVE ENGINEER :

The Executive Engineer shall work under the direction of the Registrar and shall be responsible to the Vice-Chancellor. The Executive Engineer shall be designated as University Engineer and shall perform the following duties:

- i) The University Engineer is overall responsible to the Registrar/Vice-Chancellor for planning, estimation, progress reports, supervision, execution of the works in all civil, electrical and horticulture matters etc. according to the norms and standards laid down by the CPWD and also as per the provisions of Rules/Regulations of the University.
- ii) The successful achievement of the targets fixed for completion of each project/works with due consideration to speed and economy or proper maintenance of building structures, etc.
- iii) Opening of quotations through committees duly constituted for the purpose. He is required to examine/recommend the tenders for acceptance/rejection with proper noting giving justification.
- iv) He has to supervise and check the functioning of stores and maintenance of proper accounts - quantity and value both. He is also required to inspect the buildings, structures and roads, etc. under his charge as often as necessary about their condition from safety and maintenance point of view and take/suggest necessary action.
- v) He is also required to test-check the measurements recorded by the Junior Engineer under their dated initials in the M.Bs after ensuring the scrutiny by the AE as per norms.
- vi) He is required to initiate convening the meetings of the University Works Committee, Technical Works Committee or other committees of the University Works Department of the University from time to time. He is also required to prepare Agenda/minutes of these meetings and submit it to the Registrar for approval of the Competent Authority.
- vii) He shall act as the In-charge of the Sanitation, Public Health, Horticulture Units and exercise control over the contract workers through the Junior Engineer/AE. While doing so, he must ensure compliance of the all the provisions of the Labour Laws or guidelines of the regulatory authorities in respect of the workers engaged by the working contractors in the University or workers hired through approved agencies.
- viii) He is also expected to advise the Registrar/Vice-Chancellor in all technical matters and ensure that no work is executed without following the prescribed procedures as per the Rules/Regulations/CPWS guidelines and without the authorization/approval of the Works Committee or Building Committee etc. as per the prescribed procedures.
- ix) To provide the desired information sought under the RTI Act, 2005
- x) The Executive Engineer shall be required to initiate various proposals and prepare drafts on computer himself and submit the same to the higher authority for consideration and approval in time bound manner.
- xi) In addition to the above, he shall assist his superiors in performance of the above-mentioned works and perform such other duties as and when assigned to him by the Registrar/Vice-Chancellor of the University from time to time.



कुलसचिव / Registrar
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110016

6. ASSISTANT REGISTRAR:

i) The Assistant Registrar shall be responsible to the Registrar/Vice-Chancellor through the Deputy Registrar. The Assistant Registrar shall be assigned the duties on the following sectors:

- a. Administration & Establishment
- b. Academic
- c. Examination
- d. Accounts/Works Accounts etc.
- e. Development / Project Management /Research Management
- f. Estate, Staff Quarters Allotments
- g. Assisting the Deans of Faculties, Guest House, Hostel Management
- h. Purchase matter
- i. Implementation of RTI Act, 2005
- j. Co-ordination
- k. Legal Affairs
- l. Recruitment Cell
- m. Implementation of various policies/schemes of the Govt. of India/UGC meant for the welfare of SC/ST/PH/OBC/Women/Minorities.
- n. Raj Bhasha.

ii) The Assistant Registrar shall be required to initiate various proposals and prepare drafts on computer himself and submit the same to the higher authority for consideration and approval in time bound manner.

iii) Any other duties as and when assigned by the Competent Authority from time to time.

iv) The incumbent to the post may be transferred to any other section as per the exigency of situation.

7. SYSTEM ADMINISTRATOR:

The System Administrator shall be responsible to the Registrar and Vice-Chancellor and he/she shall assist and work under the guidance and supervision of the In-charge(Computer Centre) and broadly perform the following duties as assigned to him from time to time.

- i) Analysing system logs and identifying potential issues with computer systems.
- ii) Introducing and integrating new technologies into existing data center environments.
- iii) Performing routine audits of systems and software.
- iv) Performing backups.
- v) Applying operating system updates, patches, and configuration changes.
- vi) Installing and configuring new hardware and software.
- vii) Adding, removing, or updating user account information, resetting passwords, etc.
- viii) Answering technical queries.
- ix) Responsibility for security.
- x) Responsibility for documenting the configuration of the system.
- xi) Troubleshooting any reported problems.
- xii) System performance tuning.
- xiii) Insuring that the network infrastructure is up and running.
- xiv) To provide the desired information sought under the RTI Act, 2005
- xv) The System Administrator shall be required to initiate various proposals and prepare drafts on computer himself and submit the same to the higher authority for consideration and approval in time bound manner.
- xvi) Any other duties as and when assigned by the Competent Authority from time to time.



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B-4, Qutub Institutional Area, New Delhi-110016

8. ASSISTANT ENGINEER:

The Assistant Engineer shall work under the direction of the Executive Engineer and shall be responsible to the Vice-Chancellor through the Registrar. The following shall be the duties of the Assistant Engineer:

- i) The Assistant Engineer is responsible to the Registrar/Vice-Chancellor through Executive Engineer for planning, estimation, progress reports, supervision and execution of the works according to the norms and standards laid down as prescribed by the CPWD and as per the provisions of Rules/ Regulations of the University.
- ii) The successful achievement of the targets fixed for completion of each project/works with due consideration to speed and economy or proper maintenance of building structures, etc.
- iii) Opening of quotations through committees duly constituted for the purpose. He is required to examine/recommend the tenders for acceptance/rejection with proper noting giving justification.
- iv) He has to see the functioning of stores and proper maintenance of accounts - quantity and value both. He is also required to inspect the buildings, structures and roads, etc. under his charge as often as necessary about their condition from safety and maintenance point of view and take/suggest necessary action.
- v) He is also required to test-check the measurements recorded by the Junior Engineer under their dated initials in the M.Bs after ensuring the scrutiny by the JE as per norms.
- vi) He is required to initiate convening the meetings of the University Works Committee, Technical Works Committee or other committees of the University Works Department of the University from time to time. He is also required to prepare Agenda/minutes of these meetings and submit it to the Registrar for approval of the Competent Authority.
- vii) He shall act as the In-charge of the Sanitation, Horticulture Units, Public Health and exercise control over the contract workers through the Junior Engineer. While doing so, he must ensure compliance of the all the provisions of the Labour Laws or guidelines of the regulatory authorities in respect of the workers engaged by the working contractors in the University or workers hired through approved agencies.
- viii) He is also expected to advise the Registrar/Vice-Chancellor in all technical matters and ensure that no work is executed without following the prescribed procedures as per the Rules/Regulations-Laws/CPWS guidelines and without the authorization/approval of the Works Committee or Building Committee etc. as per the prescribed procedures.
- ix) To provide the desired information sought under the RTI Act, 2005
- x) The Assistant Engineer shall be required to initiate various proposals and prepare drafts on computer himself and submit the same to the higher authority for consideration and approval in time bound manner.
- xi) In addition to the above, he shall assist his superiors in performance of the above-mentioned works and perform such other duties as and when assigned to him by the Registrar/Vice-Chancellor of the University from time to time.

