



SGT UNIVERSITY

SHREE GURU GOBIND SINGH TRICENTENARY UNIVERSITY

GURGAON, DELHI-NCR

(Established by the Haryana Act No.8 of 2013)

Ref. No. : SGTU/BOM/10.6/2014

Dated : 21st November, 2014

REGULATIONS FOR RECRUITMENT OF NON-TEACHING EMPLOYEES

The Board of Management of Shree Guru Gobind Singh Tricentenary University, Gurugram in exercise of the powers conferred under Statute 33 (ii) of the First Statutes of the University, hereby makes the following REGULATIONS for regulating method of recruitment to non-teaching posts in the University.

1. Short Title and Commencement:

- (a) These regulations may be called SGT University Recruitment Regulations for Non-Teaching Employees.
- (b) These will come into force on the date of its notification.

2. Definitions:

- (a) The upper age limit for appointment to various posts has been prescribed in these regulations.
- (b) "Competent Authority" means the Vice Chancellor of SGT University.
- (c) "Central Government" means the Govt. of India.
- (d) "Departmental Candidate" means those employees working on regular basis in the University but does not include employees working on ad-hoc, daily wages or contract basis.
- (e) "Limited/Departmental Examination" or "Test" means a competitive test limited to certain category or categories of holders of posts conducted by the University for promotion to a higher post specified in these regulations.
- (f) Minimum qualification and experience shall be as prescribed in these regulations.
- (g) "Non-Teaching Employees" means employees of the University other than teaching faculties and such other employees as defined otherwise.
- (h) "On Probation" with relation to a employees, means a employee appointed to any post on probation as specified in these regulations.

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- (i) "Regular Service" means service rendered by an employee in the Cadre on regular basis other than the service on contract/ daily wages/ temporary/ ad-hoc promotion.
- (j) "Statutes", "Ordinance" and "Regulation" means, the Statutes, Ordinances and Regulations respectively of the University made under the Haryana Private Universities Act, 2006.
- (k) "State Government" means the Govt. of Haryana.
- (l) "Selection Committee" means a composition of members for Selection of Non-teaching employees including Departmental Promotion Committee as specified in the Statues/Ordinances or as per these Recruitment regulations.
- (m) "University" means the SGT University established under the Haryana Private Universities Act, 2006 (Amended Act No. 8 of 2013).

3. Extent of Application

These regulations shall apply to all the non-teaching employees of the University.

4. The staff of the SGT University shall be classified as:

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

5. Appointing Authority:

The Appointing Authority for the posts in Group 'A' and Group 'B' shall be the Vice-Chancellor and for Group 'C' shall be Registrar:

6. Schedule:

The classification, scales of pay, the details of qualifications, experience, age limit etc. for various posts and any other information relevant to the post is attached as Appendix-II.

7. Method of Recruitment:

The mode of recruitment for various posts existing in University shall be Direct Recruitment or on Promotion.

8. Procedures for inviting applications for all categories of Non-teaching posts:

(a) Issue of Advertisement:-

The vacant Non-teaching posts of permanent nature, plan posts, the posts of temporary nature likely to continue, tenure/deputation posts etc. shall be advertised in appropriate time, giving at least one insertion in any of the popular National Dailies and **website of the University i.e. www.sgtuniversity.ac.in**.

(b) Date of issue of Advertisement:

In each case, the date of issue of advertisement should be decided in advance keeping in view the exigencies and requirements of the job.

(c) Application Form:

(a) Applications for all the posts shall be entertained only on the prescribed application forms. The candidates are required to apply online through University website (or any other mode prescribed by the university) and hard copy of application form with all necessary enclosures may be sent to the Establishment Branch, SGT University.

(b) Holding of Written Tests : While filling the posts under direct recruitment, the University may hold the written tests for Group "A", "B", "C" Non-Teaching posts to be decided by the competent authority. The written tests may comprise language proficiency in English, General Knowledge, Analytical Ability, University System, the Haryana Private Universities Act, 2006, Statutes and Ordinances, Office Procedures, Filling, Noting, drafting, Basic GOI REGULATIONS etc. or any other subject or professional test depending upon the exigency of service and job requirements as per approval of the Competent Authority.

The criteria to assign appropriate weightage to written test, skill/trade test and interview will be decided by the competent authority.

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

9. Payment of TA :

The candidate will have to present himself/herself for an interview if called for, at the place and time mentioned at his own expenses.

10. Constitution and Role of the Screening Committee :

The Vice Chancellor may constitute a Screening Committee by inducting at least one outside expert in the relevant field in addition to the competent internal members. A nominee of the Vice Chancellor from the administrative sector not below the rank of Assistant Registrar shall be the Member Secretary of every Screening Committee of the University. The Member Secretary shall place all the relevant documents including copy of the advertisement, REGULATIONS governing the method of recruitment and UGC's regulations/ guidelines etc.

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The Screening Committee shall be required to screen the applications and shortlist the candidates as per the eligibility criteria prescribed in the advertisement. Each member of the Screening Committee shall be personally and collectively responsible/liable for violation of the prescribed regulations/UGC guidelines/regulations as amended from time to time. The Screening Committee is not expected to interpret the recruitment regulations/guidelines of the regulatory bodies/terms of advertisement in order to justify the eligibility of any candidate. Under no circumstances, the essential qualifications for any post mentioned in the advertisement in accordance with the recruitment REGULATIONS/guidelines shall be modified/alterd by any committee/officers of the University in order to assess the eligibility of any candidate. In other words, the advertised qualifications and experience etc. shall remain intact in its original form and shall not be changed to the advantage of any candidate. The Screening Committee/competent authority shall also decide the number of candidates to be called for interview by determining the ratio between the number of vacancies and number of candidates. However, it must be ensured that the ratio shall not exceed 1:20 maximum and minimum ratio shall not be less than 1:3. If three candidates are not available to meet the minimum ratio, the post shall be re-advertised. In case of posts in which there is a provision for holding a common written test, the candidates may be called for the written test notwithstanding the maximum prescribed ratio.

11. Constitution of Selection Committees/Departmental Promotion Committees :

The Constitution of the Selection Committee/Departmental Promotion Committee and their quorum will be as given below :

(a) For the appointment of Registrar and Controller of Examinations and other equivalent officers of the University.

- (i) Vice Chancellor as Chairperson (Pro Vice Chancellor in absence of the Vice Chancellor)
- (ii) One nominee of the Sponsoring Body
- (iii) Three outside experts nominated by the Chancellor
- (iv) Registrar as Member-Secretary

Note : For appointment of the Registrar, the Controller of Examinations will be Member-Secretary.

(b) For other Administrative and Non-teaching posts not below the rank of Assistant Registrar.

- (i) Vice Chancellor as Chairperson (Pro Vice Chancellor in absence of the Vice Chancellor)
- (ii) One nominee of the Sponsoring Body
- (iii) One outside expert nominated by the Chancellor
- (iv) Controller of Examinations
- (v) Chief Finance and Accounts Officer
- (vi) Registrar as Member-Secretary

Note : For appointment of Technical posts, the HoD of the concerned department will be the member of the committee.

- (c) For other Administrative and Non-teaching posts below the rank of Assistant Registrar.

- (i) Registrar as Chairperson
- (ii) Controller of Examinations
- (iii) Chief Finance and Accounts Officer
- (iv) One nominee of the Sponsoring Body
- (v) Jt./Dy./Asst. Registrar as Member-Secretary

Note : For appointment of Technical posts, the HoD of the concerned department will be the member of the committee.

12. Direct Recruitment by Open Selection :

- (a) Recruitment to any regular post in the University shall be made on the recommendations of a duly constituted Selection Committee from amongst the eligible candidates as per the recommendations of Screening Committee.
- (b) The Chairman of the Selection Committee meeting and shall have a casting vote in case of a tie.
- (c) The Selection Committee may decide its own method of evaluating the performance of the candidates in interview.
- (d) If two or more candidates are selected, the recommendations shall be made in order of merit of the selected candidates.
- (e) If any candidate is recommended by the Selection Committee for appointment in relaxation of any of the prescribed conditions relating to qualifications, age etc., it shall be so stated and recorded.
- (f) Based on the recommendations of the Selection Committee, the competent authority may, at its discretion, sanction onetime benefit or protect pay of any candidate, in case the candidate possesses higher qualification, experience, higher pay scale and professional expertise to the satisfaction of the Selection Committee.
- (g) In case of promotion/appointment through the Selection Committee, the recommendations of the Selection Committee shall be placed before the competent authority for approval.

