

**THE ENGLISH AND FOREIGN LANGUAGES UNIVERSITY
HYDERABAD - 500 007**

**CADRE RECRUITMENT RULES
(Non-teaching employees)**

EXECUTIVE COUNCIL APPROVED
30th NOVEMBER, 2016

Extract from the minutes of the 23rd meeting of
Executive Council held on 30-11-2016

13

Dr H Nikhila, Dept of Film Studies

The Selection Committee recommended subject to fulfillment of the required API score as per UGC Rule and Regularization of service to be verified. (Need to be looked into.)

Item 23.14

Non-Teaching Cadre Recruitment Rules

The Executive Council unanimously approved the Cadre Recruitment Rules for the University as recommended by the One Man Committee Review Committee constituted of Dr. P. Muralikrishna, former Registrar of Hyderabad Central University, who has a wide range experience in service matters.

Item 23.15

CBI and MHRD-CVC observations regarding recovery from outstanding bills of constructions (during 2008-2009).

The Executive Council approved the review and calculation of recoveries from the outstanding bills of construction works (2008-2009) taking into consideration the recommendations of the CBI, observations there on by MHRD and CVC.

Item 23.16

Writ petition of Anna Juhi John in the Hon'ble Supreme Court

The Executive Council was appraised of the developments on the Anna Juhi John's legal cases including her Special Leave Petition in the Hon'ble Supreme Court. The EC took a considered view on the matter and approved appropriate response to the case following all legal recourse in the Supreme Court in order to preserve the integrity of the University and its mandate as an autonomous institution.

Item 23.17

To engage an additional Legal Counsel

In view of the increased legal cases, the Executive Council approved engaging of additional Legal Counsel and authorized the Vice Chancellor to appoint a competent additional Legal Counsel having expertise in service matters.

Item 23.18

Publication of Revised Statutes, Ordinances, Rules and Regulations of the University

The Executive Council approved the publication of Revised Statutes, Ordinances, Rules and Regulations of the University in the official Gazette as per MHRD direction, to be placed before the parliament.

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CADRE RECRUITMENT RULES (NON-TEACHING EMPLOYEES)

<u>INDEX</u>		
1	Cadre Recruitment Rules	3
2	Annexure -1 - Selection Committees composition	32
3	Annexure II - Administrative and Ministerial Services	35
4	Secretarial Services	60
5	Hindi Cell	66
6	Guest House and Hostels	72
7	Security Services	76
8	Technical Staff	80
9	Information Services	94
10	Engineering Services	97
11	Games and Sports	110
12	Health Centre	113
13	Library Services	118
14	Press and Publications	130

**THE ENGLISH AND FOREIGN LANGUAGES UNIVERSITY
HYDERABAD**

Cadre Recruitment Rules (Non-teaching Employees)

The Executive Council of the English and Foreign Languages University, in exercise of its powers conferred under Statute 12(2)(iv) of the University Act and in accordance with the Ordinance No.24 of the Ordinances of the university, hereby makes the following Rules for regulating the method of recruitment to the non-teaching posts in the university.

1. Short Title and Commencement:

- (i) These Rules may be called The English and Foreign Languages University Cadre Recruitment Rules (Non-Teaching Employees)
- (ii) These Rules will come into effect from the date approved by the Executive Council

2. Extent of Application:

These Rules shall apply to all temporary/contractual and permanent non-teaching employees of the University.

3. The Non-teaching Employees of the University shall be classified as:

- (i) Group "A" – Posts Carrying Grade Pay of Rs.10000, 8900 and 8700 in the scale of pay Rs. 37400 – 67000(PB-4) and Rs.7600, 6600 and 5400 in the scale of pay Rs. 15600-39100 (PB_3)
- (i) Group "B" – Posts Carrying Grade Pays 5400.4800.4800 and 4200 in the pay scale of Rs. 9300- 34800 (PB-2)
- (ii) Group "C" - Post carrying Grade Pays 2800,2400,2000,1900 and 1800 in the scale of Pay Rs. 5200 – 20200 (PB_1) including Multi Tasking Staff (MTS)

4. **Appointing Authority**

The appointing authority for the Post of Group "A" shall be the Executive Council and for Group "B" and Group "C" shall be the Vice Chancellor

5. **Schedule:**

The number of Posts, their Classification, Pay Band and Grade Pay, the details of qualifications, experience, age limit etc., for various Posts and other information relevant to the post is enclosed as **Annexure II**

6. **Method of Recruitment:**

The following shall be the modes of recruitment for various posts existing in the university:

- (a) Direct Recruitment
- (b) Promotion
- (c) Deputation from other organization with or without provision for Absorption
- (d) Appointment on Temporary/Tenure/Contractual basis
- (e) Reemployment of retired persons

7. Notwithstanding anything contained in these rules, The Vice Chancellor may, in case of urgent need, permit appointment or deputation or short term contract basis. In such cases the contract period shall not normally exceed six months

8. **Procedure for issue of Advertisement and inviting applications for Non-teaching post:**

(i) **Issue of Advertisement:**

The vacant Non-teaching posts of permanent nature, Plan posts, Posts of tenure/deputation nature, temporary posts which are likely to continue shall be advertised at appropriate time giving at least one

insertion in any one of the popular national Dailies and one insertion in Employment News and University News. It will also be prominently displayed on the website of the EFL University. Individuals who are desirous of offering their candidature for a given post may submit their applications online through Online-Application-System by visiting the University Website and submit a hard copy of the application with all necessary enclosures and prescribed application fee if any, within the prescribed closing date

Note: (a). The closing date can be extended at the discretion of the Vice Chancellor of the University by notifying on the Website only.

- (b) Applications for short term/contractual engagements and also on deputation may be invited through any other mode of circulation such as Circular or Notification on the University Website and Notice Board of the University
- (c) The University may at its discretion decide to fill-up any vacancy on deputation or on any other mode in the interest of the university if necessary, notwithstanding of its advertisement in the newspapers

(ii) 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

(iii) Validity period of Advertisement:

Where the Selection Committee has not met even after the lapse of 12 months from the closing date of application for any post, the post shall ordinarily be re-advertised, provided that if in the opinion of the Vice Chancellor the circumstances so necessitate, he/she may extend the validity of the advertisement for another six months. However, in any case the validity of an advertisement

shall not be extended beyond 18 months from the closing date of the receipt of applications

(iv) Application Form:

- (a) Applications for all the posts shall be entertained only on the prescribed application forms, accompanied by a Bank Draft for the amount fixed for the post from time to time by the university. The Bank Draft shall be made in favour of the Registrar of EFL University. Money orders, Cheques or cash payment shall not be accepted towards application fee. The candidate are required to apply online through University Website or any other mode prescribed by the university and hard copy of the application along with all necessary enclosures along with prescribed application fee shall be sent to the Registrar of the University before the closing date. The schedule of charges for application forms and prescribed fees shall be determined by the Vice Chancellor from time to time. The SC/ST/PWD and the regular employees of the university are exempted from the application fee.

(b) Receipt of applications after the last date:

The closing date for online application shall normally be 4 weeks and for receipt of hard copy of application form shall be 4 weeks from the date of release of advertisement to the press by the university. However the Vice Chancellor may decide the closing date for receipt of filled-in applications keeping in view the exigencies of the situation. Incomplete applications and applications received after the last date shall be rejected. The Vice Chancellor may however order for acceptance of such applications for valid reasons. In case the closing date is a holiday, next working day shall be treated as the closing date.

© ***Holding of written Tests:***

While filling the posts under direct recruitment, the university may hold written tests for Group "A"(where required), "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, University Act, Statute and Ordinances, Office procedures, filing, Noting, drafting, basic Govt rules etc., or any other subject depending on the job requirements

The criteria to assign appropriate weightage for the written test/skill or trade test etc., shall be decided by the university from time to time. There will be no interviews in respect of Group "B" "C" posts and the merit in these cases shall be decided based on qualifications, experience and performance in the written/skill test and Merit Lists shall accordingly be prepared

The University may hold written test or other trade/skill tests at the time of promotion of the employees of the university and fix qualifying marks and also take in its account the Annual Performance Appraisal Reports. The university may also fix any other criteria as may be required for consideration of Departmental Promotion Committee(DPC)

9. Minimum Qualifications and Experience:

For recruitment to various posts, the qualifications and experience shall be as prescribed in these rules at ***Annexure II*** and where there are no prescribed rules, the qualification requirements of such posts shall be as decided by the Executive Council

10. Age limit:

The upper age limit for appointment to various posts shall be as prescribed in the ***Annexure II***. However, where age limit is not

prescribed in the rules, it will be as decided by the Executive Council. Relaxation of age limit in respect of reserved categories shall be as prescribed by the Govt of India from time to time. Upper age-limit shall not be insisted in case of departmental candidates applying for direct recruitment unless otherwise it is specifically mentioned

11. Reservation of Posts:

The policy of Govt of India with regard to the reservation as applicable for various categories in recruitment / promotion shall be followed

12. Payment of TA:

No TA shall be paid for the candidates either to appear for the written test or to attend interview. However outside SC/ST/PWD candidates will be defrayed second class rail fare or ordinary bus fare where there is no rail facility by the shortest route.

13. Constitution and role of Screening Committee:

The Vice-Chancellor may constitute a Screening Committee of atleast 5 members including one outside expert member. The Committee may normally be headed by a Professor nominated by the Vice Chancellor. One of the members not below the rank of Assistant Registrar shall act as the Member Secretary of every Screening Committee. The Member-Secretary shall place all the relevant documents including copy of the advertisement, rules governing the method of recruitment and UGC regulations/ guidelines etc. 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 rules/ UGC guidelines/ regulations as amended from time to time. The Screening Committee is not expected to interpret the recruitment rules/ 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 rules/ guidelines shall be modified/ altered 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.