9. SECTION OFFICER :

The Section Officer shall be responsible to the Registrar/Finance Officer and Vice-Chancellor and he/she shall assist and work under the guidance and supervision of the Deputy Registrar and Assistant Registrar and broadly perform the following duties as assigned to him from time to time.

- i) Watch urgent dak and also pending cases and ensure timely disposal of pending work;
- ii) It is absolutely necessary that on receipt of the daily dak, the Section officer of the Section should himself see, initial and date all letters. He should on the margin of each letter, which is not purely of a routine nature, pass suitable instructions as will ensure prompt and proper attention being paid to it.
- iii) Reminders received from the UGC/Ministry or any other organisation should be put up immediately to the Head of the Office together with the connected papers and any other

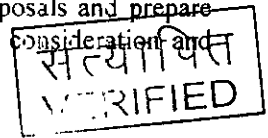
information available for his perusal and orders. The submission of the reminders must not be delayed in the hope (often not realised) of putting up final disposal soon.

- iv) Application of rules and maintenance of certain confidential records/files entrusted to him by the higher authorities.
- v) Allot/distribute works to dealing assistants of Section,
- vi) To undertake direct responsibility in respect of such important/confidential matters as may be assigned by the Competent Authority of the University. He/she is directly responsible for any mis-leading note submitted by the Dealing Assistant through him to the higher authority.
- vii) The Section Officer shall be required to initiate various proposals and prepare drafts on computer himself and submit the same to the higher authority for consideration and approval in time bound manner. He/She should also assist the senior officer in drafting letters, putting up items with suitable notes, precedents, etc.
- viii) The Section Officer of the department concerned is responsible for the correctness of any facts the Vice-Chancellor, Registrar or any other officer may state, just as if the letter was drafted by the Section Officer himself. Section Officers are also responsible for bringing to notice any orders of the Government of India, University Grants Commission or any other authority which the Vice-Chancellor or the Registrar or the officer may have accidentally over-looked. Any draft, which is altered by the Vice-Chancellor/Registrar should be invariably returned to the department to which it belongs before it is handed over to the copying department.
- ix) A Section Officer, before passing a letter on to another section must take all action necessary on it in his own section, so that the Section Officer of the last Section receiving it, will be justified in assuming that it has been completely disposed of in the other section.
- x) He will supervise the work done by the dealing assistants of the Section and to advise them regarding maintenance of discipline in the Section.
- xi) If the Section Officer is absent, it will then be the Senior Assistant's duty to send the files/letters/dak directly to the Assistant Registrar without further delay.
- xii) Providing the desired information sought under the RTI Act, 2005.
- xiii) Any other duties as and when assigned by the Registrar/Vice-Chancellor from time to time.

19. RESEARCH-CUM-STATISTICAL OFFICER :

The Research-cum-Statistical Officer shall be responsible to the Registrar and Vice-Chancellor and he/she shall assist and work under the guidance and supervision of the Deputy Registrar and Assistant Registrar and broadly perform the following duties as assigned to him: from time to time.

- i) Collection & processing of statistical data from different sources relating to the university system.
- ii) With reference to all Universities of the country & abroad, he is required to use the internet of the University to obtain the relevant information as per the requirements of the University from time to time.
- iii) Preparation of data base in consultation with the Assistant Programmer (Computer) towards all activities/functioning of all departments of the University. For this purpose, he will be required to obtain the requisite information from all sections/departments of the University on quarterly basis/half yearly basis as per the requirements of work.
- iv) Preparation of data base in respect of all existing/former students, teaching and non-teaching staff of the University.
- v) Preparation of Roster which is applicable for SC/ST/ST/PH and other categories, if any as per the Government of India rules.
- vi) To carry out the duties of Section officer as and when assigned by the Competent Authority.
- vii) To deal with the communications received from the Ministry/UGC or any other institutions/organizations seeking statistical information about any matter relating to the University and provide the requisite information with the prior approval of the Competent Authority of the University.
- viii) The Research-cum-Statistical Officer shall be required to initiate various proposals and prepare drafts on computer himself and submit the same to the higher authority for consideration and



- approval in time bound manner. He/She should also assist the senior officer in drafting letters, putting up items with suitable notes, precedents, etc.
- ix) Providing the desired information sought under the RTI Act, 2005.
 - x) Any other duties as and when assigned by the Registrar/Vice-Chancellor from time to time.
 - xi) The incumbent to the post may be transferred to any other section as Section Officer or equivalent as per the exigency of situation

11. PRIVATE SECRETARY:

The Private Secretary shall be responsible to the Registrar, Finance Officer and Vice-Chancellor. The following shall be the duties of the Private Secretary.

- i) Taking dictation and typing from manuscripts/other types or printed matter; filing; maintaining all the files in the Secretariat of the Officer on various matters; and retrieval of information and documents whenever required; attending to telephone calls and taking down messages; and promptly conveying them to the officer; accepting all letters, notices and other papers sent to the officer, works related to web-site/e-mail etc. on computer, duties on or beyond the working hours/holidays, holding the different meetings, maintenance of diary relating to priority works/engagement/programmes of the officer concerned, preparation of agendas/minutes/recommendations of the meetings of different committees, maintenance of office decorum, cleanliness of office furniture, equipment etc and such other works as amended in the service regulations of the University from time to time.
- ii) Organising the work schedule; sorting out routine incoming and outgoing papers promptly, in order of priority and maintaining registers for the same.
- iii) Drafting letters/notes for the Officer and handling correspondence independently.
- iv) Maintaining excellent public relations and arranging meetings.
- v) Liaison and follow-up action on matters with internal faculty/officers/staff and outside persons/organizations.
- vi) Making travel arrangements for the Officer.
- vii) Summarizing from documents
- viii) Preparing information for Annual Reports, Newsletter, etc., pertaining to the Secretariat's activities.
- ix) Referring/directing callers (in person/telephone)/papers to appropriate persons in the University.
- x) Supervise the work of the subordinate staff in the Secretariat.
- xi) Be responsible for the safe custody of all the files in the Secretariat and maintain strict confidentiality on all matters related to the Officer's work of any nature.
- xii) Providing the desired information sought under the RTI Act, 2005.
- xiii) Any other duties as and when assigned by the Registrar/Vice-Chancellor from time to time.
- xiv) The incumbent to the post may be transferred to any other section as per the exigency of situation

12. ASSISTANT PROGRAMMER (COMPUTER) :

The Assistant Programmer will be responsible to the Registrar/Vice-Chancellor through the In-charge of the Computer Centre. He/She will work under the guidance and supervision of the System Administrator and broadly perform the following duties as assigned to him from time to time.