13. Appointments/Engagements on Temporary/Ad-hoc/Contract basis.

- (a) The University shall ordinarily explore the possibilities of making engagement of workers in the sectors like the security, horticulture, casual labour, sanitation and other areas where-ever possible through agencies by entering into contract for a specified period. The University shall examine the justification, exigencies and financial implication followed by budget allocations. The selection of agencies

has to be made based on rates, efficiency and reputation, past record, client feedbacks and compliance to the requirements of the regulatory authorities.

- (b) Where the hiring of services in any area/sector is not feasible, the University may consider appointments on temporary basis/ad-hoc/contract basis on the recommendation of a duly constituted committee.
- (c) Appointment on temporary/ad-hoc/contract basis for specific assignments shall be made by the University on certain monetary consideration, taking into consideration the nature of assignments and work load involved, and terms and conditions as may be agreed to between the Appointing Authority and the person appointed on contract. The contractual appointment shall be given for the specific period as decided by the competent authority from time to time keeping in view the exigency of work.
- (d) The engagement(s) on temporary ad-hoc/contract basis under any Project/Scheme/Cell of the University shall be made as per the terms and conditions duly approved by the Appointing Authority.
- (e) The temporary service of any person who is an outsider or a non-permanent employee served in the University under any Scheme/Project/Cell/Programme duly sponsored by the UGC or any other organization, shall not be counted for seniority to determine his/her eligibility for promotion to any higher post. However, his seniority shall be determined from the date of regularization or merger of the Scheme/Project/Cell, as the case may be. In case of any permanent employee who has been appointed and permitted to join any Scheme/Project/Cell/Programme of the University by retaining lien on his/her permanent post and meanwhile the Scheme/Project/Cell/Programme is merged with the maintenance grant of the University, the period of his/her services rendered in the Scheme/Project/Cell/Programme shall be taken into account for all purposes.
- (f) Temporary/adhoc/contractual services shall not be counted for any purpose including seniority for promotion against any post.
- (g) Temporary/adhoc/contractual shall not claim or entitled for regular service as a matter of right.

14. Promotion :

- (a) Candidates to be considered for promotion must comply with the prescribed eligibility criteria as on the date of issue of the notification for holding the meeting of the Departmental Promotion Committee.
- (b) The eligibility criteria with the seniority list of the eligible employees to be considered for promotion with full details of the number of vacancies.

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- (c) The DPC should assess the suitability of the employees for promotion on the basis of their service records and the Annual Performance Appraisal Reports (APARs) for five preceding years.
- (d) The HR Department shall ensure that the information furnished to Departmental Promotion Committee is accurate and in proper order in all cases and a certificate to this effect shall form part of the note for the DPC.
- (e) The following cases shall be brought to the notice of the DPC:-
 - (i) Employees under suspensions;
 - (ii) In respect of whom a charge-sheet has been issued and disciplinary proceedings are pending; and
 - (iii) In respect of whom prosecution for a criminal charge has been pending.
- (f) The DPC shall assess their suitability without regard to the disciplinary aspect. The DPC findings will be kept in a sealed cover and the fact recorded in the DPC proceedings. Same procedure will be followed by subsequent DPCs till the disciplinary/ criminal cases are concluded. On the conclusion of the case, sealed cover will be opened. In case the officer is completely exonerated with honour, the due date of his promotion will be determined and he will be promoted notionally with reference to the date of promotion of his junior and if necessary by reverting the junior most officiating person. The Appointing Authority shall decide whether and to what extent arrears of salary are to be paid. Where arrears are denied reasons are to be recorded. If not exonerated, the findings of the sealed cover shall not be acted upon.

15. Functions of the DPC :

- (a) The Departmental Promotion Committee (DPC) shall consider and make recommendations in all cases of Group 'A', 'B' & 'C' employees.
- (b) While considering the promotion cases, the Departmental Promotion Committee shall consider the following:
 - (i) Provisions of the Act/Statutes/Ordinances/Regulations/UGC/GOI guidelines as applicable.
 - (ii) Work & Conduct Reports
 - (iii) The Annual Performance Appraisal Reports (APARs) for the preceding five years.

Note:- In case any APAR(s) of any particular period has not been initiated by the designated authority despite the fact that the employee concerned produces the proof of submission of appraisal report(s) duly filed-in for that particular period(s) to the concerned section, the DPC/Screening Committee shall ignore the report(s) of that particular period(s) and shall take into account the report(s) of

the immediate preceding period(s). It is mandatory on the part of the designated officer to make entry in the relevant register to be maintained for this purpose and issue proper receipt to the employee concerned as a proof of submission of the appraisal reports. There shall be proper entry in the relevant register with regard to each movement of the APAR till the completion of its process.

16. Mode of Promotion

- (a) In addition to the condition for promotion for the posts as specified at para (v) below, the University may decide the method and procedure to be followed by the DPC for promotion in respect of any category of posts. For this purpose, the University at its discretion may hold the written tests, interview or other trade/professional tests and fix qualifying marks for any post to assess the competence in an objective manner. In such cases, association of at-least one external expert shall also be mandatory.
- (b) Mere possession of eligibility conditions shall not entitle an employee to be promoted to the next higher post from the date of his/her eligibility.
- (c) The qualifying of Typing Test/Skill Test with knowledge of computers shall be the compulsory requirement for promotion to the post of Lower Division Clerk, Upper Division Clerk, Assistant, Semi Professional Assistant, Library Assistant or other positions as identified from time to time. Further, the qualifying of Typing Test/Skill Test with knowledge of computers shall also be the compulsory requirement for all Stenographers and Personal Assistants of the University who will be considered for promotion as Personal Assistant and Private Secretary as per the eligibility criteria prescribed in these regulations.

17. Ad-hoc Promotions:

- (a) In case there is an existing vacancy and no eligible employee is available in the feeder channel for promotion, the competent authority may consider relaxation of experience maximum by one year at his discretion to promote an employee on ad-hoc basis after completing all procedural formalities as laid down under Rule-17 to 19 above. However, this arrangement shall not be allowed to continue for more than one year in case the employee concerned is not considered for regular promotion. In such cases, the candidate must have maintained at least three outstanding reports in the last 5 years prior to the date of eligibility for such ad-hoc promotion.
- (b) Those employees who fulfill the requisite qualifications and experience and other eligibility criteria as per these regulations, they may also be considered for ad-hoc-promotion against the leave/lien/deputation vacancies or in cases where it is not possible to convene the regular meetings of the DPC/ Selection Committee subject to the condition that they have minimum score 5 (Group 'B' & 'C' posts) and 7 (Group 'A' posts) in the preceding years as per rule-17 (e) above. In such cases, ad-hoc promotions may directly be made by the appointing authority at its discretion after proper screening of the relevant records such as nature of

vacancy, the APARs, vigilance clearance report(s), seniority list, roster position etc.

18. Assured Career Progression Scheme (ACP)/Career Advancement Scheme (CAS)

- (a) The financial up-gradation under the ACP/CAS Scheme in respect of non-teaching staff of the University shall be allowed as per the guidelines of UGC/State Government.
- (b) The competent authority will approve upgradation on the recommendations of the respective Selection Committee.
- (c) Any dispute in the afore-mentioned advancement schemes applicable for non-teaching staff, the decision of the competent authority of the University shall be final.

19. Probation

- (a) **In case of direct recruitment**, the selected candidate will be kept on probation for a period as specified service REGULATIONS. The appointing authority may at its discretion extend the period of probation by one year in case of unsatisfactory performance, misconduct or on ground of misbehaviour. In case there is no perceivable improvement despite all this, his/her services shall be terminated without giving any notice.
- (b) **In case of promotion** to the next higher post, the employee(s) shall be kept on probation for a period of one year. The appointing authority may at his discretion extend the period of probation by one year on ground of non-performance, misconduct or misbehaviour or if he fails to comply with the terms and conditions of the appointment to the post to which the employee was promoted. In case there is no perceivable improvement despite all this, he/ she shall be reverted to his parent post with immediate effect.