14. Constitution of Selection Committees/ Departmental Promotion Committees:

The Constitution of the Selection Committee/ Departmental Promotion Committee and their quorum are specified in the **Annexure I**. The Vice-Chancellor at his discretion may include the Head or any other senior member of the unit concerned in the Selection Committees/ Departmental Promotion Committees at the time of selection/ promotion to any post of the University. In addition to the above, the nominee(s) of the SC/ ST/ OBC/ Minority/ Women community to be nominated by the Vice-Chancellor shall be included in the Selection Committees/ Departmental Promotion Committees in case the SC/ ST/ OBC/ Minority/ Women candidates are to be considered for interview/ promotion and no member of the committee does not belong to that category. Any other member/ members shall also be included in the Selection Committees/ Departmental Promotion Committees as per the direction of the Executive Council. In the absence of a regular Vice-Chancellor, the Acting Vice-Chancellor may also nominate external experts/ members and hold the

meetings of the Selection Committees/ Departmental Promotion Committees as per the provisions of these rules.

15. Direct Recruitment by Open Selection:

- (i) 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 recommended by the Screening Committee which shall take all aspects into consideration while determining eligibility of the candidates strictly as per rules.
- (ii) The Chairman will be entitled to vote at the Selection Committee meeting and shall have a casting vote in case of a tie.
- (iii) The Selection Committee may devise its own method of evaluating the performance of the candidates in the interview.
- (iv) If two or more candidates are selected, the recommendations shall be made in order of merit of the selected candidates.
- (v) 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.
- (vi) Based on the recommendations of the Selection Committee, the Executive Council / competent authority may, at its discretion, may protect pay or sanction additional increments (not exceeding five increments) to any of the candidates joining from outside organizations as admissible under the Govt. of India rules in case the candidate possesses higher qualification, experience, higher pay scale and professional expertise to the satisfaction of the Selection Committee.

- (vii) In case the appointing authority is not in agreement with the recommendations of the Selection Committee, it shall refer the matter to the Executive Council recording the reasons for such disagreement and the decision of the Executive Council shall be final.

16. Deputation:

In case the appointment is made on deputation basis, the incumbent may be allowed to continue maximum for a period of five years or till he/ she attains the age of the superannuation prescribed for that particular cadre whichever is earlier. The appointment on deputation may be made initially for a period of two years which may be extended on yearly basis up to a maximum period of five years subject to satisfactory performance, good behaviour and high integrity. The University, however, shall have the right to repatriate the incumbent any time even before the prescribed period in case his/ her performance, integrity or conduct is found to be unsatisfactory at any stage according to the opinion of the competent authority. Ordinarily no Deputationist shall be absorbed in any cadre of the University after expiry of his/ her deputation period. In case, it is decided in the interest of the University to absorb any such person, then the University Administration may take up the matter with his parent organization for concurrence after obtaining the option of the deputationist concerned. After obtaining the consent of the parent department, the case shall be placed before the Appointing Authority for a final decision. In case he/ she is absorbed in the University, he/ she will be assigned the bottom seniority of that particular cadre.

17. Appointments / Engagements on Temporary / Adhoc / Contract basis:

- (i) 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 outsourcing the agencies by entering into contract for a specified period. For this purpose, the University may devise procedure for hiring of services such as calling of tender etc.. The selection of the agency is to be made based on rates, efficiency and reputation, past record, client feedbacks and compliance to the requirements of the regulatory authorities under the appropriate Government.

- (ii) 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 provided that the candidates fulfill the eligibility criteria for the post as per the rules and have applied in response to the advertisement issued by the University. Such appointments/ engagements shall be considered only against the existing vacancies.
- (iii) Appointment on temporary/ contract basis for specific assignments shall be made by the University on certain consolidated salary, 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. Where necessary the Vice Chancellor may permit engagement of adhoc employees against vacant substantive posts if the concerned candidates are on the panel of the selection Committee for a period not exceeding 6 months
- (iv) 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 keeping in view the guidelines of the Funding Agency. Candidates working in such projects should be terminated on completion of the Scheme. And they shall not have any claim in the vacancies that may occur later.

- (v) 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.
- (vi) Temporary/ adhoc/ contractual services shall not be counted for any purpose including seniority for promotion against any post.

18. Promotion:

- (a) For candidates to be eligible for promotion must satisfy the prescribed eligibility criteria as on the cutoff date of the meeting of the Departmental Promotion Committee which should normally be 31st December for January meeting of DPC and 30th June for the meeting held in July.

- (b) Promotion is earned by dint of hard work, good conduct and result oriented performance as reflected in the APARs. Only performance reported above "Average" – that is remark 'good' and above consistently for the preceding five years shall be taken into consideration by the DPC. While "average" is not an adverse remark, it cannot be regarded as complimentary.
- © 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 as specified above at 17(b). In case there is any adverse entry in the APAR or 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 increase the score, the employee concerned may have to wait for the required number of reports carrying the prescribed marks as required for the post under these rules.
- (d) The eligibility criteria, Vigilance Clearance Reports, Confidential folders/ dossiers duly completed in all respects along with the seniority list of the eligible employees should be considered for promotion with full details of the number of vacancies, number of posts reserved for SCs/ STs shall be provided to the DPC for consideration.
- (e) In the case of "Selection", the normal zone of consideration of eligible officers shall be decided by the DPC on the basis of the service record of the officers. In respect of SCs/ STs, extended zone consideration should be taken into account to ensure the promotional chances against the reserved quota. The normal zone and the extended zone of consideration shall be as follows:-

No. of vacancies	Normal Zone	Extended Zone for SC/ ST
1	5	5
2	8	10
3	15	20
4	12	
5 to 10	Twice the number of vacancies + 4	5 times the number of vacancies

The assessment of each officer should be made on evaluation of APARs for the preceding five years as specified at 17(b) above. The DPC should 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 (out of total 10) for all Group 'B' & 'C' posts and "Very Good" i.e. minimum score 7 for all Group 'A' posts and accordingly grade the officers as 'fit' or 'unfit' only. Those who are graded as 'fit' shall be included in the select panel in order of their inter se seniority in the feeder grade subject to availability of vacancies. Those employees who are graded 'unfit' by the DPC shall not be included in the Select panel. There shall be no super session in promotion among those who are graded 'fit'. The grading and score are quoted below:-

- (i) Grade "between 8-10" shall be rated as 'outstanding' and will be given a score of 9 for the purpose of calculating average scores for appointment/ promotion.
- (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 Will 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'.

- (f) The meeting of the Departmental Promotion Committee (DPC) may be convened normally in January and again in July if required.
- (g) The administrative authorities shall ensure that the information furnished to Departmental Promotion Committee is accurate and in proper order in all cases and a certificate to this effect shall form part of the note for the DPC.
- (h) Penalties of any kind (major or minor) shall constitute a bar to one's eligibility for promotion or confirmation. However, minor penalty of "censure" would not constitute a bar to eligibility and consideration for the purposes of promotion/ confirmation unless otherwise mentioned specifically in the order about such a bar to eligibility.
- (i) The following cases shall be brought to the notice of the DPC:-
 - (a) Employees under suspensions;
 - (b) In respect of whom a charge-sheet has been issued and disciplinary proceedings are pending; and
 - © In respect of whom prosecution for a criminal charge has been pending

The DPC shall assess their suitability without regard to the disciplinary aspect and 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 for the same are to be recorded. If not exonerated, the findings of the sealed cover shall not be acted upon.

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

19. Functions of DPC:

- (i) The Departmental Promotion Committee (DPC) shall consider and make recommendations in all cases of Group 'A', 'B' & 'C' employees. The constitution of DPC for various categories of posts will be as per the **Annxure -I.**
- (ii) Confirmation of the non-teaching employees (Group 'B' & 'C') on their respective posts is subject to satisfactory completion of probation period. As regards the confirmation of the Group 'A' non-teaching staff, the order of confirmation to the incumbents shall be issued with the approval of the competent authority after completing the required formalities such as vigilance clearance, performance appraisal reports carrying the prescribed bench-marks (i.e. the score of 7).
- (iii) While considering the promotion cases, the Departmental Promotion Committee shall consider the following:
- (a) Provisions of the Act/ Statutes/ Ordinances/ Regulations/ Rules / UGC/ GOI guidelines as applicable.
- (b) Eligibility criteria & relaxations/ concessions applicable to the SC/ ST categories.
- (c) Work & Conduct Reports
- (d) 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 Confidential Reports/ the Annual Performance Appraisal Reports (APARs), the DPC may also adopt the criteria with regard to bench

marks as mentioned at Rule-17(b) & (e) or any other criteria for consideration as per the rules.

- (e) Vigilance Clearance Report
 - (f) Roster points of the cadre(s) as per the reservation policy of the Govt. of India/ UGC.
 - (g) Performance in the interview/ skill test/ written test, if conducted by the DPC as per rule.
- (iv) The DPC is expected to screen the cases and decide the eligibility based on the afore-mentioned documents like ACRs/ APARs, Vigilance Clearance Report, Roster, Recruitment Rules etc.

Note:- In case any APAR(s) of any particular period was not made available 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.

20. Mode of Promotion:

- (i) 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 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.