- i) Maintenance of systems, UPS, EPABX system and other equipment installed in the Computer Centre and in all other departments of the University.
- ii) To update the web-site of the University in consultation with In-charge(Computer Centre) of the University.
- iii) Preparation of data-base relating to all activities/functioning of the University in consultation with the Research-cum-Statistical Officer and to design the desired programmes as per the requirements of the job.

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Shri Lal Bahadur Shastri National Sanskrit University
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B-4, Qutub Institutional Area, New Delhi-110016

- iv) To take computer classes or assisting the computer faculties in conducting practical classes for students and imparting basic computer training to the teaching and non-teaching staff and students so as to make them computer-savvy.
- v) The Assistant Programmer shall be required to initiate various proposals and prepare drafts on computer himself and submit the same to the higher authority for consideration and approval in time bound manner. He/She should also assist the senior officer in drafting letters, putting up items with suitable notes, precedents, etc.
- vi) The Assistant Programmer shall be required to perform other works relating to the Administration/Academic/Examination/Library and teaching and non-teaching activities, as and when assigned by the competent authority as per the requirement.
- vii) To provide the desired information sought under the RTI Act, 2005
- viii) Any other duties as and when assigned by the Registrar/Vice-Chancellor from time to time.
- ix) The incumbent to the post may be transferred to any other section as per the exigency of situation

13. RESEARCH ASSISTANT:

The Research Assistant shall be responsible to the Registrar and Vice-Chancellor he/she shall assist and work under the guidance and supervision of the Head of the Department/Professor(Incharge)/Director and broadly perform the following duties as assigned to him from time to time.

- i) Prepare research manuscripts, articles, reports and research presentations.
- ii) Development research survey, questionnaire, or tests
- iii) Perform studies as related to research project/department
- iv) Develop and maintain research databases
- v) Prepare materials for submission to granting agencies
- vi) Attend research meetings, seminars and other meetings as necessary
- vii) Prepare progress reports for funding agency.
- viii) Monitor the project budget
- ix) Develop research protocol
- x) Conduct, literature searches
- xi) To conduct research activities
- xii) To perform proof-reading, editing work and typing work on computer under the supervision of Professor-In-charge of the Project/ Department.
- xiii) Research Assistant shall be required to perform the other works relating to the Administration/Academic/Examination/Library and teaching and non-teaching activities, as and when assigned by the competent authority as per the requirement.
- xiv) To provide the desired information sought under the RTI Act, 2005.
- xv) Any other duties as and when assigned by the Registrar/Vice-Chancellor/Professor-In-charge of the Project/ Department from time to time.
- xvi) The incumbent to the post may be transferred to any other section as per the discretion of the competent authority of the University.

14. PROFESSIONAL ASSISTANT:

The Professor Assistant shall be responsible to the Registrar and Vice-Chancellor he/she shall assist and work under the guidance and supervision of the Assistant Librarian/In-Charge(Library)/Deputy Registrar and broadly perform the following duties as assigned to him from time to time.

- i) To handle acquisition routines of books and periodicals.
- ii) Classification of books.
- iii) Cataloguing of books.
- iv) Providing sport reference service.
- v) Preparing bibliographies and documentation lists.
- vi) Circulation Work.

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- vii) Stack and maintenance work.
- viii) Assisting the In charge in the supervision of the Library.
- ix) Other professional work, Data feeding as and when required, Library automation etc.
- x) Correspondence with other universities/institutions.
- xi) Computerization of Library, use of software, Leading in the Library Professionals in massive computerization within 3 working days.
- xii) Any other duties as and when assigned by the Registrar/Vice-Chancellor/Unit In-Charge of the Library from time to time.
- xiii) The Professional Assistant shall be required to initiate various proposals and prepare drafts on computer himself and submit the same to the higher authority for consideration and approval in time bound manner. He/She should also assist the senior officer in drafting letters, putting up items with suitable notes, precedents, etc.
- xiv) Professional Assistant shall be required to perform other works relating to the Administration/Academic/Examination and teaching and non-teaching activities, as and when assigned by the competent authority as per the requirement.
- xv) To provide the desired information sought under the RTI Act, 2005
- xvi) The incumbent to the post may be transferred to any other section as per the exigency of situation

15. ASSISTANT:

The Assistant shall be responsible to the Registrar and Vice-Chancellor he/she shall assist and work under the guidance and supervision of the Section Officer/Private Secretary/Assistant Registrar, Deputy Registrar or any other unit In-charge and broadly perform the following duties as assigned to him from time to time.

- i) Prompt submission of cases and disposal, Initiate cases in time where orders of the higher authorities are required. Up-keep of all the files and records. Preparation of noting and drafting the letters for disposing cases and general typing work by computer. Advise and guide dealing assistants placed under him on the procedure and application of rules in all matters. Holding of the meetings, preparation of agenda, minutes of various Committees of the University.
- ii) Responsible for submission of misleading note, distortion or concoction of facts, misquoting of rules either by himself or by his junior assistant.
- iii) The Assistant shall be required to initiate various proposals and prepare drafts on computer himself and submit the same to the higher authority for consideration and approval in time bound manner. He/She should also assist the senior officer in drafting letters, putting up items with suitable notes, precedents, etc.
- iv) Any other duties as and when assigned by the Registrar/Vice-Chancellor from time to time.

16. PERSONAL ASSISTANT:

The Personal Assistant shall be responsible to the Registrar and Vice-Chancellor he/she shall assist and work under the guidance and supervision of the Private Secretary/Assistant Registrar/Deputy Registrar or any other unit In-charge broadly perform the following duties as assigned to him from time to time.