Note:-

- (a) If an employee who is recruited/promoted to any post(s), avail leave on piece meal basis or at a time for a period of two months or more during his/her probation period, his/her probation period shall be extended proportionately i.e. equal to the total period of leave availed by the employee concerned. The lapsable leave, maternity leave, paternity leave, commuted leave shall not be taken into account while computing the leave as mentioned above.
- (b) In order to avoid any anomalous situation, the cases of probation of officials should be reviewed in every six months. In case, the result of review of performance of an official is found indifferent, he/she should be warned of the consequences, i.e. termination of his services/reversion to the post from which he/she is appointed/promoted. Such a warning should

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be issued in advance after which the performance of the official concerned should be continuously kept under observation.

- (c) There will be no probation in the case of an employee appointed to various posts on contract basis, deputation, tenure basis or re-employment after superannuation.
- (d) No application for outside employment shall ordinarily be forwarded during the period of probation in case of temporary employee of the University. However, in case his request has been considered by the competent authority of the University at his discretion, an undertaking shall be obtained while forwarding application, that he/she would resign the post in the event of his/her selection in other department.
- (e) No employee of the University shall be confirmed on his/her post unless and until he/she signs the service agreement.

20. Power to Relax

The competent authority may relax age and experience etc. for the highly suitable and competitive candidate.

21. Removal of Difficulties

The Competent Authority may from time to time, issue such general and specific directions as may be necessary to remove difficulties in the operations of any of the provisions of these regulations.

22. Interpretation

Any ambiguity or lack of clarity with regard to any clause of the regulations, the decision of the Competent Authority shall be final.

23. Amendment of Regulations

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

24. Residuary Matters

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

25. Territorial Jurisdiction

In cases of any disputes, any suits or legal proceedings against the University, the territorial jurisdiction shall be restricted to the Gurugram.

26. General Terms and Conditions of recruitments

- (a) Mere possession of eligibility conditions shall not entitle a candidate to be called for written test/interview. The date for determining the eligibility of all candidates in every respect shall be the closing date as prescribed in the advertisement for receipt of the applications. In other words no candidate shall be called for interview if he does not possess the minimum qualification and experience etc. as on the closing date of the application for a particular post.
- (b) Apart from possessing the requisite qualification and experience as on the closing date of receipt of application prescribed in the advertisement, any additional qualification and experience acquired after the closing date may be taken into account at the time of selection. The experience in different fields as prescribed in these regulations against any particular post shall be calculated by taking into account either in one field exclusively or by counting more than one field as the case may be.
- (c) Candidate who is already in service should submit his/her application through proper channel. However, he/she may send an advance copy of his/her application and should produce a "No Objection Certificate" from the employer at the time of interview failing which he/she shall not be interviewed. The application for appointment on deputation may be forwarded by the employer along with the CR dossiers duly certified by the Competent Authority for the desired periods through proper channel.
- (d) It is the responsibility of the candidate to assess his own eligibility for the post for which he/she is applying in accordance with the prescribed qualification, experience etc. and submit his application duly filled-in along with the desired information, documents and other supporting materials as per the advertisement. Suppression of factual information, supply of fake documents, providing false or misleading information or any other undesirable action by the candidate shall lead to cancellation of his candidature. In case, it is detected at any point of time in future even after appointment that the candidate was not eligible as per the prescribed qualification, experience etc. which could not be detected at the time of interview due to whatever circumstances, his appointment shall be liable to termination forthwith as per this clause and also based on his undertaking. This must be mentioned in the letter of offer and appointment clearly. With regard to any ambiguity relating to the recruitment regulations in general and eligibility in respect of any post in particular, the decision of the Competent Authority shall be final.
- (e) Acceptance of documents/certificates/claims etc. submitted by an applicant will be subject to their verification by the competent authorities/ sources. If, any claim/certificate/document is found to be false/fake/incorrect/malafide at any stage of verification before or after appointment, the document in question shall

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be summarily rejected and action may be initiated against the candidate for this misconduct including rejection of his candidature which shall lead to cancellation of his appointment, if already appointed.

- (f) If at any stage of the recruitment process or employment, it is detected that there is a willful suppression of factual information relating to the eligibility or otherwise as a candidate, followed by supply of fake documents/or misleading statement/information in the application or tampering of documents or providing such information relating to the caste, educational qualifications, experience or domicile etc. the candidature shall be cancelled and services shall be terminated forthwith, if already appointed.
- (g) The persons appointed against any post shall be governed by the Act/Statutes/Ordinances/Regulations/REGULATIONS governing the service conditions/method of recruitments as amended from time to time and resolutions of the Competent Authority of the University and REGULATIONS of the Govt. of India/Guidelines of the UGC adopted by the University from time to time.
- (h) The appointment of a fresh candidate will be subject to police verification. Until the police verification report is received, the appointment shall be treated as provisional which should be mentioned clearly in the letter of appointment. In case, the report of the police with regard to his conduct, character, antecedents etc. is not found to be satisfactory, the provisional appointment shall be withdrawn/cancelled/terminated forthwith without notice.
- (i) The selected candidate will also have to undergo a medical examination/test to ascertain his/her medical fitness for the post prior to joining. In case, he/she is not found to be fit by the authorized medical authorities, the offer of appointment shall be treated as withdrawn. The persons already holding employment under Government or Autonomous Bodies, may submit Medical Fitness Certificate from any Government Hospital at the place of his/her work duly countersigned by the Civil Surgeon or Chief Medical Officer of the concerned district.
- (j) The terms and conditions of appointment/Engagement shall be communicated in the "Offer of Appointment/Engagement" to the Selected Candidates. If the candidate does not accept the terms and conditions mentioned in the offer of appointment/engagement letter within the stipulated time period, the offer will be treated as withdrawn and no further communication shall be entertained in this regard. The Competent Authority reserves the right to enhance the scope of the nature of duties and can assign any duty to any employee at any point of time even during Sundays and holidays including night duties in the exigency of service and in the interest of the University irrespective of the fact that such duties do not come under the already notified duties for any post. The University administration notwithstanding the schedule of six-day week in its working may also direct any employee to work for six days in a week at its discretion depending upon the exigency of service and in the interest of the organization. However, it may be kept in view that the total number of working hours prescribed per week shall be equal to all the employees as per the Govt. of India regulations.

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- (k) **Nature of Duties.** The selected candidates will be required to perform duties as per the regulations of the University as amended from time to time. The University is free to assign any duty as per the exigency of the situation at any time even during non-working hours/holidays which the employee has to perform without fail to avoid disciplinary action in this regard.
- (l) The University will not be bound to provide the accommodation to all the selected persons, however, candidates shall be required to arrange his/her own accommodation as per his/her convenience.
- (m) The selected candidate is liable to serve anywhere in the country or outside the country where the offices or projects of the University are located or may be located in future.
- (n) The selected candidates shall be governed by the Act/Statutes/Ordinances/Regulations/Regulations of the University and also the CCS (Conduct) REGULATIONS, 1964 and CCS (CCA) Rule, 1965 of the Government of India as amended from time to time and any other rule/resolution prescribed specifically for maintaining the conduct of the employees by the Competent Authority of the University.
- (o) The candidate applying for the non-teaching posts should send the self attested copies of all certificates relating to his/her educational qualifications, experience, age, caste and other testimonials along with his/her application.
- (p) A relaxation of marks in case of SC/ST/PWD candidates will be applicable as per the Govt. of India guidelines.
- (r) The grade point B in the 7 point scale (Grades O, A, B, C, D, E & F) shall be regarded as equivalent to 55% wherever the grading system is followed.
- (s) Seven Point Scale for grading system is given below for information of all concerned with recruitment :

PERCENTAGE EQUIVALENCE OF GRADE POINTS FOR A SEVEN POINTS SCALE

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

- (t) At the time of recruitment, a service agreement should be executed between the University and the employee concerned and a copy of the same should be

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deposited with the Registrar. Such service agreement shall be duly stamped as per the rates applicable.

(u) The preference against the MTS post(s) may be given to the candidates who have adequate experience of working in the university administration with knowledge of data-feeding/typewriting on computer, record maintenance, operation and maintenance of photocopier/lamination machines etc. or having adequate experience in some other technical/professional fields.

(v) Candidate should bring all original certificates relating to his/her age, qualification, experience and caste etc. at the time of interview. In case the candidate fails to submit the original documents for verification of the certified/xerox copies of the enclosures to his/her application, he or she shall not be allowed to appear at the interview and his candidature shall be treated as cancelled without any further communication in this regard.