- a. Mere possession of eligibility conditions shall not entitle an employee to be promoted to the next higher post from the date of his/ her eligibility. After completion of formalities such as Annual Performance appraisal reports APARs, vigilance clearance reports, the departmental promotion committee may be constituted to evaluate and assess the eligibility of the employees. The employees will be considered for promotion based on the recommendations of the DPC/ Selection Committee duly approved by the Competent Authority of the University
- b. All promotions of the non-teaching staff shall take effect from the date of joining after approval of recommendation of the Department Promotion Committee by the competent authority
- 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 rules.
- d. Either due to non-performance / misconduct/ misbehaviour or violation of Conduct Rules, 1965, the period of probation could be extended by one more year beyond 2 years. If there is no improvement with regard to the performance or other traits mentioned above, the University shall terminate the services or revert the employee concerned forthwith without giving any

further opportunity for improvement. However, when the employee concerned is confirmed on his post consequent upon the satisfactory completion of the extended period of probation, then the eligibility of his promotion to the next higher post, if any or upward movement under the Assured Career Progression Scheme (ACPS)/ Modified Assured Career Progression Scheme (MACPS) or the Career Advancement Scheme shall be proportionately increased by one year. In other words such an employee may be considered for promotion/ ACP Scheme/ Modified Assured Career Progression Scheme (MACPS)/ Career Advancement Scheme after one year from the date of his/ her actual date of eligibility.

21. Ad-hoc Promotions:

- (i) 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 upto a maximum of one year at his discretion to promote an employee on ad-hoc basis subject to completion of all other procedural formalities. 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.
- (ii) Those employees who fulfill the requisite qualifications and experience and other eligibility criteria as per these rules may 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 however to the condition that they have minimum score 5 (Group 'B' & 'C' posts) and 7 (Group 'A' posts) in the preceding years as indicated 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.

22. Panels:

(i) The panel drawn for promotion by the Departmental Promotion Committee shall normally be valid for one year from the date of such approval of the competent authority. However, the Vice Chancellor may permit extension of panel validity upto a period not exceeding 6 months and there after they cease to be in force.

(ii) In case of direct recruitment, the panel drawn on the recommendations of the Selection Committee for any post shall be valid for a period of one year from the date of such approval of the competent authority. The Executive Council may however extend the validity period upto a maximum of one more year - that is for total period of two years.

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

(i) The financial up-gradation under the ACP/ MACP Scheme in respect of non-teaching staff of the University shall be allowed as per the provisions of the orders/ guidelines of UGC/ Government of India and as amended/ issued from time to time.

(ii) The Assured Career Progression Scheme (ACP) was valid upto 31.08.2008. The employees who were eligible for financial up-gradation as on 31.08.2008 shall be governed by the ACP Scheme.

- (iii) The Modified Assured Career Progression Scheme(MACP) of the Govt. of India, duly communicated for implementation by the UGC, came into force from 01.09.2008.
- (iv) In case of up-gradation of pay scale upto the level of Deputy Registrar or equivalent, A Screening Committee chaired by the Registrar and with Finance Officer and one external expert member nominated by the Vice Chancellor along with other members representing SC/ ST/ OBC/ PWD/ Minorities etc. wherever required as per the guidelines of the UGC/ GOI shall consider the eligible cases and recommend for approval of the Vice Chancellor for such financial upgradation.
- (v) With regard to any dispute in the afore-mentioned advancement schemes applicable for non-teaching staff, the decision of the Executive Council shall be final.

24. Probation:

- (i) **In case of direct recruitment**, the selected candidate will be kept on probation for a period as specified vide these rules. The appointing authority may at its discretion extend the period of probation by one year in case of unsatisfactory performance, misconduct or on ground of misbehaviour. In case there is no perceivable improvement despite all this, his/ her services shall be terminated by giving one month's notice or on payment of one month's salary in lieu of notice. The employee concerned may also exercise his option to quit by giving one month's notice or deposit one month's salary in lieu of notice.
- (ii) **In case of promotion** to the next higher post, the employee(s)

shall be kept on probation for a period of two years (no probation in case of promotion within the same group of post) from the date of DPC/ Selection Committee. 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 and consequently all the employees promoted against the consequential vacancies due to the promotion of this employee shall be reverted to their parent posts, in case they cannot be adjusted in any other similar vacant posts available at that point of time.

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 should be warned of the consequences, i.e. termination of his services/ reversion to the post from which he/ she is appointed / promoted. Such a warning should be issued in advance after which the performance of the official concerned should be continuously kept under observation.

(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 post unless and until he signs the service agreement.

25. Discipline / Vigilance Clearance Reports:

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

26. Interpretation:

Any ambiguity or lack of clarity with regard to any clause of the rules, the decision of the Executive Council shall be final. The Executive Council shall have authority to amend, modify, withdraw, suspend or relax any or all of these rules. The decision of the Executive Council shall be final and binding on all employees

27. Liability of officers to serve anywhere in India:

Employees appointed shall be liable to serve anywhere in India

28. Territorial Jurisdiction:

In case of disputes, any suits or legal proceedings against the university, the territorial jurisdiction shall be restricted to the Andhra Pradesh High Court , Hyderabad

29. General Terms and Conditions of recruitment:

- (i) Mere possession of eligibility conditions shall not entitle a candidate to be called for written test/ interview. The date for determining the eligibility of all candidates in every respect shall be the closing date as prescribed in the advertisement for receipt of the applications. In other words no candidate shall be called for interview if he does not possess the minimum qualification and experience etc. as on the closing date of the application for a particular post.
- (ii) 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 rules 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.

- (iii) 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.
- (iv) 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 rules in general and eligibility in respect of any post in particular, the decision of the Executive Council shall be final.
- (v) Acceptance of documents/ certificates/ claims etc. submitted by an applicant will be subject to their verification by the competent authorities/ sources. If, any claim/ certificate/ document is found to be false/ fake/ incorrect/ *malafide* at any stage of verification before or after appointment, the document in question shall be summarily rejected and action may be initiated against the candidate for this

misconduct including rejection of his candidature which shall lead to cancellation of his appointment, if already appointed.

- (vi) 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.
- (vii) The persons appointed against any post shall be governed by the Act/ Statutes/ Ordinances/ Regulations/ Rules governing the service conditions/ method of recruitments as amended from time to time and resolutions of the Executive Council of the University and rules of the Govt. of India/ Guidelines of the UGC adopted by the University from time to time .
- (viii) The appointment of a fresh candidate will be subject to verification of antecedents. Until the verification report is received, the appointment shall be treated as provisional which shall be mentioned clearly in the letter of appointment. In case, the report of the antecedents with regard to his conduct, character, antecedents etc. is not found satisfactory, the provisional appointment shall be withdrawn/ cancelled/ terminated forthwith without notice.
- (ix) 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.

- (x) 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 Saturdays-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 five-day week in its working may also direct any employee to work for six days in a week at its discretion depending upon the exigency of service and in the interest of the 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 rules.
- (xi) **Nature of Duties:-** The selected candidates will be required to perform duties as per the rules 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.
- (xii) The selected person shall be required to arrange his/ her own accommodation as per his/ her convenience.

- (xiii) The selected candidate will be governed by the "National Pension System" (earlier known as 'New Pension Scheme') of the Govt. of India as applicable with effect from 01.01.2004.
- (xiv) The selected candidate is liable to serve anywhere in the country where the offices or projects of the University are located or may be located in future.
- (xv) The selected candidates shall be governed by the Act/ Statutes/ Ordinances/ Regulations/ 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 specifically for maintaining the conduct of the employees by the Executive Council of the University.
- (xvi) 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 (DOPT O.M. No. K-11022/ 67/ 2012-AR dated 10th May, 2013).
- (xvii) A relaxation of marks in case of SC/ ST/ PWD candidates will be applicable as per the Govt. of India guidelines. Upper age limit can be relaxed up to five years in respect of reserved categories.
- (xviii) 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.
- (xix) 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 deposited with the Registrar. Such service agreement shall be duly stamped as per the rates applicable.

- (xx) In respect of MTS post(s), preference 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.
- (xxi) The University reserves the right to appoint Consultants for a definite period as per the requirement on the payment term as prescribed by the Government of India in case of any exigency.
- (xxii) (a) 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 approval of the Panel. In any case every Panel shall be treated as invalid after one year from the date of approval of the recommendations of the Selection Committee by the by the appointing authority
- (b) The University reserves the right to withdraw the advertisement either partly or wholly at any time without assigning any reason.
- (c) 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.
- (d) The University reserves the right to reject any application without assigning any reason thereof.
- (e) 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.
- (f) Interim enquiries shall not be entertained.

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

(h) Applicants are required to apply on separate form for each post. Each application without the required application fee by way of A/ c payee draft shall be rejected. Cheque(s) shall not be accepted under any circumstance

(xxiii) The University shall not be responsible for any delay in delivery. 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.

(xxiv) For any clarification, the candidates may contact the Registrar Office 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.

Annexure I

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

The Following shall be the constitution of the Selection Committees for appointment to various posts:

I. Selection Committee for statutory posts like Registrar, Finance Officer, Controller of Examinations and Librarian:

As per the Statue No. 20(2), of the Statutes of the English and Foreign Languages University Act 2009 and as amended time to time.