- i) Dictation and typing work to help his officer in various ways such as maintenance in methodical manner all secret personal papers, arranging of meetings, conferences tours, telephone calls, interviews, appointments and special duties assigned from time to time. Holding of the meetings, preparation of agenda, minutes of various Committees of the University
- ii) Organizing the work schedule; sorting out routine incoming and outgoing papers promptly, in order of priority and maintaining registers for the same.
- iii) Drafting letters/notes for the Officer and handling correspondence independently.
- iv) Maintaining excellent public relations and arranging meetings.
- v) Making travel arrangements for the Officer.
- vi) Summarizing from documents

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- vii) Preparing information for Annual Reports, Newsletter, etc., pertaining to the Secretariat's activities.
- viii) Referring/directing callers (in person/telephone)/papers to appropriate persons in the University.
- ix) Supervise the work of the subordinate staff in the Secretariat.
- x) Be responsible for the safe custody of all the files in the Secretariat and maintain strict confidentiality on all matters related to the Officer's work of any nature.
- xi) Providing the desired information sought under the RTI Act, 2005.
- xii) Holding of various meetings, preparation of agenda/minutes
- xiii) Any other duties as and when assigned by the Registrar/Vice-Chancellor from time to time.
- xiv) The incumbent to the post may be transferred to any other section as per the exigency of situation

17. JUNIOR ENGINEER (CIVIL):

The Junior Engineer (Civil) shall be responsible to the Registrar and Vice-Chancellor through Executive Engineer (Civil)/Assistant Engineer (Civil). The following shall be the duties of the Junior Engineer (Civil):

- i) All duties of the Care-Taker
- ii) Collection of Engineering data, preparation of estimates, rough drawing etc.
- iii) Purchase, storage and issuance of materials, and organisation of materials for work as per rules.
- iv) Recording of measurements of work done, preparation of abstracts of measurements, recovery statements, consumption statement, test checks etc.
- v) Maintenance of prescribed registers and record books etc.
- vi) Maintenance of temporary advances, standard MBs, maintenance of inspection of building etc.
- vii) Preparation of tender documents, awards letters, justifications, supervision of contractual job awarded to various agencies including CPWD.
- viii) Planning and execution of departmental works.
- ix) Preparation of accounts of bills for contractors and others and processing of payments etc.
- x) Attending to the maintenance complaints and ensuring the proper maintenance and repairs etc.
- xi) Submitting occupation and vacation report etc.
- xii) Supervision of work of other worker like Electrician, Pump Operation, Gardner and Safai karamcharis etc. and ensuring general up-keep, cleanliness, sanitation, horticulture works and electrical works in the entire University Campus.
- xiii) Responsible for compliance to the provisions of Labour Laws or requirements of Regulatory and Statutory Authorities.
- xiv) The Junior Engineer(Civil) shall be required to initiate various proposals and prepare drafts on computer himself and submit the same to the higher authority for consideration and approval in time bound manner.
- xv) Any other work as and when assigned by the Competent Authority of the University.

18. JUNIOR ENGINEER (ELECTRICAL):

The Junior Engineer (Electrical) shall be responsible to the Registrar and Vice-Chancellor through Executive Engineer (Civil/Electrical)/Assistant Engineer(Civil/ Electrical). The following shall be the duties of the Junior Engineer (Electrical)

- i) The Junior Engineer (Electrical) shall be responsible to the Registrar through the Executive Engineer and he/she shall assist and work under the guidance and supervision of the Executive Engineer and Assistant Engineer and broadly perform the following duties as assigned to him from time to time.
- ii) Collection of engineering data, preparation of estimates, rough drawings etc.
- iii) Purchase, store, and issuance of materials, and organization of materials for works as per rules.
- iv) Recording of measurements of work done, preparation of abstracts of measurements, recovery statements, consumption statement, test checks etc.
- v) Maintenance of prescribed registers and record books etc.

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- vi) Maintenance of temporary advances, standard M. Bs., maintenance and inspection of buildings etc.
- vii) Preparation of tender documents, awards letters, justifications, supervision of construction work, contractual job awarded to various agencies including CPWD.
- viii) Planning and execution of departmental works.
- ix) Preparation of accounts of bills for contractors and others and processing of payments etc.
- x) Attending to the maintenance complaints and ensuring the proper maintenance and repairs etc.
- xi) Supervision of work of other workers like Electrician, Pump operator etc. and ensuring general up-keep proper supply of water and electricity and all Electrical & Mechanical Works in the entire University campus like Air-conditioning, Fire Fighting system, Fire alarm & fire detection system, Public address system, water lifting pumps, tube-wells, water purifiers, DG sets, Sub-Station Equipment etc.
- xii) Responsible for compliance of the provisions of Labour Laws or requirements of Regulatory and Statutory Authorities.
- xiii) To make all payment of the Electricity bills etc. of the University on or before the due date of payment to avoid any penalty in this regards.
- xiv) Preparation of estimates for annual maintenance, estimate for additions/ alterations of existing installations estimate for petty new installations.
- xv) Verification of energy consumption bills received from local Electricity Supply Company, general supervision of energy meter to see whether they are working satisfactorily.
- xvi) To make necessary arrangements for consumption of the electricity.
- xvii) Preparation of electricity bills for consumers in the campus/ common points etc. and to send these bills to the respective departments for facilitating payment.
- xviii) The Junior Engineer (Electrical) shall be required to initiate various proposals and prepare drafts on computer himself and submit the same to the controlling officer for consideration and approval in time bound manner.
- xix) Any other work as and when assigned by the Competent Authority of the University.

19. SEMI PROFESSIONAL ASSISTANT:

The Semi Professional Assistant shall be responsible to the Registrar and Vice-Chancellor he/she shall assist and work under the guidance and supervision of the Assistant Librarian/Library(In-charge)/Deputy Registrar broadly perform the following duties as assigned to him from time to time.

- i) Preparation of books, selection slips, duplicate checking, accessioning, general typing work, typing catalogue cards, transcribing, catalogue card filling, registration (periodicals and newspapers) routine, binding routine, circulation work and connected routine, processing the bills for payment, other routine technical work as assigned.
- ii) In addition to this, he/she shall carryout the data feeding work, general typing work by computer and library automation works.
- iii) Semi Professional Assistant shall be required to perform other works relating to the Administration/Academic/Examination and teaching and non-teaching activities, as and when assigned by the competent authority as per the requirement.
- iv) Semi Professional Assistant shall be required to initiate various proposals and prepare drafts on computer himself and submit the same to the higher authority for consideration and approval in time bound manner.
- v) To provide the desired information sought under the RTI Act, 2005
- vi) Any other work as and when assigned by the Competent Authority/Unit In-charge of the Library of the University.
- vii) The incumbent to the post may be transferred to any other section as per the discretion of the competent authority of the University.

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20. TECHNICAL ASSISTANT (EDUCATION LAB):

The Technical Assistant shall be responsible to the Registrar and Vice-Chancellor and broadly perform the following duties as assigned to him from time to time.