(w)

(i) The University reserves the right to fill or not to fill up the posts advertised for any reasons whatsoever. If any vacancy arises after recruitment to a particular post due to whatsoever reasons, the vacancy may be filled up from the panel of that post within a period of one year from the date of selection committee. In any case every panel shall be treated as invalid after one year w.e.f. the date of the meeting of the Selection Committee.

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

(iii) Number of posts advertised may be treated as tentative. The University shall have the right to increase/decrease the number of posts at the time of selection and make appointments accordingly.

(iv) The University reserves the right to reject any application without assigning any reason thereof.

(v) The University reserves the right to appoint a Consultant for a definite period as per the requirement on the payment term as prescribed by the Government of India in case of any exigency.

(vi) If any advertisement for any post(s) is withdrawn due to whatever reasons, the application fee or any other fee collected from the candidates shall be refunded preferably within 30 working days.

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(i) Interim enquiries shall not be entertained.

(ii) 'Canvassing in any form shall disqualify the candidature of the candidate'.

(iii) Applicants are required to apply on separate form for each post.

(y) The University shall not be responsible for any postal delay. The candidate shall be required to submit the list of enclosures and also write his/ her complete information with regard to his/ her correspondence and permanent address with pin code, telephone numbers, cell-phone numbers, e-mail ID, if any in the application which will facilitate communication at any point of time.

(z) For any clarification, the candidates may contact the Establishment Branch or any other designated officer of the University in writing. In case of any grievance of any candidate, the candidate may also approach the Competent Authorities of the University in writing for redressal relating to the recruitment sufficiently in advance.

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SCHEDULE

RECRUITMENT REGULATIONS FOR NON-TEACHING EMPLOYEES

Sl.	Cadre Structure/ Name of the Post	Page No.
GROUP "A" POSTS		
1	Registrar	17
2	Chief Finance and Accounts Officer	17
3	Controller of Examinations	17 – 18
4	Joint Registrar	18
5	Deputy Registrar/Deputy Finance Officer/Deputy Controller of Examinations	18 – 19
6	Assistant Registrar	19
7	Internal Audit Officer	19
8	Public Relations Officer	19 – 20
9	Librarian	20
10	Deputy Librarian	20 – 21
11	Assistant Librarian	21 – 22
12	System Analyst	22
13	Executive Engineer	22 - 23
14	Medical Officer	23
GROUP "B" POSTS		
15	Section Officer/Administrative Officer (Administration/Finance/ Examination)	23 – 24
16	Assistant	24
17	Cashier	24
18	Sports Coach	24 – 25
19	Legal Assistant	25
20	Social Worker	25
21	Senior Technical Assistant (ICT)	26
22	Hindi Translator	26 – 27
23	Private Secretary	27
24	Personal Assistant	27
25	Assistant Engineer	27 – 28
26	Junior Engineer (Civil/ Electrical)	28
27	Security Officer	28 – 29
28	Nurse	29
GROUP "C" POSTS		
29	Upper Division Clerk	29 – 30
30	Lower Division Clerk	30
31	Multi Tasking Staff	30
32	Assistant (Stores)	30
33	Driver	31
34	Library Assistant	31
35	Library Attendant	31

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36	Electrician	31 - 32
37	Sanitary Inspector	32
38	House Keeper (Hostel Warden)	32
39	Senior Garden Supervisor	32 - 33
40	Security Inspector	33
41	Technical Assistant	33 - 34
42	Laboratory Assistant	34
43	Cook	34
44	Kitchen Attendant	35
45	Hostel Attendant	35
46	Pharmacist	35 - 36
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RECRUITMENT REGULATIONS FOR THE POST OF REGISTRAR

1.	Name of the Post	Registrar
2.	Classification	Group "A"
3.	Pay Band and Grade Pay	Rs. 37400-67000 (PB-4) + Grade Pay Rs. 10000
4.	Age limit for direct recruitment	Preferably below 55 years
5.	Educational and other qualifications required for direct recruitment	<p>Master's degree with at least 55% of marks or its equivalent grade of "B" in the UGC 7 point scale with at least 15 years experience as Assistant Professor in the AGP of Rs. 7000/- and above</p> <p>OR</p> <p>Comparable experience in a research establishment and / or other institutions of higher education</p> <p>OR</p> <p>15 years of administrative experience, of which 08 years shall be as Deputy Registrar or an equivalent post.</p>

RECRUITMENT REGULATIONS FOR THE POST OF CHIEF FINANCE AND ACCOUNTS OFFICER

1.	Name of the Post	Chief Finance and Accounts Officer
2.	Classification	Group "A"
3.	Pay Band and Grade Pay	Rs. 37400-67000 (PB-4) + Grade Pay Rs. 10000
4.	Age limit for direct recruitment	Preferably below 55 years
5.	Educational and other qualifications required for direct recruitment	<p>Master's degree with at least 55% of marks or its equivalent grade of "B" in the UGC 7 point scale with at least 15 years experience as Assistant Professor in the AGP of Rs. 7000/- and above</p> <p>OR</p> <p>Comparable experience in a research establishment and / or other institutions of higher education</p> <p>OR</p> <p>15 years of administrative experience, of which 08 years shall be as Deputy Registrar or an equivalent post</p> <p>DESIRABLE</p> <p>Persons possessing Master's degree in Business Administration (Finance) / Commerce or possessing CA / ICWA qualification</p>

RECRUITMENT REGULATIONS FOR THE POST OF CONTROLLER OF EXAMINATIONS

1.	Name of the Post	Controller of Examinations
2.	Classification	Group "A"
3.	Pay Band and Grade Pay	Rs. 37400-67000 (PB-4) + Grade Pay Rs. 10000
4.	Age limit for direct recruitment	Preferably below 55 years


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5.	Educational and other qualifications required for direct recruitment	<p>Master's degree with at least 55% of marks or its equivalent grade of "B" in the UGC 7 point scale with at least 15 years experience as Assistant Professor in the AGP of Rs. 7000/- and above</p> <p>OR</p> <p>Comparable experience in a research establishment and / or other institutions of higher education</p> <p>OR</p> <p>15 years of administrative experience, of which 08 years shall be as Deputy Registrar or an equivalent post</p> <p>DESIRABLE</p> <p>Relevant experience in conducting University / National level educational institutions examinations or other comparable examinations</p>
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RECRUITMENT REGULATIONS FOR THE POST OF JOINT REGISTRAR

1.	Name of the Post	Joint Registrar
2.	Classification	Group "A"
3.	Pay Band and Grade Pay	Rs. 37400-67000 (PB-4) + Grade Pay Rs. 8700
4.	Age limit for direct recruitment	Preferably below 50 years
5.	Educational and other qualifications required for direct recruitment	Deputy Registrar, on completion of the 5 years can be re-designated as Joint Registrar. The re-designation will be subject to the policy notified by UGC/MHRD and adopted by the University accordingly from time to time

RECRUITMENT REGULATIONS FOR THE POST OF DEPUTY REGISTRAR/DEPUTY FINANCE OFFICER/DEPUTY CONTROLLER OF EXAMINATIONS

1.	Name of the Post	Deputy Registrar/Deputy Finance Officer/Deputy Controller of Examinations
2.	Classification	Group "A"
3.	Pay Band and Grade Pay	Rs. 15600-39100 (PB-3) + Grade Pay Rs. 7600 Rs. 37400-67000 (PB-4) + Grade Pay Rs. 8700 (after 5 years of service)
4.	Age limit for direct recruitment	Preferably below 50 years
5.	Educational and other qualifications required for direct recruitment	Master's degree with at least 55% of marks or its equivalent grade of "B" in the UGC 7 point scale with at least 9 years experience as Assistant Professor in a College/Institute/University with experience in educational administration

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		<p>OR Comparable experience in a research establishment and/or other institutions of higher education</p> <p>OR 5 years of administrative experience as Assistant Registrar or its equivalent post</p> <p>DESIRABLE</p> <ul style="list-style-type: none"> • Relevant experience in relevant field University/Institute. • Through knowledge of service matters or accounts/budget or conduct of examinations • MBA/PG Diploma in Management, LL.B. or CA/ICWA or MCA or M. Phil/Ph. D. qualification
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RECRUITMENT REGULATIONS FOR THE POST OF ASSISTANT REGISTRAR