**II. Selection Committee for Group 'A' posts (other than statutory posts)
(for non-teaching posts exceeding Grade pay Rs. 4800)**

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

**III. Selection Committee for Group B and Group C posts
(for non-teaching posts with maximum Grade pay of Rs. 4800)**

1. Pro-Vice Chancellor / Senior most Dean* ----- Chairman
(* in the absence of Pro-Vice Chancellor)
2. One Member of the Executive Council
to be nominated by the Executive Council Member
3. Two Expert Members not in the service
of the University to be nominated by VC Member
4. One Representative of SC/ST/OBC/ Minority/
Women/ Differently-abled categories, if any of the
Candidates representing these categories is an
Applicant, to be nominated by the VC, if any
of the above members of the Selection Committee
do not belong to that Category Member
5. Head of the Department/Centre/Institution
Concerned Member
6. Registrar / Deputy Registrar * Member-Secretary
(* in the absence of Registrar to be
Nominated by the VC)

**IV. Departmental promotion Committee for Group A posts
(for non-teaching posts exceeding Grade pay Rs. 4800)**

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

V. *Departmental Committee for Group B and Group C Posts
(for non-teaching posts with maximum of Grade pay of Rs. 4800)*

1. Registrar Chairman
2. Two persons not in the service of the university
To be nominated by the Vice Chancellor, one of whom
shall be from SC/ST Category, a woman / minority community
in case any of the candidates under consideration belong
to such categories and such representation is not already
made by virtue of other members Member
3. Head of the Department / Section concerned Member
4. Deputy Registrar (Admn) Member - Secretary

ANNEXURE II

ENGLISH AND FOREIGN LANGUAGES UNIVERSITY

ADMINISTRATIVE / MINISTERIAL SERVICES

PAY STRUCTURE

Sl. No.	Name of Post	Group	Core Pay Scale as per 6 th CPC	
			Pay Band (Rs.)	Grade Pay (Rs.)
I. STATUTORY POSTS				
1	Registrar	A	37400-67000	10000
2	Finance Officer	A	37400-67000	10000
3	Controller of Examination	A	37400-67000	10000
II. OTHER POSTS				
4	Deputy Registrar	A	15600-39100 37400-67000 (After 05 yrs.)	7600 8700 (After 05 yrs.)
5	Assistant Registrar	A	15600-39100	5400
6	Section Officer	B	9300-34800	4600
7	Assistant	B	9300-34800	4200
8	Upper Division Clerk	C	5200-20200	2400
9	Receptionist-cum-Telephone* Operator	C	5200-20200	2400
10	Lower Division Clerk	C	5200-20200	1900
11	Multi Task Staff (MTS)	C	5200-20200	1800
12	Driver	C	5200-20200	19000
13	Senior Duplicating Operator**	C	5200-20200	2400
14	Duplicating Operator**	C	5200-20200	1900
III. ISOLATED POSTS				
15	Internal Audit Officer (on deputation)	A	15600-39100	7600
16	Public Relation Officer	A	15600-39100	5400

* The post may be merged with Upper Division Clerk after the existing incumbent vacates the post

** These posts may be abolished after the existing incumbents vacate the posts

Cadre Recruitment Rules for the Post of REGISTRAR

1	Name of Post	Registrar
2	Number of Post(s)	One (1)
3	Classification	Group 'A'
4	Scale of Pay	Rs.37400 – 67000 (PB-4) + Grade Pay Rs10000
5	Whether selection or non-selection post	Not Applicable Recruitment for a tenure of 5 years
6	Age Limit for direct recruits	Preferably below 57 years
7	Educational and other qualifications required for direct recruits	<p>(i) A Master's degree with at least 55% of the marks or its equivalent grade of B in the UGC seven-point scale.</p> <p>(ii) At least 15 years of experience as Assistant Professor in the AGP of Rs. 7000 and above or with 08 years of service in the AGP of Rs. 8000 and above including as Associate Professor alongwith experience in educational administration</p> <p style="text-align: center;">Or</p> <p>Comparable experience in research establishment and/or other institutions of higher education</p> <p style="text-align: center;">Or</p> <p>15 years of administrative experience of which 8 years as Deputy Registrar or an equivalent post.</p> <p>Note: same qualification and experience will be applicable in case of deputation / contract</p>
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	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 posts to be filled by various methods. | Deputation or on contract for a tenure of 5 years or till attaining the age of 62 years whichever is earlier.
(Can be renewed for similar terms) |
| 11 | In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation/absorption to be made | Deputation or on Contract

As indicated in Col. 7 |
| 12 | Composition of Selection Committee | <ol style="list-style-type: none"> 1. Vice Chancellor - Chairman 2. Pro Vice Chancellor 3. Nominee of the Visitor 4. Two members of the Executive Council nominate by it 5. One person, not in the service of the University, nominated by the Executive Council 6. One Representative of SC/ST/OBC/ Minority/Women/ Differently-abled categories, if any of the Candidates representing these categories is an Applicant, to be nominated by the VC, if any of the above members of the Selection Committee do not belong to that Category <p>At least three members should attend from the members shown at sl. Nos. 3,4 and 5</p> |

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

1	Name of Post	Finance Officer
2	Number of Post(s)	1 (one)
3	Classification	Group 'A'
4	Scale of Pay	Rs. 37400 – 67000 (PB -4) + GP Rs. 10,000
5	Whether selection or non-selection post	Not Applicable (on deputation for a maximum period of 5 years).
6	Age Limit for direct recruits	Preferably below 57 years
7	Educational and other qualifications required for direct recruits	<p>Essential:</p> <p>(i) A Master's degree with at least 55% of the marks or its equivalent grade of B in the UGC seven-point scale.</p> <p>(ii) At least 15 years of experience as Asst Professor in the AGP of 7000 and above or with 08 yrs years of service in the AGP of Rs. 8000 and above including as Associate Professor, along with experience in educational administration Or</p> <p>Comparable experience in a research establishment and/or other institutions of higher education Or</p> <p>15 years of administrative experience of which 8 years as Deputy Registrar or an equivalent post.</p> <p>Desirable:</p> <p>Persons possessing Masters degree in Business Administration (finance)/ Commerce or possessing CA / ICWA qualification</p> <p>Note: The same qualification will be applicable in case of deputation / contract</p>
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	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 posts to be filled by various methods. | Direct / Deputation / Contract
For a tenure of 5 years or till attaining the age of 62 years, whichever is earlier. |
| 11 | In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation/absorption to be made | Appointment preferably by drawing officers belonging to Indian Audit and Accounts services or other similar organized services in Central / State Govt / University system /other organisation on deputation for a tenure of 5 years or till attaining the age of 62 years whichever is earlier |
| 12 | Composition of DPC or Selection Committee | <ol style="list-style-type: none"> 1. Vice Chancellor ... Chairman 2. Pro Vice Chancellor 3. A nominee of the Visitor 4. Two members of the Executive Council nominated by it 5. one person not in the service of the university nominated by the Executive Council 6. A representative of SC / ST/ OBC/ Minority/Women/ Differently-abled categories, if any of the candidates representing these categories is/are applicants, and if any of the above members of the Selection Committee do not belong to that category to be nominated by the Vice Chancellor <p>From the above 3,4 and 5 at least three of them should attend the meeting</p> |

**RECRUITMENT RULES FOR THE POST OF
CONTROLLER OF EXAMINATIONS**

1	Name of Post	Controller of Examinations
2	Number of Post(s)	1 (one)
3	Classification	Group 'A'
4	Scale of Pay	Rs.37400 – 67000 (PB-4) + GP Rs. 10,000
5	Whether selection or non-selection post	Not Applicable
6	Age Limit for direct recruits	Preferably 57 years
7	Educational and other qualifications required for direct recruits	<p>Essential:</p> <p>(i) A Master's degree with at least 55% of marks or its equivalent grade of B in the UGC seven point scale.</p> <p>(ii) At least 15 years of experience as Asst Professor in the AGP of Rs 7000 and above or with 8 years of service in the AGP of Rs 8000 and above including as Associate Professor along with experience in educational administration Or</p> <p>Comparable experience in research establishment and/or other institutions of higher education. Or</p> <p>15 years of administrative experience of which 8 years as Deputy Registrar or an equivalent post</p> <p>Desirable: Adequate experience in the pre-conduct and post-conduct of university examinations or other comparable examinations.</p> <p>Note: The same qualification will be applicable in case of deputation/contract</p>
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	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 posts to be filled by various methods. | Direct/ Deputation/ Contract for a tenure of 5 years or till attaining the age of 62 years whichever is earlier.
(eligible for re-appointment) |
| 11 | In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation/absorption to be made | Deputation or on Contract
As indicated in Col. 7 |
| 12 | Composition of DPC or Selection Committee | <ol style="list-style-type: none"> 1. Vice Chancellor ... Chairman 2. Pro Vice Chancellor 3. A nominee of the Visitor 4. Two members of the Executive Council nominated by it 5. one person not in the service of the university nominated by the Executive Council 6. A representative of SC / ST/ OBC/ Minority/Women/ Differently-abled categories, if any of the candidates representing these categories is/are applicants, and if any of the above members of the Selection Committee do not belong to that category to be nominated by the Vice Chancellor <p>From the above 3, 4 and 5 at least three of them should attend the meeting</p> |

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

1	Name of Post	Deputy Registrar
2	Number of Post(s)	4 (four)
3	Classification	Group 'A'
4	Scale of Pay	Rs.15600 -39100 (PB -3) + GP RS. 7000 Rs. 37400 – 67000 (PB-4) + GP 8700 after 5 years of service
5	Whether selection or non-selection post	Not applicable / Selection
6	Age Limit for direct recruits	50 years
7	Educational and other qualifications required for direct recruits	<p>Essential:</p> <p>(i) A Master's degree with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale.</p> <p>(ii) Nine years' of experience as Asst Professor in AGP of Rs. 6000 and above with experience in educational administration. Or</p> <p>Comparable experience in research establishment and/or other institutions of higher education. Or</p> <p>Five years' of administrative experience as Assistant Registrar or in an equivalent post</p> <p>(iii) Good working knowledge of computers</p> <p>Desirable:</p> <p>(a) Relevant experience in the areas of Establishment / Exams/ Finance</p> <p>(b) Preference will be given to the candidates having M.Com / MBA (finance)/CA/ICWA or those having supervisory experience in pre-conduct and pos-conduct of university exams</p>