- i) The Technical Assistant shall work under the direction/supervision and In-charge of the Lab for the smooth functioning of the Laboratory of Shiksha Shastra Department and upkeep of equipment.
- ii) The Technical Assistant shall be responsible for operation, upkeep and maintenance of equipment entrusted to his care as also rectification of minor defects in these instruments.
- iii) The Technical Assistant shall maintain the ledgers of consumable and non-consumable items and such other stores of the Laboratory and obtain the signature of the In-charge/ Dean of the Faculty as the case may be.
- iv) The Technical Assistant shall carryout the data feeding work, general typing work by computer and handle correspondence entrusted to him by the Dean/Head of the Department, Professor & Section In-charge.
- v) Supervision of works of the subordinate technical staff, if any of the Laboratory and maintenance of the attendance register of the laboratory and timely submission of reports to the Section In-charge and Dean/HOD. Responsible for timely procurement of consumables and process the requisitions in advance for signature and onward transmission to the appropriate authority.
- vi) Technical Assistant(Lab) shall be required to perform other works relating to the Administration/Academic/Examination and teaching and non-teaching activities, as and when assigned by the competent authority as per the requirement.
- vii) To provide the desired information sought under the RTI Act, 2005.
- viii) And such other jobs that may be assigned to him by the Registrar/Dean/HOD/Section-In charge from time to time.
- ix) The incumbent to the post may be transferred to any other section as per the discretion of the competent authority of the University.

21. TECHNICAL ASSISTANT(COMPUTER):

The Technical Assistant shall be responsible to the Registrar and Vice-Chancellor and broadly perform the following duties as assigned to him from time to time.

The Technical Assistant(Computer) shall :-

- i) Be responsible to the Registrar and shall work under the direction/supervision of the In-charge of the concerned Department or Dean of the Faculty (wherever applicable).
- ii) Be responsible for operation, upkeep and timely maintenance of equipment /instruments and rectification of minor defects in the equipment/ instruments.
- iii) Maintain the ledgers of consumable and non-consumable items and such other stores of the Laboratory and obtain the signature of the In-charge/ Dean of the Faculty, as the case may be.
- iv) The Technical Assistant shall carryout the data feeding work, general typing work by computer and handle correspondence entrusted to him by the Dean/Head of the Department, Professor & Section In charge.
- v) be responsible for supervision of works of the subordinate technical staff, if any of the Laboratory and maintenance of the attendance register of the laboratory and timely submission of reports to the In-charge/ Dean of the Faculty/HOD. He will be responsible for timely procurement of consumables and process the requisitions in advance for signature and onward transmission to the appropriate authority.
- vi) Maintain the users records in respect of equipment/ instruments/internet or any type of Lab facilities of the department to be availed by the concerned students, research scholars and the employees of the University.

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- vii) Technical Assistant(Computer) shall be required to perform other works relating to the Administration/Academic/Examination/Library and teaching and non-teaching activities, as and when assigned by the competent authority as per the requirement.
- viii) To provide the desired information sought under the RTI Act, 2005.
- ix) And other duties and responsibilities that may be assigned to him by the Registrar/Dean/HOD/Section-In charge from time to time.
- x) The incumbent to the post may be transferred to any other section as per the discretion of the competent authority of the University.

22. PROOF READER:

The Proof Reader shall be responsible to the Registrar and Vice-Chancellor he/she shall assist and work under the guidance and supervision of the Assistant Registrar/Deputy Registrar/HoD or any other unit In-charge and broadly perform the following duties as assigned to him from time to time.

- i) Proofs information included on an index print out and verifying whether such information is accurate.
- ii) Reads proof against copy, using standardized code to mark grammatical or typographical errors that appear in proof.
- iii) Measures dimensions, spacing, and positioning of page elements (copy and illustrations) to verify conformance/adherence to specifications.
- iv) Marks errors using standardized code.
- v) Returns marked proof for correction.
- vi) Checks corrected proof against copy.
- vii) Typing of the draft manuscripts/research papers/articles, books.
- viii) Demonstrates level of accuracy and thoroughness and monitors his/her own work to ensure quality.
- ix) Meets productivity standards, completes work in timely manner, works quickly,
- x) Follows instructions, responds to management direction; take responsibility for own action, keeps commitments.
- xi) Proof-Reader shall be required to perform other works relating to the Administration/Academic/Examination/Library and teaching and non-teaching activities, as and when assigned by the competent authority as per the requirement.
- xii) Proof-Reader shall be required to initiate various proposals and prepare drafts on computer himself and submit the same to the higher authority for consideration and approval in time bound manner.
- xiii) To provide the desired information sought under the RTI Act, 2005.
- xiv) And such other duties that may be assigned to him by the Registrar/Dean/HOD/Section-In charge from time to time.
- xv) The incumbent to the post may be transferred to any other section as per the discretion of the competent authority of the University.

23. UPPER DIVISION CLERK :

The Upper Division Clerk shall be responsible to the Registrar and Vice-Chancellor he/she shall assist and work under the guidance and supervision of the Section Officer, Assistant Registrar/Deputy Registrar or any other unit incharge and broadly perform the following duties as assigned to him from time to time.

- i) Maintenance of files, records, registers and any other ~~classified/unclassified~~/regulatory documents.
- ii) Diary & despatch as and when assigned.

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- iii) Initiating proposals, dealing with files including noting, drafting for correspondence, maintenance of diary, data feeding/general typing work, store, cashier, pay bill, income tax, staff car maintenance, maintenance of equipment, to deal with the service/establishment/ accounts matters, advertisements, field works and in other sectors as per requirements.
- iv) To provide the desired information sought under the RTI Act, 2005.
- v) Holding of the meetings, preparation of agenda, minutes of various Committees of the University
- vi) Any other duties as and when assigned by the Controlling Officer/Competent Authority of the University.

24. STENOGRAPHER:

The Stenographer shall be responsible to the Registrar and Vice-Chancellor he/she shall assist and work under the guidance and supervision of the Private Secretary, Assistant Registrar/Deputy Registrar and broadly perform the following duties as assigned to him from time to time.

- i) Taking dictation and transcription of matters, computer typing, e-mailing, fax, software downloading, attending to telephone calls, typing - data feeding, maintenance of confidential records, Telephone Register, Log Book, office equipment, fixing appointments and general supervision of cleanliness, hygiene and MTS staff attached to the officer.
- ii) Stenographer shall be required to initiate various proposals and prepare drafts on computer himself and submit the same to the controlling officer for consideration and approval in time bound manner.
- iii) To provide the desired information sought under the RTI Act, 2005.
- iv) Any other duties as and when assigned by the Controlling Authority/Competent Authority from time to time.

25. ELECTRICIAN:

The Electrician shall be responsible to the Registrar and Vice-Chancellor he/she shall assist and work under the guidance and supervision of the Junior Engineer, Assistant Engineer and Executive Engineer and broadly perform the following duties as assigned to him from time to time.