1.	Name of the Post	Assistant Registrar
2.	Classification	Group "A"
3.	Pay Band and Grade Pay	Rs. 15600-39100 (PB-3) + Grade Pay Rs. 5400
4.	Age limit for direct recruitment	Preferably below 45 years
5.	Educational and other qualifications required for direct recruitment	<p>Master's degree with at least 55% of marks or its equivalent grade of "B" in the UGC 7 point scale</p> <p>DESIRABLE Relevant experience in relevant field University/Institute</p>

RECRUITMENT REGULATIONS FOR THE POST OF INTERNAL AUDIT OFFICER

1.	Name of the Post	Internal Audit Officer
2.	Classification	Group "A"
3.	Pay Band and Grade Pay	Rs. 15600-39100 (PB-3) + Grade Pay Rs. 7600
4.	Age limit for direct recruitment	Preferably below 30 years
5.	Educational and other qualifications required for direct recruitment	<ul style="list-style-type: none"> • Bachelor's degree from a recognized University/Institute. • Knowledge of Computer Applications • Minimum 5 years relevant experience

RECRUITMENT REGULATIONS FOR THE POST OF PUBLIC RELATIONS OFFICER

1.	Name of the Post	Public Relations Officer
2.	Classification	Group "A"
3.	Pay Band and Grade Pay	Rs. 15600-39100 (PB-3) + Grade Pay Rs. 5400

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4.	Age limit for direct recruitment	Preferably below 40 years
5.	Educational and other qualifications required for direct recruitment	<ul style="list-style-type: none"> • Master's degree in Mass Communication & Journalism with at least 55% of the marks or equivalent grade of 'B' in the UGC seven point scale along with a good academic record from a recognized University/Institute. • Excellent command of English and Hindi in speaking • Minimum 2 years of experience in the Editorial department of any established English Newspaper/Periodical

RECRUITMENT REGULATIONS FOR THE POST OF LIBRARIAN

1.	Name of the Post	Librarian
2.	Classification	Group 'A'
3.	Pay Band and Grade Pay	Rs. 37400-67000 (PB-4) + Academic Grade Pay Rs. 10000
4.	Age limit for direct recruitment	Preferably below 57 years
5.	Educational and other qualifications required for direct recruitment	<ul style="list-style-type: none"> • Master's degree in Library Science/Information Science/Documentation with at least 55% marks or its equivalent grade of 'B' in the UGC seven point scale and consistently good academic record from a recognized University/Institute. • Minimum 13 years of experience as Deputy Librarian in University library or any other library statutory organization or 18 years experience as a College Librarian • Evidence of innovative library service and organization of published work and professional commitment, computerization of library <p>DESIRABLE</p> <p>M.Phil./Ph.D. degree in Library Science/Information Science/Documentation/ Archives and Manuscript Keeping</p> <p>OR</p> <p>Deputy librarian completing service of three years in the AGP of Rs.9000 and otherwise eligible as per the API scoring system and PBAS methodology developed in UGC Regulations, 2010 with a Ph.D. qualification</p>

RECRUITMENT REGULATIONS FOR THE POST OF DEPUTY LIBRARIAN

1.	Name of the Post	Deputy Librarian
2.	Classification	Group 'A'
3.	Pay Band and Grade Pay	Rs. 15600-39100 (PB-3) + Academic Grade Pay Rs. 8000 Rs. 37400-67000 (PB-4) + Academic Grade Pay Rs. 9000 (after three years of service)
4.	Age limit for direct recruitment	Preferably below 55 years
5.	Educational and other qualifications required for direct recruitment	<ul style="list-style-type: none"> • Master's degree in Library Science/Information Science/Documentation with at least 55% marks or its equivalent grade of 'B' in the UGC seven point scale and a good academic record from a recognized University/ Institute. • Evidence of innovative library service and organization of published work and professional commitment, computerization of library • Minimum 5 years relevant experience <p>DESIRABLE M.Phil./Ph.D. degree in Library Science/Information Science / Documentation / Archives and Manuscript Keeping, computerization of library</p>

RECRUITMENT REGULATIONS FOR THE POST OF ASSISTANT LIBRARIAN

1.	Name of the Post	Assistant Librarian
2.	Classification	Group 'A'
3.	Pay Band and Grade Pay	Rs. 15600-39100 (PB-3) + Academic Grade Pay Rs. 6000
4.	Age limit for direct recruitment	Preferably below 40 years
5.	Educational and other qualifications required for direct recruitment	<ul style="list-style-type: none"> • Master's degree in Library Science / Information Science/Documentation or an equivalent professional degree with at least 55% marks (or an equivalent grade of in a point scale where ever grading system is followed) and a consistently good academic record with knowledge of computerization of library. • Qualifying in the National Level Test conducted for the purpose by the UGC or any other agency approved by the UGC. • However, candidates, who are, or have been awarded Ph.D. degree in accordance with the "University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree), Regulations 2009" shall be exempted from the requirement of the minimum eligibility condition of NET / SLET / SET for recruitment and appointment of the University Assistant

		Librarian. DESIRABLE PG Diploma in Library Automation and Networking of PGDCA or equivalent.
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RECRUITMENT REGULATIONS FOR THE POST OF SYSTEM ANALYST

1.	Name of the Post	System Analyst
2.	Classification	Group 'A'
3.	Pay Band and Grade Pay	Rs. 15600-39100 (PB-3) + Grade Pay Rs. 5400
4.	Age limit for direct recruitment	Preferably below 40 years
5.	Educational and other qualifications required for direct recruitment	<ul style="list-style-type: none"> • First class M.E./M.Tech. (Computer Science/Information Technology) or equivalent. <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • First class B.E./B.Tech. (Computer Science/Information Technology) or equivalent with two years of relevant experience. <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • First Class Master in Computer Applications (MCA) or equivalent with two years of relevant experience. <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • M. Sc. (Computer Science/Information Science) from a recognized University/Institute with three years of relevant experience.

RECRUITMENT REGULATIONS FOR THE POST OF EXECUTIVE ENGINEER

1.	Name of the Post	Executive Engineer
2.	Classification	Group 'A'
3.	Pay Band and Grade Pay	Rs. 15600-39100 (PB-3) + Grade Pay Rs. 6600
4.	Age limit for direct recruitment	Preferably below 50 years
5.	Educational and other qualifications required for direct recruitment	<ul style="list-style-type: none"> • Bachelor's degree in Engineering (Civil) from a recognized University / Institute. • Eight years of experience in relevant field as Assistant Engineer from CPWD / State Government PWD services or similar organized services / Semi Government / PSU / Statutory or Autonomous organization / University system / reputed private organizations. <p>Relaxation of 2 years in experience will be given to those possessing Post - Graduate qualification in Construction Management / Structural Engineering or equivalent fields.</p>

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		<p>DESIRABLE</p> <ul style="list-style-type: none"> • Minimum 2 years of experience as Executive Engineer, In-Charge of time bound construction projects of multistory buildings and have experience in planning / estimation / tendering as per the CPWD / PWD norms. Good knowledge of CPWD manuals, preparation / checking of estimates, drawings, structural details, bill of quantities, substitute / deviation items statements and other associated issues related with building and constructions. • Knowledge of Computer Aided Design (CAD) and latest Management Technology / other relevant software.
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RECRUITMENT REGULATIONS FOR THE POST OF MEDICAL OFFICER

1.	Name of the Post	Medical Officer
2.	Classification	Group 'A'
3.	Pay Band and Grade Pay	Rs. 15600-39100 (PB-3) + Grade Pay Rs. 5400
4.	Age limit for direct recruitment	Preferably below 40 years
5.	Educational and other qualifications required for direct recruitment	<ul style="list-style-type: none"> • MBBS recognized by M.C.I. <p>DESIRABLE</p> <ul style="list-style-type: none"> • Post Graduate Medical Qualifications from a recognized Institution by the MCI. • Preference will be given to experienced candidate. • Working experience in a Hospital attached with a Medical College / Corporate Hospital.