Note: The positions of Deputy Registrars are subject to internal transfer not withstanding their specialization in a particular area

- 8 Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees
Age : No
Qualification: No, but must possess at least Bachelors degree from a recognized university/ institute
- 9 Period of probation, if any
One Year (for direct recruits)
- 10 Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods.
75% by direct recruitment
25% by promotion failing which by deputation or direct recruitment as per the discretion of the competent authority
- 11 In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation/absorption to be made
Promotion:-
Assistant Registrar with 5 years continuous regular service in PB - 3 (Rs. 15600 - 39100) + Grade Pay of Rs. 6600

Deputation:
Officers holding analogous posts on regular basis or with 5 years continuous regular service in PB -3 (Rs. 15600 - 39100) + Grade Pay of Rs. 6600 from the Central / State Government, Universities and other autonomous organisations.
- 12 Composition of DPC or Selection Committee
As per Cadre Review Rules (Non-teaching employees)

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

1	Name of Post	Assistant Registrar
2	Number of Post(s)	8 (eight)
3	Classification	Group 'A'
4	Scale of Pay	Rs.15600 -39100 (PB -3) + GP RS. 5400
5	Whether selection or non-selection post	Not applicable / Selection
6	Age Limit for direct recruits	Not above 40 years
7	Educational and other qualifications required for direct recruits	<p>Essential: (i) A Master's degree with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale along with good academic record</p> <p>Desirable: (a) Three years experience in supervisory capacity in educational administration</p> <p>(b) Preference will be given to the candidates having M.Com / MBA (finance)/CA/ICWA or those having supervisory experience in pre-conduct and pos-conduct of university exams</p> <p>Note: The positions of Assistant Registrars are subject to internal transfer not withstanding their specialization in a particular area</p>
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Age : No Qualification: No, but must possess at least Bachelors degree from a recognized university/institute
9	Period of probation, if any	One Year (for direct recruits)
10	Method of recruitment: whether by direct recruitment or by promotion or	50% by direct recruitment

by deputation/absorption and percentage of the posts to be filled by various methods.

50% by promotion failing which by deputation or direct recruitment as per the discretion of the competent authority

- 11 In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation/absorption to be made

Promotion:-

Section Officer / Private Secretary with five years continuous regular service in PB - 2 (Rs. 9300-34800) + Grade Pay of Rs 4600 / 4800
The ratio for Section Officer to Private Secretary shall be 4:1 for promotion against (promotion quota)

Deputation:

Officers holding analogous posts on regular basis or with 5 years continuous regular service in PB -2 (Rs. 9300-34800) + Grade Pay of Rs. 4600/4800 from the Central / State Government, Universities and other autonomous organisations.

- 12 Composition of DPC or Selection Committee

As per Cadre Recruitment Rules (Non-teaching employees)

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

1	Name of Post	Section Officer
2	Number of Post(s)	10 + 5 (Fifteen)
3	Classification	Group "B"
4	Scale of Pay	Rs.9300 – 34800 (PB-2) + GP 4600
5	Whether selection or non-selection post	Not applicable / Selection
6	Age Limit for direct recruits	Not above 45 years
7	Educational and other qualifications required for direct recruits	<ul style="list-style-type: none"> (i) Graduate degree from a recognized university / Institute (ii) Three years experience as Section Officer in Administration / Finance & Accounts in Central or State Governments / University / Research Institution or Autonomous organisations. (iii) Knowledge of computer application. <p>Desirable: Post Graduate Degree with 55% marks or equivalent Grade</p>
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Age : No 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 posts to be filled by various methods.	<p>25% by direct recruitment based on written test/ skill test</p> <p>75% by promotion from the cadre of Assistants according to seniority-cum-fitness and subject to qualifying in a departmental test failing which by deputation / direct recruitment as per the discretion of the competent authority</p>
11	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation/absorption to be made	Promotion:- Assistant with 5 years continuous regular service in PB-2 (Rs. 9300-34800) + Grade Pay Rs. 4200

Deputation/Absorption:-Officers holding analogous posts on regular basis or with 3 years regular service in PB-2 (Rs. 9300-34800) + GP 4200 or equivalent in the from the Central/State Government, Universities and other autonomous organisations and possessing the qualifications and experience prescribed for direct recruits under Col. 7

- 12 Composition of DPC or Selection Committee As per Cadre Recruitment Rules (Non-teaching employees)

**RECRUITMENT RULES FOR THE POST OF
ASSISTANT**

1	Name of Post	Assistant
2	Number of Post(s)	12+16=28(Twenty eight)
3	Classification	Group 'C'
4	Scale of Pay	Rs.9300-34800 (PB-2) + GP Rs.4200
5	Whether selection or non-selection post	Not applicable / Selection
6	Age Limit for direct recruits	35 years
7	Educational and other qualifications required for direct recruits	<ul style="list-style-type: none"> (i) Bachelors degree from a recognized university / Institute (ii) Three years experience as UDC/ Office Assistant in Administration / Finance & Accounts in Central or State Governments / University / Research Institution or Autonomous organisations. (iii) Knowledge of computer application
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Age : No 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 posts to be filled by various methods.	<p>25% by direct recruitment based on written test / skill test</p> <p>50% by promotion from the cadre of UDCs according to seniority-cum-fitness failing which by deputation / direct recruitment as per the discretion of the competent authority.</p> <p>25% by promotion through a limited departmental test from the cadre of Office Assistant / UDC</p>
11	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation/absorption to be made	Promotion: Upper Division Clerk with 5 years continuous regular service in PB-1 (RS. 5200-20200) with GP Rs. 2400 by seniority-cum-fitness and three years for those through

departmental test

- 12 Composition of DPC or Selection Committee As per Cadre Recruitment Rules (non-teaching employees)

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

1	Name of Post	Upper Division Clerk
2	Number of Post(s)	20+8 =28 (Twenty eight)
3	Classification	Group 'C'
4	Scale of Pay	Rs. 5200-20200 (PB-1) with GP 2400
5	Whether selection or non-selection post	Not applicable / Selection
6	Age Limit for direct recruits	32 years
7	Educational and other qualifications required for direct recruits	<ol style="list-style-type: none"> 1. Bachelors degree from a recognized university / Institute 2. Three years experience as LDC / Jr. Assistant in Central / State Govt / university organizations or autonomous institutions 3. Knowledge of Computer Applications
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Age : No 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 posts to be filled by various methods.	25% by direct recruitment 75% by promotion on the basis of seniority-cum-fitness failing which by deputation / direct recruitment as per the discretion of the competent authority.
11	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation/absorption to be made	Lower Division Clerk with 5 years continuous regular service in PB-1 (Rs. 5200-20200) with GP 1900
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-teaching employees)

**RECRUITMENT RULES FOR THE POST OF
RECEPTIONIST-CUM-TELEPHONE OPERATOR**

1	Name of Post	Receptionist-cum-Telephone Operator
2	Number of Post(s)	1 (one)
3	Classification	Group 'C'
4	Scale of Pay	Rs. 5200 - 20200(PB- 1) + GP 2400
5	Whether selection or non-selection post	Not applicable
6	Age Limit for direct recruits	Not above 35 years
7	Educational and other qualifications required for direct recruits	Essential (i) Graduate Degree from a recognized university (ii) Fluency in English and computer skills (iii) Three years experience in operation of PBX / PABX boards and of working as Receptionist in a recognized institution or organisation
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	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 posts to be filled by various methods.	100% by direct recruitment
11	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation/absorption to be made	Not applicable
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-teaching employees)

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

1	Name of Post	Lower Division Clerk
2	Number of Post(s)	40 +36 =76
3	Classification	Group 'C'
4	Scale of Pay	Rs. 5200-20200 (PB-1) with GP Rs 1900
5	Whether selection or non-selection post	Non-Selection
6	Age Limit for direct recruits	Above 18 years but below 30 years
7	Educational and other qualifications required for direct recruits	<ul style="list-style-type: none"> (i) Bachelors degree from a recognised University./Institute (ii) A typing speed of 40 w.p.m. in English or 30 w.p.m. in Hindi. on computer (iii) Knowledge in computer applications
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Age : No Qualification : 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 posts to be filled by various methods.	<ul style="list-style-type: none"> (i) 75% by direct recruitment * (ii) 20% of vacancies shall be filled up from amongst the Group "C" staff who possess +2 / Intermediate or equivalent qualification and have rendered 5 years regular service on the basis of a departmental qualifying exam. The maximum age limit for eligibility for exam is 45 years (iii) 5% of the vacancies shall be filled on seniority-cum-fitness basis from Group "C" employees who possess SSC or equivalent qualification and having 8 years regular service in the posts with GP 1800

* Direct recruitment should be through an appropriate mechanism i.e. written test, typing test, computer aptitude/trade test.