- i) To carry out construction, maintenance and repair, operation work of all electrical installations including HT/LT lines, sub-station equipment, air-conditioners, electric motors, pump sets. Etc.
- ii) To supervise and guide the work of junior skilled and unskilled personnel under their control.
- iii) To prepare estimates of materials required and help in purchase of materials required and keep proper account of materials issued.
- iv) To keep all tools and other materials required in clean and working order.
- v) To report any major fault to his superiors for necessary action
- vi) To start and operate the electric generators for proper electric supply.
- vii) To keep proper records of consumption of various materials including Fuel Oil, lubricating oil and other spare parts etc.
- viii) To inform sufficiently in advance the requirements of all materials needed for satisfactory running of the Sub-Station/ Generators etc. of the University.
- ix) To make all payment of the Electricity Bills, Water Bill etc. of the University on or before the due date of payment to avoid any penalty in this regard.
- x) To make necessary arrangements for consumption of the electricity.
- xi) Any other work as and when assigned by the Competent Authority/Unit In-charge of the University.

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26. LABORATORY ASSISTANT

The Laboratory Assistant shall be responsible to the Registrar and Vice-Chancellor and broadly perform the following duties as assigned to him from time to time.

- i) The Laboratory Assistant shall work under the direction/supervision and In-charge of the Lab for the smooth functioning of the Laboratory of ShikshaShastra Department and upkeep of equipment.
- ii) The Laboratory Assistant shall be responsible for operation, upkeep and maintenance of equipment entrusted to his care as also rectification of minor defects in these instruments.
- iii) The Laboratory Assistant shall maintain the ledgers of consumable and non-consumable items and such other stores of the Laboratory and obtain the signature of the In-charge/ Dean of the Faculty as the case may be.
- iv) The Laboratory Assistant shall carryout the data feeding work, general typing work by computer and handle correspondence entrusted to him by the Dean/Head of the Department, Professor & Section In charge.
- v) Supervision of works of the subordinate technical staff, if any of the Laboratory and maintenance of the attendance register of the laboratory and timely submission of reports to the Section In-charge and Dean/HOD. Responsible for timely procurement of consumables and process the requisitions in advance for signature and onward transmission to the appropriate authority.
- vi) Laboratory Assistant shall be required to perform other works relating to the Administration/Academic/Examination and teaching and non-teaching activities, as and when assigned by the competent authority as per the requirement.
- vii) To provide the desired information sought under the RTI Act, 2005.
- viii) And such other jobs that may be assigned to him by the Registrar/Dean/HOD/Section-In charge from time to time.
- ix) The incumbent to the post may be transferred to any other section as per the discretion of the competent authority of the University.

27. LIBRARY ASSISTANT:

The Library Assistant shall be responsible to the Registrar and Vice-Chancellor he/she shall assist and work under the guidance and supervision of the Assistant Librarian/Library(In-charge)/Deputy Registrar and broadly perform the following duties as assigned to him from time to time.

- i) Preparation of books selection slips, duplicate checking, accessioning, general typing work of the Library, typing catalogue cards, transcribing, catalogue card filling, registration (periodicals and newspapers) routine, binding routine, circulation work and connected routine, processing the bills for payment, field work, other routine technical work as assigned.
- ii) Library Assistant shall be required to perform other works relating to the Administration/Academic/Examination and teaching and non-teaching activities, as and when assigned by the competent authority as per the requirement.
- iii) Library Assistant shall be required to initiate various proposals and prepare drafts on computer himself and submit the same to the higher authority for consideration and approval in time bound manner.
- iv) To provide the desired information sought under the RTI Act, 2005
- v) Any other work as and when assigned by the Competent Authority/Unit In-charge of the Library of the University.
- vi) The incumbent to the post may be transferred to any other section as per the discretion of the competent authority of the University.

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28. LOWER DIVISION CLERK:

The Lower Division Clerk shall be responsible to the Registrar and Vice-Chancellor he/she shall assist and work under the guidance and supervision of the Section Officer, Assistant Registrar/Deputy Registrar or any other unit incharge and broadly perform the following duties as assigned to him from time to time.

- i) Diary, dispatch and typing work
- ii) Maintenance of files, records, registers and any other classified/unclassified/regulatory documents.
- iii) Dealing with files on different issues including noting, drafting, general typing and data feeding on computer etc.
- iv) To perform the duties of cashier, cash collection, counter-clerk, store-keeper, accounts clerk and field duties.
- v) To provide the desired information sought under the RTI Act, 2005
- vi) Holding of the meetings, preparation of agenda, minutes of various Committees of the University
- vii) Any other duties as and when assigned by the Controlling Authority from time to time.

29. STAFF CAR DRIVER:

The Staff Car Driver shall be responsible to the Registrar and Vice-Chancellor and broadly perform the following duties as assigned to him from time to time.

- i) Driving of the vehicles; to keep the record of the petrol and record of mileage; to carry out minor repairs maintenance of the vehicles. To drive the light and heavy vehicles of the university as per the duties allotted by the Officer-in-Charge from time to time. The drivers will be responsible for the proper maintenance/safety and timely renewal of the insurance policy of the vehicle/s.
- ii) Driving of light and heavy vehicles.
- iii) Dusting/cleaning the seats and the vehicles as a whole and washing the vehicles periodically.
- iv) Carrying the bags and other items of officers and guests travelling in the vehicle.
- v) He will be required to stay in the campus as and when the Staff Quarters will be allotted to him under the essential categories for performing the duties of Staff Car Driver. In case he declines to stay in the staff quarters at any stage during his service due to whatever circumstances, he will not be entitled to House Rent Allowance and disciplinary proceedings will be initiated against him on ground of breach of contract.
- vi) He will also be required to perform duties before and after the office hours, shift duty in the night, Sunday and other holidays, as and when assigned by the Competent Authority keeping in view the exigency of the work.
- vii) He will be required to perform the duties of the MTS i.e. the movement of official dak like letters, office orders, notifications etc within the University and outside the University, to clean tables/rack, chairs etc. and fetch drinking water etc. required by the staff; Shifting furniture, books, study material, examination documents/files and other office equipment from one place to another, loading and unloading of such items from vehicles, carrying luggage/ baggage of the office, to help keep files/office record in a tidy conditions; to render assistance for all kinds of despatch work; to lock and open rooms etc. as and when assigned by the competent authority keeping in view the administrative requirements. While performing the duties of MTS, he should also come to the work place half-an-hour before the commencement of office hours and should leave the office after half-an-hour of the closure of the office or after all the officials leave the office.
- viii) The incumbent to the post may be transferred to any other section as per the discretion of the competent authority of the University.
- ix) Any other duties as and when assigned by the Controlling Authority/Competent Authority from time to time.

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30. PUMP OPERATOR:

The Pump Operator shall be responsible to the Registrar and Vice-Chancellor he/she shall assist and work under the guidance and supervision of the Junior Engineer, Assistant Engineer and broadly perform the following duties as assigned to him from time to time.