RECRUITMENT REGULATIONS FOR THE POST OF SECTION OFFICER/ADMINISTRATIVE OFFICER (ADMINISTRATION/FINANCE/EXAMINATION)

1.	Name of the Post	Section Officer/Administrative Officer (Administration/Finance/Examination)
2.	Classification	Group "B"
3.	Pay Band and Grade Pay	Rs. 9300-34800 (PB-2) + Grade Pay Rs. 4600
4.	Age limit for direct recruitment	Preferably below 35 years
5.	Educational and other qualifications required for direct recruitment	<ul style="list-style-type: none"> • Bachelor's degree with atleast 55% marks or its equivalent grade from a recognized University/Institute. <p>DESIRABLE</p> <ul style="list-style-type: none"> • Three years' experience in Administration/Finance & Accounts/Examination

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		<p>in University/Research Institution or Autonomous organization.</p> <ul style="list-style-type: none"> • Knowledge of Computer Applications • LL.B. or MBA or CA/ICWA or MCA or M. Phil/Ph. D. qualification
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RECRUITMENT REGULATIONS FOR THE POST OF ASSISTANT

1.	Name of the Post	Assistant
2.	Classification	Group "B"
3.	Pay Band and Grade Pay	Rs. 9300-34800 (PB-2) + Grade Pay Rs. 4600
4.	Age limit for direct recruitment	Preferably below 35 years
5.	Educational and other qualifications required for direct recruitment	<ul style="list-style-type: none"> • Bachelor's degree from a recognized University/Institute. • Two years' experience in Administration/Finance & Accounts in Central/State Governments University/Research Institution or Autonomous organization. • Knowledge of Computer Applications i.e. Typing Skills, word Processing, spread Sheet, Internet, E-mail communication etc.

RECRUITMENT REGULATIONS FOR THE POST OF CASHIER

1.	Name of the Post	Cashier
2.	Classification	Group "B"
3.	Pay Band and Grade Pay	Rs. 9300-34800 (PB-2) + Grade Pay Rs. 4600
4.	Age limit for direct recruitment	Preferably below 30 years
5.	Educational and other qualifications required for direct recruitment	<ul style="list-style-type: none"> • B. Com. Degree with atleast 50% marks or M. com. degree from a recognized University/Institute. • Atleast 3 years experience in handling of cash in a reputed commercial establishment • Knowledge of operation of computers and financial packages <p>DESIRABLE</p> <ul style="list-style-type: none"> • Diploma in Financial Management/Accounting • Passing of CA (Inter) or ICWA (Inter)

RECRUITMENT REGULATIONS FOR THE POST OF SPORTS COACH

1.	Name of the Post	Sports Coach
2.	Classification	Group "B"


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3.	Pay Band and Grade Pay	Rs. 9300-34800 (PB-2) + Grade Pay Rs. 4600
4.	Age limit for direct recruitment	Preferably below 35 years
5.	Educational and other qualifications required for direct recruitment	<ul style="list-style-type: none"> • Bachelor/Master degree in Physical Education • Diploma in coaching from NIS, Patiala or equivalent qualification from a recognized University/Institution <p>DESIRABLE</p> <ul style="list-style-type: none"> • Competence in Coaching in at least any 02 games at National/International standing in sports • 02 years coaching experience

RECRUITMENT REGULATIONS FOR THE POST OF LEGAL ASSISTANT

1.	Name of the Post	Legal Assistant
2.	Classification	Group "B"
3.	Pay Band and Grade Pay	Rs. 9300-34800 (PB-2) + Grade Pay Rs. 4600
4.	Age limit for direct recruitment	Preferably below 35 years
5.	Educational and other qualifications required for direct recruitment	<ul style="list-style-type: none"> • Degree in Law (Professional) from a recognized University/Institute. • Atleast 3 years experience in handling court cases or practice before High Court of Lower Court in Civil/Labour matters • Hands on experience in computers <p>DESIRABLE</p> <ul style="list-style-type: none"> • Post Graduate degree • Diploma in IPR or Labour Laws • Good drafting and noting skills and knowledge of service REGULATIONS applicable to Central Government employees

RECRUITMENT REGULATIONS FOR THE POST OF SOCIAL WORKER

1.	Name of the Post	Social Worker
2.	Classification	Group "B"
3.	Pay Band and Grade Pay	Rs. 9300-34800 (PB-2) + Grade Pay Rs. 4600
4.	Age limit for direct recruitment	Preferably below 35 years
5.	Educational and other qualifications required for direct recruitment	<p>Post Graduate Degree in Social Work from a recognized University</p> <p>DESIRABLE</p> <ul style="list-style-type: none"> • Atleast 02 years experience in Social Works practice • Proficiency in English and Hindi

- Certificate or Diploma course in communication

RECRUITMENT REGULATIONS FOR THE POST OF SENIOR TECHNICAL ASSISTANT (ICT)

1.	Name of the Post	Senior Technical Assistant (ICT)
2.	Classification	Group 'B'
3.	Pay Band and Grade Pay	Rs. 9300-34800 (PB-2) + Grade Pay Rs. 4200
4.	Age limit for direct recruitment	Preferably below 35 years
5.	Educational and other qualifications required for direct recruitment	<ul style="list-style-type: none"> • First class B.E. / B.Tech. (Computer Science/ Information Technology) or equivalent. <p>OR</p> <p>First Class Master in Computer Applications (MCA) or equivalent.</p> <p>OR</p> <p>M.Sc. (Computer Science / Information Science) from a recognized University / Institute.</p> <ul style="list-style-type: none"> • Two years of relevant experience.

RECRUITMENT REGULATIONS FOR THE POST OF HINDI TRANSLATOR

1.	Name of the Post	Hindi Translator
2.	Classification	Group 'B'
3.	Pay Band and Grade Pay	Rs. 9300-34800 (PB-2) + Grade Pay Rs. 4200
4.	Age limit for direct recruitment	Preferably below 35 years
5.	Educational and other qualifications required for direct recruitment	<ul style="list-style-type: none"> • Master's degree of a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level. <p>OR</p> <p>Master's degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level.</p> <p>OR</p> <p>Master's degree of a recognized University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of an examination at the degree level.</p> <p>OR</p>

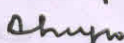
		<p>Master's degree of a recognized University in any subject other than Hindi or English, with English medium and Hindi as a compulsory or elective subject or as the medium of an examination at the degree level.</p> <p>OR</p> <p>Master's Degree of a recognized University in any subject other than Hindi or English, with Hindi and English as compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at degree level.</p> <ul style="list-style-type: none"> • Recognized Diploma or Certificate course in translation from Hindi to English & vice versa. • Minimum 2 years experience of translation work from Hindi to English and vice versa in Central or State Government office, including Government of India Undertaking.
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RECRUITMENT REGULATIONS FOR THE POST OF PRIVATE SECRETARY

1.	Name of the Post	Private Secretary
2.	Classification	Group 'B'
3.	Pay Band and Grade Pay	Rs. 9300-34800 (PB-2) + Grade Pay Rs. 4600
4.	Age limit for direct recruitment	Preferably below 35 years
5.	Educational and other qualifications required for direct recruitment	<ul style="list-style-type: none"> • Bachelor's Degree from a recognized University / Institute. • Proficiency in Stenography in English / Hindi with minimum speed of 100 w.p.m. • Proficiency in Typing in English / Hindi with minimum speed of 35/ 30 w.p.m. • Knowledge of computer applications. • Minimum 3 years of experience as Personal Assistant in Central / State Governments, University / Research Institution or Autonomous organization.

RECRUITMENT REGULATIONS FOR THE POST OF PERSONAL ASSISTANT

1.	Name of the Post	Personal Assistant
2.	Classification	Group 'B'
3.	Pay Band and Grade Pay	Rs. 9300-34800 (PB-2) + Grade Pay Rs. 4200
4.	Age limit for direct recruitment	Preferably below 35 years
5.	Educational and other qualifications required for	<ul style="list-style-type: none"> • Bachelor's Degree from a recognized University / Institute.


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direct recruitment	<ul style="list-style-type: none"> • Proficiency in Stenography in English / Hindi with minimum speed of 80 w.p.m. • Proficiency in Typing in English / Hindi with minimum speed of 35/ 30 w.p.m. • Knowledge of computer applications. • Minimum 1 year of experience as Stenographer in State, Central / Governments, University Research Institution or Autonomous organization.
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RECRUITMENT REGULATIONS FOR THE POST OF ASSISTANT ENGINEER

1.	Name of the Post	Assistant Engineer
2.	Classification	Group 'B'
3.	Pay Band and Grade Pay	Rs. 9300-34800 (PB-2) + Grade Pay Rs. 4600
4.	Age limit for direct recruitment	Preferably below 35 years
5.	Educational and other qualifications required for direct recruitment	<ul style="list-style-type: none"> • Bachelor's degree in Civil Engineering from a recognized University / Institute. • Minimum 2 years of experience in relevant field as Junior Engineer from CPWD / State Government PWD services or similar organized services / Statutory or Autonomous organization / University system / Reputed private organizations. <p>OR</p> <ul style="list-style-type: none"> • Diploma in Civil Engineering from a recognized University / Institute. • Minimum 5 years of experience in relevant field as Junior Engineer from CPWD / State Government PWD services or similar organized services / Statutory or Autonomous organization / University system / Reputed private organizations.