- 11 In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation/absorption to be made As stated in Column No.10 above.
- 12 Composition of DPC or Selection Committee As per Cadre Recruitment Rules (Non-teaching employees)

RECRUITMENT RULES FOR THE POST OF
MUTI TASKING STAFF (MTS)

1	Name of Post	Multi Tasking Staff
2	Number of Post(s)	To be indicated
3	Classification	Group 'C'
4	Scale of Pay	Rs. 5200-20200 (PB-I) with GP Rs.1800
5	Whether selection by merit or selection cum seniority or non-selection post	Not applicable
6	Age Limit for direct recruits	30 years
7	Educational and other qualifications required for direct recruits	SSC OR equivalent preferably with ITI certificate
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	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 posts to be filled by various methods.	100% direct recruitment
11	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation/absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-teaching employees)

**RECRUITMENT RULES FOR THE POST OF
DRIVER**

1	Name of Post	Driver
2	Number of Post(s)	6 (six)
3	Classification	Group 'C'
4	Scale of Pay	Rs. 5200 - 20200(PB- 1) + GP 1900
5	Whether selection or non-selection post	Not applicable
6	Age Limit for direct recruits	Not above 35 years
7	Educational and other qualifications required for direct recruits	Essential (i) Matriculation / SSC pass (ii) Driving License for light vehicles (iii) Three years experience in driving Desirable: Vehicle mechanism and maintenance
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	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 posts to be filled by various methods.	100% by direct recruitment
11	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation/absorption to be made	Not applicable
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-teaching employees)

**RECRUITMENT RULES FOR THE POST OF
SENIOR DUPLICATING OPERATOR**

1	Name of Post	Senior Duplicating Operator
2	Number of Post(s)	1 (one)
3	Classification	Group 'C'
4	Scale of Pay	Rs. 5200 - 20200(PB- 1) + GP 2400
5	Whether selection or non-selection post	Not applicable
6	Age Limit for direct recruits	Not applicable
7	Educational and other qualifications required for direct recruits	Not applicable
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	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 posts to be filled by various methods.	100% by promotion
11	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation/absorption to be made	Promotion from Duplicating Operators on seniority-cum-fitness from those who possesses Intermediate / +2 and satisfactorily worked for five years and subject to passing the trade test conducted for the purpose
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-teaching employees)

**RECRUITMENT RULES FOR THE POST OF
DUPLICATOR OPERATOR**

1	Name of Post	Duplicator Operator
2	Number of Post(s)	1 (one)
3	Classification	Group 'C'
4	Scale of Pay	Rs. 5200 -20200(PB- 1) + GP 1900
5	Whether selection or non-selection post	Not applicable
6	Age Limit for direct recruits	Not above 30 years
7	Educational and other qualifications required for direct recruits	Essential (i)SSC with Certificate in operating Duplicator Machine from a recognized institution (ii) one year experience in operation of duplicators (iii) must be able to operate different models of duplicators and should be able to attend to minor repairs
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	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 posts to be filled by various methods.	100% by direct recruitment
11	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation/absorption to be made	Not applicable
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-teaching employees)

ISOLATED POSTS

RECRUITMENT RULES FOR THE POST OF *INTERNAL AUDIT OFFICER*

1	Name of Post	Internal Audit Officer
2	Number of Post(s)	1(one)
3	Classification	Group 'A'
4	Scale of Pay	Rs. 15600-39100 (PB-3) with GP Rs. 7600
5	Whether selection or non-selection post	Not Applicable (To be filled up on deputation / contract for a period of 5 years).
6	Age Limit for direct recruits	Not Applicable
7	Educational and other qualifications required for direct recruits	Not Applicable
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
9	Period of probation, if any	No Probation
1-	Method of recruitment: whether by direct recruitment or by promotion or by deputation /absorption and percentage of the posts to be filled by various methods.	Deputation: by Drawing Officers belonging to the Audit & Accounts Service or other similar organized services in central / State Govt / university system .
11	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation/absorption to be made	Deputation:- Officers holding analogous posts on regular basis or with 3 years regular service in the PB-3 (Rs. 15600-39100) with GP 6600 OR those with 5 years regular scale in PB-3 (Rs. 15600-39100) with GP 5400 from the Central / State Government, Universities and other autonomous organisations
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-teaching employees)

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

1	Name of Post	Public Relation Officer
2	Number of Post(s)	01 (one)
3	Classification	Group 'A'
4	Scale of Pay	Rs.15600-39100 (PB-3) with GP Rs. 5400
5	Whether selection or non-selection post	Not Applicable
6	Age Limit for direct recruits	Not above 35 Years
7	Educational and other qualifications required for direct recruits	(i) Masters degree in Communication and Journalism in first or high second class (above 55%) from an Indian University or a corresponding degree from a foreign University; (ii) At least 2 years of experience in the editorial department of any established English News paper/ Periodical or in a similar organisation with good command over English in speaking and writing; Desirable: Knowledge of 2 Indian Languages
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	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 posts to be filled by various methods.	100% by Direct Recruitment
11	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation/absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-teaching Employees)

SECRETARIAL SERVICES

PAY STRUCTURE

(In Rupees)

Sl.	Name of Post	Group	Pay Band as per 6 th CPC	
			Grade Pay	
1	Private Secretary	B	9300 - 34800	4600
1.	Personal assistant	B	9300 - 34800	4200
2.	Stenographer	C	9300 - 34800	2400

**RECRUITMENT RULES FOR THE POST OF
PRIVATE SECRETARY / SENIOR PERSONAL ASSISTANT**

1	Name of Post	Private Secretary / Sr Personal Asst
2	Number of Post(s)	05 (five)
3	Classification	Group 'B'
4	Scale of Pay	Rs.9300 – 34800 (PB-2) with GP Rs.4600
5	Whether selection or non-selection post	Not applicable /Selection
6	Age Limit for direct recruits	Not above 45 years
7	Educational and other qualifications required for direct recruits	<p>Essential</p> <ol style="list-style-type: none"> 1. Bachelors degree from a recognized university / Institute 2. Proficiency in Stenography in English / Hindi with a minimum speed of 100 w.p.m 3. Proficiency in Typing with 40 w.p.m in English / with minimum speed of 30w.p.m in Hindi 4. Knowledge of Computer applications 5. Five years experience as Personal Assistant in Central/ State Govt, University/ research organisations
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	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 posts	<p>25% by direct recruitment</p> <p>50% by promotion through seniority-cum-fitness failing which by deputation / direct recruitment as per the discretion of the competent authority</p> <p>25% by promotion according to seniority based on the qualifying test</p>

11 Recruitment by promotion/ deputation/absorption, grades from which promotion/deputation/ absorption to be made Promotion: Personal Assistants with 05 Years regular service in PB-2 (Rs. 9300-34800) with GP 4200 through seniority-cum-fitness and 25% based on the qualifying examination conducted for the purpose for those who have put in three years of regular service.

12 Composition of DPC or Selection Committee As per Cadre Recruitment Rules (Non-teaching Employees)

MODEL RECRUITMENT RULES FOR THE POST OF
PERSONAL ASSISTANT

1	Name of Post	Personal Assistant
2	Number of Post(s)	21 (Twenty one)
3	Classification	Group 'B'
4	Scale of Pay	Rs.9300 – 34800 (PB-2) + GP Rs.. 4200
5	Whether selection or non-selection post	Not applicable / Selection
6	Age Limit for direct recruits	35 years
7	Educational and other qualifications required for direct recruits	<p>Essential</p> <p>1. Bachelors degree from a recognized university / Institute with good knowledge of English</p> <p>2. Proficiency in Stenography in English / Hindi with a minimum speed of 100 w.p.m</p> <p>3. Proficiency in Typing with 40 w.p.m in English / with minimum speed of 30w.p.m in Hindi</p> <p>4. Knowledge of Computer applications</p> <p>3. Five years experience as Stenographer in Central/ State Govt, University/ research organisations</p>
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	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 posts	<p>25% by direct recruitment</p> <p>75% by promotion</p>

- 11 Recruitment by promotion/
deputation/absorption, grades from
which promotion/deputation/ absorption
to be made Promotion: Promotion according to
seniority-cum-fitness from the cadre of
Stenographers in the PB-1(Rs. 5200-
20200) with GP 2400 and having at least 5
years satisfactory service
- 12 Composition of DPC or Selection Committee As per Cadre Recruitment Rules (non-
teaching employees)

RECRUITMENT RULES FOR THE POST OF

STENOGRAPHER

1	Name of Post	Stenographer
2	Number of Post(s)	Approved sanctioned strength
3	Classification	Group 'C'
4	Scale of Pay	Rs. 5200-20200 (PB-1) with GP Rs. 2400
5	Whether selection or non-selection post	Not Applicable
6	Age Limit for direct recruits	Between 18 and 27 years
7	Educational and other qualifications required for direct recruits	<p><u>Essential</u></p> <p>(1) Bachelors Degree from a recognized University / Institute (2) A speed of 100 w.p.m. in Stenography and 40 w.p.m. in English / 30 w.p.m. in Hindi Typing (3) Knowledge of Computer Applications.</p>
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	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 posts	100% Direct recruitment. Based on written / skill test
11	Recruitment by promotion/ deputation/ absorption, grades from which promotion/deputation/ absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-teaching employees)

ENGLISH AND FOREIGN LANGUAGES UNIVERSITY

Hindi Cell

No.			Pay Band	Grade Pay
1.	Hindi Officer	B	9300 -34800	4600
2	Hindi Translator	C	5200-20200	2800
3	Hindi Typist	C	5200-20200	1900