- i) To operate the pumps and ensure timely water supply in the Campus.
- ii) To ensure water supply for horticulture.
- iii) To attend the operational work of the pump-house during emergencies even before and after office hours.
- iv) To regularly operate the fountains, florals and other watering points installed for the campus beautification.
- v) To look after the pump house, make routine maintenance of the pumps and report the defects beyond his control to the in charge of the pump house.
- vi) To supervise the leakages in the pipelines, fixing the float valves in the over-head tanks and prevent overflow of water.
- vii) To supervise the sanitation and hygienic of the campus by prevention of water logging or deposit of water for a long time.
- viii) To keep all tools and other materials required in clean and working order.
- ix) To inform sufficiently in advance the requirements of all materials needed for satisfactory running of the pump and repair/maintenance other machines/equipment of the University.
- x) The incumbent to the post may be transferred to any other section as per the discretion of the competent authority of the University.
- xi) He will be required to perform the duties of the MTS i.e. the movement of official dak like letters, office orders, notifications etc within the University and outside the University, to clean tables/rack, chairs etc. and fetch drinking water etc. required by the staff; Shifting furniture, books, study material, examination documents/files and other office equipment from one place to another, loading and unloading of such items from vehicles, carrying luggage/ baggage of the office, to help keep files/office record in a tidy conditions; to render assistance for all kinds of despatch work; to lock and open rooms etc., as and when assigned by the competent authority keeping in view the administrative requirements.
- xii) Any other duties as and when assigned by the Controlling Authority/Competent Authority from time to time.

31. COOK:

The Cook shall be responsible to the Registrar and Vice-Chancellor he/she shall assist and work under the guidance and supervision of the Guest House In-charge or any other unit in-charge and broadly perform the following duties as assigned to him from time to time.

- i) Cooking of food items to the Guests as per their order/menu available in the guest house
- ii) He will store cooked food properly till distribution.
- iii) He will maintain the cooking ranges and other cooking appliances in good conditions.
- iv) House-Keeping, Maintenance of the register of the visitors, attending telephones, purchase of raw materials from the market, cleaning of the kitchen, utensils, crockeries of the Mess/Guest House of the University.
- v) He will take safety precautions to prevent fire and injuries to those working in the kitchen.
- vi) To supervise the work of junior kitchen staff posted there.
- vii) He will be required to perform duties from Monday to Saturday (six days week) within the prescribed number of working hours per week and within the frame work of rules.
- (vi) He will also be required to perform duties before and after the office hours, shift duty in the night, Sunday and other holidays, as and when assigned by the Guest House In-charge/Competent authority keeping in view the exigency of the work.
- viii) He will be required to perform the duties of the MTS i.e. the movement of official dak like letters, office orders, notifications etc. within the University and outside the University to clean

tables/rack, chairs etc. and fetch drinking water etc. required by the staff; shifting furniture, books, study material, examination documents/files and other office equipment from one place to another, loading and unloading of such items from vehicles, carrying luggage/ baggage of the office, to help keep files/office record in a tidy conditions; to render assistance for all kinds of despatch work; to lock and open rooms etc., as and when assigned by the competent authority keeping in view the administrative requirements.

- ix) The incumbent to the post may be transferred to any other section as per the discretion of the competent authority of the University.
- x) He will be required to perform any other duties as and when assigned by the -In-Charge -Guest House/ Competent Authority from time to time.

32. LIBRARY ATTENDANT:

The Library Attendant shall be responsible to the Registrar and Vice-Chancellor he/she shall assist and work under the guidance and supervision of the Assistant Librarian/In-charge(Library) and broadly perform the following duties as assigned to him from time to time.

- i) Shelving work and Dusting of books racks, table and furniture etc. duty at the Library entrance gate, checking of issued books, physical checking of the students, shift duty including night shift, duty in late hours in the reading room and on Saturday, entry of newspapers and magazines, operating Xerox machine, binding of books, lamination of cards/identity cards, field duty, obtaining quotations from book shop, stationary, typing work on computer etc. and such other works as amended in the service Rules/Regulations of the University from time to time.
- ii) In addition to his/her responsibility in the Library, he/she will be required to perform other duties as and when assigned to him/her by the competent authority/In-charge of the Library.
- iii) The incumbent to the post may be transferred to any other section as per the discretion of the competent authority of the University.

33. MULTI TASKING STAFF (MTS):

The MTS shall be responsible to the Registrar and Vice-Chancellor he/she shall assist and work under the guidance and supervision of the Section Officer/Assistant Registrar, Deputy Registrar or any other Unit In-charge broadly perform the following duties as assigned to him from time to time.

- i) To take charge of the movement of official dak like letters, office orders, notifications etc. within the University and outside the University, to clean tables/rack, chairs, cleaning & dusting of office vehicles etc. and fetch drinking water etc. required by the staff; shifting furniture, books, study material, examination documents/files and other office equipment from one place to another, loading and unloading of such items from vehicles, carrying luggage/ baggage of the office, to help keep files/office record in a tidy conditions; to render assistance for all kinds of despatch work; to lock and open rooms. He is required to perform any other duties like duties in the guest house, mess, gardening, watch& ward, technical job as per his suitability. operation of photocopier machine and typing work on computer etc. Dusting/cleaning the seat covers and the vehicles as a whole and washing the vehicles periodically. The duties may be given during holidays and in the night shift also in the exigency of services.
- ii) Further, he will also be required to drive staff car of the University (with valid professional license) as per his suitability as and when required. In case, he has no professional valid driving license at the time of appointment, he will be required to produce a copy of the valid professional driving license issued by the government Licensing Authority as early as possible.

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iii) In addition to their responsibilities in the concerned unit/department, the appointees will be required to perform other duties as when assigned by the University Administration from time to time. He should come to the work place half-an-hour before the commencement of office hours and should leave the office after half-an-hour of the closure of the office or after all the officials leave the office.

iv) Any other duties as and when assigned by the Controlling Authority from time to time.

34. ATTENDANT(HEALTH CENTRE):

The Attendant (Health Centre) shall be responsible to the Registrar and he/she shall assist and work under the guidance and supervision of the Medical Officer/In-charge-(Health Centre) and broadly perform the following duties as assigned to him from time to time.