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

1.	Name of the Post	Junior Engineer (Civil/ Electrical)
2.	Classification	Group 'B'
3.	Pay Band and Grade Pay	Rs. 9300-34800 (PB-2) + Grade Pay Rs. 4200
4.	Age limit for direct recruitment	Preferably below 35 years
5.	Educational and other qualifications required for direct recruitment	<ul style="list-style-type: none"> • Bachelor's degree in Engineering (Civil / Electrical) from a recognized University / Institute.

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		<p>OR Diploma in Engineering (Civil / Electrical) from a recognized University / Institute with at least 2 years of experience in relevant field in CPWD / State Government PWD services or similar organized services / Statutory or Autonomous organization / University System / reputed private organizations.</p> <p>DESIRABLE Working knowledge of AUTOCAD, other relevant software.</p>
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RECRUITMENT REGULATIONS FOR THE POST OF SECURITY OFFICER

1.	Name of the Post	Security Officer
2.	Classification	Group 'B'
3.	Pay Band and Grade Pay	Rs. 9300-34800 (PB-2) + Grade Pay Rs. 4600
4.	Age limit for direct recruitment	Preferably below 35 years
5.	Educational and other qualifications required for direct recruitment	<ul style="list-style-type: none"> Bachelor's degree with 5 years experience as Security Supervisor / supervisory position in security in a Govt. Office, Educational Institution / Private Organization of repute. <p>OR Persons who have served in the Army or such Uniformed service at JCO level or above with at least Class 10th standard pass or Army Class - I examination or an equivalent examination.</p>

RECRUITMENT REGULATIONS FOR THE POST OF NURSE

1.	Name of the Post	Nurse
2.	Classification	Group 'B'
3.	Pay Band and Grade Pay	Rs. 9300-34800 (PB-2) + Grade Pay Rs. 4200
4.	Age limit for direct recruitment	Preferably below 35 years
5.	Educational and other qualifications required for direct recruitment	<ul style="list-style-type: none"> B.Sc. Nursing from a recognized University / Institution. <p>OR Diploma in General Nursing and Midwifery (GNM).</p> <ul style="list-style-type: none"> Registered as Nurse in the Indian Nursing Council or its affiliated State Nursing Council. Minimum 2 years of work experience in reputed Hospital.

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RECRUITMENT REGULATIONS FOR THE POST OF UPPER DIVISION CLERK

1.	Name of the Post	Upper Division Clerk
2.	Classification	Group "C"
3.	Pay Band and Grade Pay	Rs. 5200-20200 (PB-1) + Grade Pay Rs. 2400
4.	Age limit for direct recruitment	Preferably below 35 years
5.	Educational and other qualifications required for direct recruitment	<ul style="list-style-type: none">• Bachelor's degree from a recognized University/Institute.• Knowledge of Computer Applications i.e. Typing Skills, word Processing, spread Sheet, Internet, E-mail communication etc.

RECRUITMENT REGULATIONS FOR THE POST OF LOWER DIVISION CLERK

1.	Name of the Post	Lower Division Clerk
2.	Classification	Group "C"
3.	Pay Band and Grade Pay	Rs. 5200-20200 (PB-1) + Grade Pay Rs. 1900
4.	Age limit for direct recruitment	Preferably below 30 years
5.	Educational and other qualifications required for direct recruitment	<ul style="list-style-type: none">• Bachelor's degree from a recognized University/Institute.• Knowledge of Computer Applications i.e. Typing Skills, word Processing, spread Sheet, Internet, E-mail communication etc.

RECRUITMENT REGULATIONS FOR THE POST OF MULTI TASKING STAFF

1.	Name of the Post	Multi Tasking Staff
2.	Classification	Group "C"
3.	Pay Band and Grade Pay	Rs. 5200-20200 (PB-1) + Grade Pay Rs. 1800
4.	Age limit for direct recruitment	Preferably below 30 years
5.	Educational and other qualifications required for direct recruitment	<ul style="list-style-type: none">• Bachelor's degree / 10+2 from a recognized University/Institute/Board.• Knowledge of Computer Applications i.e. Typing Skills, word Processing, spread Sheet, Internet, E-mail communication etc.

RECRUITMENT REGULATIONS FOR THE POST OF ASSISTANT (STORES)

1.	Name of the Post	Assistant (Stores)
2.	Classification	Group 'C'
3.	Pay Band and Grade Pay	Rs. 5200-20200 (PB-1) + Grade Pay Rs. 1900
4.	Age limit for direct recruitment	Preferably below 30 years
5.	Educational and other qualifications required for direct recruitment	<ul style="list-style-type: none">• A degree in Science and Commerce• Diploma in Materials Management OR At least 03 years experience in a similar capacity in

reputed commercial establishment

RECRUITMENT REGULATIONS FOR THE POST OF DRIVER

1.	Name of the Post	Driver
2.	Classification	Group 'C'
3.	Pay Band and Grade Pay	Rs. 5200-20200 (PB-1) + Grade Pay Rs. 1900
4.	Age limit for direct recruitment	Preferably below 30 years
5.	Educational and other qualifications required for direct recruitment	<ul style="list-style-type: none">• Class 10th standard from a recognized University/Institute.• Possession of a valid driving license for L/M/H motor vehicles issues by the competent authority• Knowledge of motor mechanism• Minimum 3 years relevant experience

RECRUITMENT REGULATIONS FOR THE POST OF LIBRARY ASSISTANT

1.	Name of the Post	Library Assistant
2.	Classification	Group 'C'
3.	Pay Band and Grade Pay	Rs. 5200-20200 (PB-1) + Grade Pay Rs. 2000
4.	Age limit for direct recruitment	Preferably below 30 years
5.	Educational and other qualifications required for direct recruitment	<ul style="list-style-type: none">• Bachelor's Degree in Library and Information Science / Bachelor's degree in Library Science or equivalent.• Typing speed of 30 words per minute in English• Knowledge of Computer Application

RECRUITMENT REGULATIONS FOR THE POST OF LIBRARY ATTENDANT

1.	Name of the Post	Library Attendant
2.	Classification	Group 'C'
3.	Pay Band and Grade Pay	Rs. 5200-20200 (PB-1) + Grade Pay Rs. 1800
4.	Age limit for direct recruitment	Preferably below 30 years
5.	Educational and other qualifications required for direct recruitment	<ul style="list-style-type: none">• Class 10th + 2 or its equivalent examination from a recognized Board.• Certificate course in Library Science from a recognized Institution.

RECRUITMENT REGULATIONS FOR THE POST OF ELECTRICIAN

1.	Name of the Post	Electrician
2.	Classification	Group 'C'
3.	Pay Band and Grade Pay	Rs. 5200-20200 (PB-1) + Grade Pay Rs. 1800

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4.	Age limit for direct recruitment	Preferably below 30 years
5.	Educational and other qualifications required for direct recruitment	<ul style="list-style-type: none"> • Diploma/ITI in a relevant trade from a recognized Institution with a Certified Electrician License issued by competent authority • At least 01 – 02 years work experience

RECRUITMENT REGULATIONS FOR THE POST OF SANITARY INSPECTOR

1.	Name of the Post	Sanitary Inspector
2.	Classification	Group 'C'
3.	Pay Band and Grade Pay	Rs. 5200-20200 (PB-1) + Grade Pay Rs. 1800
4.	Age limit for direct recruitment	Preferably below 35 years
5.	Educational and other qualifications required for direct recruitment	<ul style="list-style-type: none"> • At least Senior Secondary School pass certificate or equivalent examination from a recognized Board/University • Possessing the Diploma/Certificate course for Sanitary Inspector from a recognized Institute • At least 03 years supervisory experience in sanitation in a local body after obtaining Sanitary Inspector's qualification

RECRUITMENT REGULATIONS FOR THE POST OF HOUSE KEEPER (HOSTEL WARDEN)