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

1	Name of Post	Hindi Officer
2	Number of Post(s)	1 (one)
3	Classification	Group 'B'
4	Scale of Pay	Rs. 9300-34800 (PB-2) Grade Pay Rs. 4600
5	Whether selection or non-selection post	Not applicable
6	Age Limit for direct recruits	35 Years
7	Educational and other qualifications required for direct recruits	<p>Essential</p> <p>(i) Master's degree of a recognised University or equivalent in Hindi with English as a subject at the degree level Or</p> <p>Master's degree of a recognised University or equivalent in English with Hindi as a subject at the degree level Or</p> <p>Master's degree of a recognised University or equivalent in any subject with Hindi and English as a subject at the degree level. Or</p> <p>Master's degree of a recognised University or equivalent in any subject with Hindi medium and English as a subject at the degree level; Or</p> <p>Master's degree of a recognised University or equivalent in any subject with English medium and Hindi as a subject at the degree level</p> <p>(ii) 5 years' experience of terminological work in Hindi and/or Translation work from English to Hindi or vice-versa, preferably of technical or scientific literature Or</p> <p>5 years' experience of teaching, research, writing of journalism in Hindi.</p>

Desirable:

- (i) Knowledge of Sanskrit and/or a modern

- (ii) Indian Language.
 - (ii) Administrative experience
 - (iii) Experience of organising Hindi classes or workshops for noting and drafting.
- 8 Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees 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 posts to be filled by various methods. 100% by direct recruitment failing which by deputation
- 11 Recruitment by promotion/deputation/absorption, grades from which promotion/deputation/ absorption to be made **On deputation**
Officers from the Central / State Government:
(a) (i) holding analogous posts, (ii) with 3 years' service or in posts in PB-2 (9300-34800) with GP 4200 or equivalent; or (iii) with 8 years' service in posts in the PB-1 (Rs.5200-20200) with GP 2800 or equivalent, and
(b) possessing the educational qualifications and experience laid down for direct recruits under Col.7.

(Period of deputation shall ordinarily not exceed 3 years).
- 12 Composition of DPC or Selection Committee As per Cadre Recruitment Rules (non-teaching employees)

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

1	Name of Post	Hindi Translator
2	Number of Post(s)	1 (one)
3	Classification	Group 'C'
4	Scale of Pay	Rs.5200-20200 (PB-1) with GP 2800
5	Whether selection or non-selection post	Not Applicable
6	Age Limit for direct recruits	27 years
7	Educational and other qualifications required for direct recruits	<p>Master's degree of a recognized university in Hindi/English with English/Hindi as a main subject at the degree level. Or</p> <p>Master's degree of a recognized university in any subject with Hindi as the medium of instruction and examination with English as a compulsory subject at degree level. Or</p> <p>Bachelor's degree with Hindi and English as main subjects or either of the two as medium of examination and other as a main subject plus recognized Diploma/ Certificate Course in translation from Hindi to English and vice-versa or two years' experience of translation work from Hindi to English and vice-versa in Central/ State Govt. offices, including Govt. of India Undertakings.</p>
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	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 posts to be filled	Direct Recruitment / Deputation

by various methods.

- 11 Recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/ absorption to be made On deputation:-
From amongst Central Govt./State Govt. officers holding:
(a) (i) analogous posts, or
(ii) Posts in the PB-1 (5200-20200) with GP 2400 or PB-1 with GP 1900 or equivalent with 3 / 5 years' regular service in the grade, and
(b) Possessing educational and other qualifications laid down in Col.8 for direct recruits.
- 12 Composition of DPC or Selection Committee As per Cadre Recruitment Rules (non-teaching employees)

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

1	Name of Post	Hindi Typist
2	Number of Post(s)	1 (one)
3	Classification	Group 'C'
4	Scale of Pay	Rs. 5200 - 20200(PB- 1) + GP 1900
5	Whether selection or non-selection post	Not applicable
6	Age Limit for direct recruits	Not above 35 years
7	Educational and other qualifications required for direct recruits	<p>Essential</p> <p>1. Bachelors degree from recognized university 2. Type Writing Lower / Junior Grade in English and Hindi with speed 30w.p.m 3. Proficiency in computer operations</p> <p>Desirable: Capacity to work in a fully computerized environment</p>
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	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 posts to be filled by various methods.	100% by direct recruitment based on written / skill test
11	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation/absorption to be made	Not applicable
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-teaching employees)

GUEST HOUSE/ HOSTEL/ CANTEEN SERVICES

GENERAL STRUCTURE

Sl.	Name of Post	Group	Pay Band	
				Grade Pay
1	Supervisor of Hostels	B	9300 - 34800	4200
2.	Cook	C	5200 - 20200	1900
3.	MTS (Hostels)	C	5200 - 20200	1800

**RECRUITMENT RULES FOR THE POST OF
SUPERVISOR OF HOSTELS**

1	Name of Post	Supervisor of Hostels (The post when vacated may be rationalised as Manager of Hostels)
2	Number of Post(s)	01 (one)
3	Classification	Group 'B'
4	Scale of Pay	Rs.9300 - 34800 (PB-2)+ Grade Pay Rs. 4200
5	Whether selection or non-selection post	Non-Selection
6	Age Limit for direct recruits	35 years
7	Educational and other qualifications required for direct recruits	Essential: 1. Diploma in Hotel Management and Catering from a recognized Institute 2). 5 years supervisory experience managing a reputed hotel / Students Hostel / large Guest House or Canteen in cooking / catering services in a Student Hostel / Guest House,
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	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 posts	100% by direct recruitment
11	Recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Not applicable
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-teaching employees)

**RECRUITMENT RULES FOR THE POST OF
COOK**

1	Name of Post	COOK
2	Number of Post(s)	05 (five)
3	Classification	Group 'C'
4	Scale of Pay	Rs.5200 - 20200 (PB-1) Grade Pay Rs. 1900
5	Whether selection or non-selection post	Non-Selection
6	Age Limit for direct recruits	35 years
7	Educational and other qualifications required for direct recruits	<p>Essential: 1. 10th Class pass from a recognized School/ Board</p> <p>2. 5 years experience in cooking / catering services in a Student Hostel / Guest House, reputed Hotels, Restaurants or similar organisation</p> <p>Desirable:</p> <p>1. ITI Trade Certificate of one-year duration in Bakery & Confectionary.</p> <p>2. Experience in preparation of vegetarian and non-vegetarian South Indian/ North Indian / Continental food items</p>
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	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 posts	100% by direct recruitment
11	Recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Not applicable
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-teaching employees)

RECRUITMENT RULES FOR THE POST OF
MTS (Hostels)

1	Name of Post	MTS (Hostel)
2	Number of Post(s)	04 (four)
3	Classification	Group 'c'
4	Scale of Pay	Rs.5200 - 20200 (PB-1) Grade Pay Rs. 1800
5	Whether selection or non-selection post	Non-Selection
6	Age Limit for direct recruits	30 years
7	Educational and other qualifications required for direct recruits	<p>Essential: 1. Matriculation / SSC from a recognized School/ Board 2. One year experience in cooking / catering services in a Student Hostel / Guest House, reputed Hotels, Restaurants or similar organisation</p> <p>Desirable: ITI Trade Certificate of one-year duration in Bakery & Confectionary.</p>
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	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 posts	100% by direct recruitment
11	Recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Not applicable
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-teaching employees)

ENGLISH AND FOREIGN LANGUAGES UNIVERSITY

Security Services

Pay Structure

No.			Pay Band	Grade Pay
1.	Security Officer	B	9300 - 34800	4200
2	Security Inspector	C	5200-20200	2800
3	Multi Tasking Staff (Security)	C	5200-20200	1800

The post of Security Guard / MTS (Security) may be abolished as and when the present incumbents vacate their positions

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

1	Name of Post	Security Officer
2	Number of Post(s)	1 (one)
3	Classification	Group 'B'
4	Scale of Pay	Rs.9300 - 34800(PB- 2) + GP 4200
5	Whether selection or non-selection post	Not applicable
6	Age Limit for direct recruits	Not above 45 years
7	Educational and other qualifications required for direct recruits	<p>Essential</p> <p>(i) Graduate from a recognized university</p> <p>(ii) 15 years experience in Police / Para Military / Armed Forces and not below the rank of Sub-Inspector / Subedar or equivalent position</p> <p>(iii) Holding valid driving License to ride Jeep or Motor Cycle</p> <p>Desirable:</p> <p>(i) Completion of a course in Fire Fighting or unarmed Combat Course in Army or Para Military Force</p> <p>(ii) Good working knowledge of English and the local language</p>
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	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 posts to be filled by various methods.	by direct recruitment or on deputation as decided by the university
11	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation/absorption to be made	For deputation: officers with above qualifications and are working in a comparable cadre in any uniformed services
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-teaching employees)

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

1	Name of Post	Security Inspector
2	Number of Post(s)	2 (Two)
3	Classification	Group 'c'
4	Scale of Pay	Rs. 5200-20200(PB- 1) + GP 2800
5	Whether selection or non-selection post	Not applicable
6	Age Limit for direct recruits	Not above 35 years
7	Educational and other qualifications required for direct recruits	<p>Essential</p> <p>(i) Graduate from a recognized university</p> <p>(ii) Three years experience of security Supervisory experience in large organisation of repute university/ police/ defense services</p> <p>(iii) Holding valid driving License to ride Jeep or Motor Cycle</p> <p>Desirable:</p> <p>(i) Completion of a course in Fire Fighting or unarmed Combat Course in Army or Para Military Force</p> <p>(ii) Good working knowledge of English and the local language</p>
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	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 posts to be filled by various methods.	100% by direct recruitment
11	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation/absorption to be made	Not applicable
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-teaching employees)