- i) Cleaning the rooms including medical equipment, furniture etc. of the Health Centre.
- ii) To attend the OPD patients, maintain OPD register, maintain the record of medicine and medical equipment of health centre and perform other related works like their dressing, provide first-aid, vaccination as per the advice of Medical Officer and purchase necessary medicines from shops and markets as and when the need arises, by travelling in local bus.
- iii) In addition to the above-mentioned duties, he shall be required to take charge of the movement of official dak like letters, office orders, notifications etc within the University and outside the University, to clean tables/rack, chairs etc. and fetch drinking water etc. required by the staff; Shifting furniture, books, study material, examination documents/files and other office equipment from one place to another, loading and unloading of such items from vehicles, carrying luggage/ baggage of the office, to help keep files/office record in a tidy conditions; to render assistance for all kinds of despatch work; to lock and open rooms. He is required to perform any other duties like duties in the guest house, mess, gardening, watch& ward, technical job as per his suitability operation of photocopier machine, typing work on computer etc. The duties may be given in the night shift also in the exigency of services.
- iv) Further, he will also be required to drive staff car of the University (with valid professional license) as per his suitability as and when required. In case, he has no professional valid driving license at the time of appointment, he will be required to produce a copy of the valid professional driving license issued by the government Licensing Authority as early as possible. This will be applicable for the appointment made on or after 1.1.2006
- v) In addition to their responsibilities in the concerned unit/department, the appointees will be required to perform other duties as when assigned by the University Administration from time to time. He should come to the work place half-an-hour before the commencement of office hours and should leave the office after half-an-hour of the closure of the office or after all the officials leave the office.
- vi) The incumbent to the post may be transferred to any other section as per the discretion of the competent authority of the University.

35. LAB ATTENDANT (COMPUTER LAB):

The Lab Attendant shall be responsible to the Registrar and Vice-Chancellor. He/she shall assist and work under the guidance and supervision of the HoD/Dean or any other Unit In-charge broadly perform the following duties as assigned to him from time to time.

- i) (a) Come to the place of work half-an-hour before the commencement of office hours and to leave after half-an-hour of the closure of the office or after all the officials leave the office which is also applicable in case of the other MTS employees of the University.
- (b) Carry out the work of proper dusting of racks, table, equipment and furniture etc. of the Psychology/Computer Labs of the University.
- (c) Take charge of the movement of official dak like letters, office orders, notifications etc. within the University and outside the University and fetch drinking water etc. required by the staff.

- (d) shift furniture, books, study materials, examination documents/files and other office equipment from one place to the other, loading and unloading of such items from vehicles, carrying luggage/baggage of the office,
 - (e) Maintain files/office record in tidy conditions and render assistance for all kinds of despatch work;
 - (f) Keep safely the keys of the Department/Laboratory Rooms of the University and to lock and open the Department/Laboratory Rooms.
 - (g) Perform any other duties like duties in the Guest House, Mess, Gardening, Watch & Ward, Technical job as per his suitability including operation of Photocopier Machine etc.
 - (h) Perform duties as may be given even during odd hours and night time in the exigency of services.
- ii) Ensure that no items/movable property belonging to the Psychology/Computer Labs of the University are taken/removed by any unauthorised person without consent of the appropriate authority.
 - iii) In addition to the responsibilities of the concerned Department/Laboratory, he/she will be required to perform other duties as and when assigned to him by the In-charge of the Department/ Labs or the Registrar and Vice-Chancellor of the University.
 - iv) The incumbent to the post may be transferred to any other section as per the discretion of the competent authority of the University.

36. LAB ATTENDANT (PSYCHOLOGY):

The Lab Attendant shall be responsible to the Registrar and Vice-Chancellor. He/she shall assist and work under the guidance and supervision of the HoD/Dean or any other Unit In-charge broadly perform the following duties as assigned to him from time to time.

- i) (a) come to the place of work half-an-hour before the commencement of office hours and to leave after half-an-hour of the closure of the office or after all the officials leave the office which is also applicable in case of the other MTS employees of the University.
- (b) carry out the work of proper dusting of racks, table, equipment and furniture etc. of the Psychology/Computer Labs of the University.
- (c) take charge of the movement of official dak like letters, office orders, notifications etc within the University and outside the University and fetch drinking water etc. required by the staff;
- (d) shift furniture, books, study materials, examination documents/files and other office equipment from one place to the other, loading and unloading of such items from vehicles, carrying luggage/baggage of the office,
- (e) maintain files/office record in a tidy conditions and render assistance for all kinds of despatch work;
- (f) keep safely the keys of the Department/Laboratory Rooms of the University and to lock and open the Department/Laboratory Rooms.
- (g) perform any other duties like duties in the Guest House, Mess, Gardening, Watch & Ward, Technical job as per his suitability including operation of Photocopier Machine etc.
- (h) perform duties as may be given even during odd hours and night time in the exigency of services.
- ii) Ensure that no items/movable property belonging to the Psychology/Computer Labs of the University are taken/removed by any unauthorised person without consent of the appropriate authority.
- iii) In addition to the responsibilities of the concerned Department/Laboratory, he/she will be required to perform other duties as and when assigned to him by the In-charge of the Department/ Labs or the Registrar and Vice-Chancellor of the University.
- iv) The incumbent to the post may be transferred to any other section as per the discretion of the competent authority of the University.

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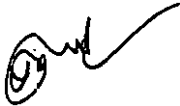
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37. LABORATORY ATTENDANT:

The Lab Attendant shall be responsible to the Registrar and Vice-Chancellor. He/she shall assist and work under the guidance and supervision of the HoD/Dean or any other Unit In-charge broadly perform the following duties as assigned to him from time to time.

- i) (a) Come to the place of work half-an-hour before the commencement of office hours and to leave after half-an-hour of the closure of the office or after all the officials leave the office which is also applicable in case of the other MTS employees of the University.
(b) Carry out the work of proper dusting of racks, table, equipment and furniture etc. of the Psychology/Computer Labs of the University.
(c) Take charge of the movement of official daks like letters, office orders, notifications etc within the University and outside the University and fetch drinking water etc. required by the staff;
(d) shift furniture, books, study materials, examination documents/files and other office equipment from one place to the other, loading and unloading of such items from vehicles, carrying luggage/ baggage of the office,
(e) Maintain files/office record in tidy conditions and render assistance for all kinds of despatch work;
(f) Keep safely the keys of the Department/Laboratory Rooms of the University and to lock and open the Department/Laboratory Rooms.
(g) Perform any other duties like duties in the Guest House, Mess, Gardening, Watch & Ward, Technical job as per his suitability including operation of Photocopier Machine etc.
(h) Perform duties as may be given even during odd hours and night time in the exigency of services.
- ii) Ensure that no items/movable property belonging to the Psychology/Computer Labs of the University are taken/removed by any unauthorised person without consent of the appropriate authority.
- iii) In addition to the responsibilities of the concerned Department/Laboratory, he/she will be required to perform other duties as and when assigned to him by the In-charge of the Department/ Labs or the Registrar and Vice-Chancellor of the University.
- iv) The incumbent to the post may be transferred to any other section as per the discretion of the competent authority of the University.



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