1.	Name of the Post	House Keeper (Hostel Warden)
2.	Classification	Group 'C'
3.	Pay Band and Grade Pay	Rs. 5200-20200 (PB-1) + Grade Pay Rs. 1800
4.	Age limit for direct recruitment	Preferably below 35 years
5.	Educational and other qualifications required for direct recruitment	<ul style="list-style-type: none"> • Graduation from a recognized Institution/University • Working knowledge of computer • Two years experience in similar field/area <p>DESIRABLE</p> <ul style="list-style-type: none"> • A Diploma or certificate of minimum 6 months in House Keeping/Home Science or any other relevant qualification from a reputed institute • Knowledge of Book keeping to maintain : <ul style="list-style-type: none"> ○ Stock Register ○ Assets Register ○ Mess Rebate • Maintenance of Registers : <ul style="list-style-type: none"> ○ Attendance register of students ○ Leave Register

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RECRUITMENT REGULATIONS FOR THE POST OF SENIOR GARDEN SUPERVISOR

1.	Name of the Post	Senior Garden Supervisor
2.	Classification	Group 'C'
3.	Pay Band and Grade Pay	Rs. 5200-20200 (PB-1) + Grade Pay Rs. 1800
4.	Age limit for direct recruitment	Preferably below 35 years
5.	Educational and other qualifications required for direct recruitment	<ul style="list-style-type: none"> • Graduation from a recognized Institution/University • At least 05 years experience as Gardener or equivalent post

RECRUITMENT REGULATIONS FOR THE POST OF SECURITY INSPECTOR

1.	Name of the Post	Security Inspector
2.	Classification	Group 'C'
3.	Pay Band and Grade Pay	Rs. 5200-20200 (PB-1) + Grade Pay Rs. 2800
4.	Age limit for direct recruitment	Preferably below 32 years
5.	Educational and other qualifications required for direct recruitment	<ul style="list-style-type: none"> • Bachelor's degree with 3 years experience as Security Supervisor/ supervisory position in security in a Govt. Office, Educational Institution/ Private Organization of repute. <p>OR</p> <p>People who have served in the Army or such Uniformed service at JCO level or above with at least Class 10th standard pass or Army Class - I examination or an equivalent examination.</p>

RECRUITMENT REGULATIONS FOR THE POST OF TECHNICAL ASSISTANT

1.	Name of the Post	Technical Assistant
2.	Classification	Group 'C'
3.	Pay Band and Grade Pay	Rs. 5200-20200 (PB-1) + Grade Pay Rs. 2800
4.	Age limit for direct recruitment	Preferably below 32 years
5.	Educational and other qualifications required for direct recruitment	<ul style="list-style-type: none"> • <u>TA (ICT):</u> B.E. / B.Tech. (Computer Science/information Technology) or equivalent. <p>OR</p> <p>Master in Computer Applications (MCA) or equivalent.</p> <p>OR</p> <p>M.Sc. (Computer Science / Information Science) from a recognized University/Institute.</p> <p>AND</p> <p>One year of relevant experience.</p>

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		<ul style="list-style-type: none"> • TA (Instrumental): M.Sc. with at least 55% of marks from a recognized University with two years experience of maintenance scientific instruments. • TA (Physical/Chemical Science): Bachelor's degree in Physics/ Chemistry with at least 55% of marks from a recognized University with three years of working experience in a Research Laboratory of a University/ National Level R&D Laboratory. • TA (Biological Science): Bachelor's degree in Biotechnology / Microbiology / Biochemistry / Environmental Science with at least 55% of marks from a recognized University with three years of working experience in a Research Laboratory of a University/ National Level R&D Laboratory.
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RECRUITMENT REGULATIONS FOR THE POST OF LABORATORY ASSISTANT

1.	Name of the Post	Laboratory Assistant
2.	Classification	Group 'C'
3.	Pay Band and Grade Pay	Rs. 5200-20200 (PB-1) + Grade Pay Rs. 2000
4.	Age limit for direct recruitment	Preferably below 30 years
5.	Educational and other qualifications required for direct recruitment	<ul style="list-style-type: none"> • Bachelor's degree in Science or other relevant field from a recognized University. <p>DESIRABLE Experience in Science Laboratories of Academic / Research institutions.</p>

RECRUITMENT REGULATIONS FOR THE POST OF COOK

1.	Name of the Post	Cook
2.	Classification	Group 'C'
3.	Pay Band and Grade Pay	Rs. 5200-20200 (PB-1) + Grade Pay Rs. 1900
4.	Age limit for direct recruitment	Preferably below 30 years
5.	Educational and other qualifications required for direct recruitment	<ul style="list-style-type: none"> • Class 10th Standard from a recognized School / Board. • Minimum 2 years of experience in cooking / catering services in educational institutions / guest houses, reputed hotels, restaurants or similar organizations. <p>DESIRABLE</p>

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		<ul style="list-style-type: none"> • ITI Trade Certificate in Bakery & Confectionery (one year duration). • Experience in preparation of vegetarian and non-vegetarian food items both of South Indian / North Indian cuisine and Continental cuisine.
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RECRUITMENT REGULATIONS FOR THE POST OF KITCHEN ATTENDANT


1.	Name of the Post	Kitchen Attendant
2.	Classification	Group 'C'
3.	Pay Band and Grade Pay	Rs. 5200-20200 (PB-1) + Grade Pay Rs. 1800
4.	Age limit for direct recruitment	Preferably below 30 years
5.	Educational and other qualifications required for direct recruitment	<ul style="list-style-type: none"> • Class 10th Standard from a recognized School / Board. <p>OR</p> <ul style="list-style-type: none"> • ITI Trade Certificate in the relevant field. • Minimum 2 years experience as Cook Apprentice in cooking / catering services in educational institutions / guest houses, reputed hotels, restaurants and similar facilities.

RECRUITMENT REGULATIONS FOR THE POST OF HOSTEL ATTENDANT

1.	Name of the Post	Hostel Attendant
2.	Classification	Group 'C'
3.	Pay Band and Grade Pay	Rs. 5200-20200 (PB-1) + Grade Pay Rs. 1800
4.	Age limit for direct recruitment	Preferably below 30 years
5.	Educational and other qualifications required for direct recruitment	<ul style="list-style-type: none"> • Matriculation or equivalent pass. <p>OR</p> <p>ITI pass</p> <p>DESIRABLE</p> <ul style="list-style-type: none"> • Minimum 2 years of experience in a Hostel / Canteen / Hotel or similar organizations.

RECRUITMENT REGULATIONS FOR THE POST OF PHARMACIST

1.	Name of the Post	Pharmacist
2.	Classification	Group 'C'
3.	Pay Band and Grade Pay	Rs. 5200-20200 (PB-1) + Grade Pay Rs. 2800
4.	Age limit for direct recruitment	Preferably below 32 years
5.	Educational and other qualifications required for direct recruitment	<ul style="list-style-type: none"> • 10+2 or equivalent in Science subjects from a recognized Board or University. • Diploma in Pharmacy from an Institute


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		<p>recognized by the Pharmacy Council of India.</p> <p>OR</p> <p>Bachelor's degree in Pharmacy from a University / Institute approved by the Pharmacy Council of India.</p> <ul style="list-style-type: none"> Registered as Pharmacist under the Pharmacy Act, 1948.
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RECRUITMENT REGULATIONS FOR THE POST OF X-RAY TECHNICIAN

1.	Name of the Post	X-Ray Technician
2.	Classification	Group 'B'
3.	Pay Band and Grade Pay	Rs. 9300-34800 (PB-2) + Grade Pay Rs. 4200
4.	Age limit for direct recruitment	Preferably below 35 years
5.	Educational and other qualifications required for direct recruitment	Graduate with Diploma in Radiography with 02 years experience as Radiographer in a reputed hospital

RECRUITMENT REGULATIONS FOR THE POST OF DRESSER/ MEDICAL ATTENDANT

1.	Name of the Post	Dresser / Medical Attendant
2.	Classification	Group 'C'
3.	Pay Band and Grade Pay	Rs. 5200-20200 (PB-1) + Grade Pay Rs. 1800
4.	Age limit for direct recruitment	Preferably below 30 years
5.	Educational and other qualifications required for direct recruitment	<ul style="list-style-type: none"> Matriculation or its equivalent examination from any recognized Board / University. Elementary knowledge of first aid. One year experience in hospital work or handling of dressing wounds. <p>DESIRABLE</p> <p>10+2 with Science Biology subject or equivalent from a recognized Board / University.</p>


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