RECRUITMENT RULES FOR THE POST OF
MTS(Security)

1	Name of Post	MTS (Security)
2	Number of Post(s)	23 (Twenty three)
3	Classification	Group 'C'
4	Scale of Pay	Rs. 5200-20200(PB- 1) + GP 1800
5	Whether selection or non-selection post	Not applicable
6	Age Limit for direct recruits	Not above 30 years
7	Educational and other qualifications required for direct recruits	<p>Essential</p> <p>(i) SSC pass</p> <p>(ii) Working experience in a Uniformed organization like Army/ police etc.,</p> <p>Desirable:</p> <p>i) Holding valid driving License to ride Jeep or Motor Cycle</p>
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	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 posts to be filled by various methods.	100% by direct recruitment
11	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation/absorption to be made	Not applicable
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-teaching employees)

ENGLISH AND FOREIGN LANGUAGES UNIVERSITY

TECHNICAL STAFF

PAY STRUCTURE

Sl. No.	Name of Post	Group	Core Pay Scale as per 6 th CPC	
			Pay Band (Rs.)	Grade Pay (Rs.)
1	Technical Officer	A	15600-39100	5400
2	Assistant Engineer/ Technical Officer	A	15600-39100	5400
3	Electronics Engineer	A	15600-39100	5400
4	Senior Technical Assistant	B	9300 - 34800	4200
5	Recordist	B	9300- 34800	4200
6	Technical Assistant (Repographic)	C	5200-20200	2800
7	Soundman	C	5200-20200	2400
8	Sr. Duplicator Operator	C	5200-20200	2400
9	Duplicator Operator	C	5200-20200	1900
10	Process Camera Operator	C	5200-20200	2800
11	Technical Assistant	C	5200-20200	2800
12	Technician (Electronics)	C	5200-20200	2400
13	Projectionist	C	5200-20200	2400

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

1	Name of Post	Technical Officer
2	Number of Post(s)	2 (two)
3	Classification	Group 'A'
4	Scale of Pay	Rs.15600 – 39100 (PB- 3) + GP 5400
5	Whether selection or non-selection post	Not applicable
6	Age Limit for direct recruits	30 years
7	Educational and other qualifications required for direct recruits	<p>(i) M.Sc / BE / BTech in the relevant field from a recognized university / Institute with atleast 55% marks or equivalent Grade with consistently good academic record</p> <p>Desirable.</p> <p>(i) Ph.D in the relevant field</p> <p>(ii) Two years experience in the filed including handling of sophisticated equipment</p>
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
9	Period of probation, if any	Two Years (for direct recruits)
10	Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods.	100% by direct recruitment
11	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation/absorption to be made	Not applicable
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-teaching employees)

**RECRUITMENT RULES FOR THE POST OF
ASSISTANT ENGINEER (TECHNICAL OFFICER)**

1	Name of Post	Assistant Engineer(Technical Officer)
2	Number of Post(s)	1 (one)
3	Classification	Group 'A'
4	Scale of Pay	Rs.15600 – 39100 (PB- 3) + GP 5400
5	Whether selection or non-selection post	Not applicable
6	Age Limit for direct recruits	30 years
7	Educational and other qualifications required for direct recruits	(i) M.Sc /BE / BTech in the relevant field from a recognized university / Institute with atleast 55% marks or equivalent Grade with consistently good academic record Desirable. (iii) Ph.D in the relevant field (iv) Two years experience in the filed including handling of sophisticated equipment
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
9	Period of probation, if any	Two Years (for direct recruits)
10	Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods.	100% by direct recruitment
11	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation/absorption to be made	Not applicable
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-teaching employees)

**RECRUITMENT RULES FOR THE POST OF
ELECTRONIC ENGINEER**

1	Name of Post	Electronic Engineer
2	Number of Post(s)	1 (one)
3	Classification	Group 'A'
4	Scale of Pay	Rs.15600 – 39100 (PB- 3) + GP 5400
5	Whether selection or non-selection post	Not applicable
6	Age Limit for direct recruits	30 years
7	Educational and other qualifications required for direct recruits	(i) M.Sc / BE / BTech in the relevant field from a recognized university / Institute with atleast 55% marks or equivalent Grade with consistently good academic record Desirable. (v) Ph.D in the relevant field (vi) Two years experience in the filed including handling of sophisticated equipment
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
9	Period of probation, if any	Two Years (for direct recruits)
10	Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods.	100% by direct recruitment
11	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation/absorption to be made	Not applicable
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-teaching employees)

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

1	Name of Post	Senior Technical Assistant
2	Number of Post(s)	2 (Two)
3	Classification	Group 'B'
4	Scale of Pay	Rs. 9300 – 34800 (PB-2) + GP Rs. 4200
5	Whether selection or non-selection post	Not applicable
6	Age Limit for direct recruits	30 years
7	Educational and other qualifications required for direct recruits	M.Sc / Post Graduate in the relevant subject or BE/B Tech with First or high Second Class (55%) with some experience in handling sophisticated equipment
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Age: No Qualification: graduate in the relevant subject
9	Period of probation, if any	Two Years (for direct recruits)
10	Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods.	25% by direct recruitment 75% by promotion
11	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation/absorption to be made	For promotion, Technical Assistants possessing graduate degree or Diploma in engineering in the discipline concerned according to seniority-cum-fitness and having atleast 5 years of regular service in the PB-1 (Rs.5200-20200) with GP 2800
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-teaching employees)

**RECRUITMENT RULES FOR THE POST OF
RECORDIST**

1	Name of Post	Recordist
2	Number of Post(s)	1 (one)
3	Classification	Group 'B'
4	Scale of Pay	Rs. 9300 – 34800 (PB-2) + GP Rs. 4200
5	Whether selection or non-selection post	Not applicable
6	Age Limit for direct recruits	30 years
7	Educational and other qualifications required for direct recruits	M.Sc (Physics) with Electronics specialization or degree in engineering in First or high Second Class (55%) from a recognized university / Institute with some relevant experience OR Diploma in Radio / Electronics / Telecommunication / Sound Engineering with Five years experience in a Laboratory
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Age: No Qualification: graduate in the relevant subject
9	Period of probation, if any	Two Years (for direct recruits)
10	Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods.	25% by direct recruitment 75% by promotion
11	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation/absorption to be made	For promotion, Technical Assistants or Technician Gr. II possessing graduate degree or Diploma in engineering in the discipline concerned according to merit-cum-fitness and having atleast 5 years relevant experience in the PB-1 (Rs.5200-20200) with GP 2800
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-teaching employees)

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

1	Name of Post	Technical Assistant (Repography)
2	Number of Post(s)	1(one)
3	Classification	Group 'C'
4	Scale of Pay	Rs. 5200-20200 (PB-I) with GP Rs.2800
5	Whether selection by merit or selection cum seniority or non-selection post	Not applicable
6	Age Limit for direct recruits	30 years
7	Educational and other qualifications required for direct recruits	(i)HSC/SSC or equivalent with good knowledge of English (ii) Diploma in Photography from recognized Institute (iii)Two years relevant experience in a reputed firm or organization
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	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 posts to be filled by various methods.	100% direct recruitment
11	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation/absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-teaching employees)

**RECRUITMENT RULES FOR THE POST OF
SOUNDMAN**

1	Name of Post	Soundman
2	Number of Post(s)	1(one)
3	Classification	Group 'C'
4	Scale of Pay	Rs. 5200-20200 (PB-I) with GP Rs.2400
5	Whether selection by merit or selection cum seniority or non-selection post	Not applicable
6	Age Limit for direct recruits	30 years
7	Educational and other qualifications required for direct recruits	ITI Certificate in Radio / Television with one year experience OR Diploma in Sound Recording / Electronics and Communication engineering from recognized Institute
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	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 posts to be filled by various methods.	100% direct recruitment
11	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation/absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-teaching employees)

**RECRUITMENT RULES FOR THE POST OF
SENIOR DUPLICATING OPERATOR**

1	Name of Post	Senior Duplicating Operator
2	Number of Post(s)	1 (one)
3	Classification	Group 'C'
4	Scale of Pay	Rs. 5200 - 20200(PB- 1) + GP 2400
5	Whether selection or non-selection post	Not applicable
6	Age Limit for direct recruits	Not applicable
7	Educational and other qualifications required for direct recruits	Not applicable
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	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 posts to be filled by various methods.	100% by promotion
11	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation/absorption to be made	Promotion from Duplicating Operators on seniority-cum-fitness from those who possesses Intermediate / +2 and satisfactorily worked for five years and subject to passing the trade test conducted for the purpose
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-teaching employees)

**RECRUITMENT RULES FOR THE POST OF
DUPLICATOR OPERATOR**

1	Name of Post	Duplicator Operator
2	Number of Post(s)	1 (one)
3	Classification	Group 'C'
4	Scale of Pay	Rs. 5200 -20200(PB- 1) + GP 1900
5	Whether selection or non-selection post	Not applicable
6	Age Limit for direct recruits	Not above 30 years
7	Educational and other qualifications required for direct recruits	Essential (i)SSC with Certificate in operating Duplicator Machine from a recognized institution (ii) one year experience in operation of duplicators (iii) must be able to operate different models of duplicators and should be able to attend to minor repairs
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	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 posts to be filled by various methods.	100% by direct recruitment
11	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation/absorption to be made	Not applicable
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-teaching employees)

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

1	Name of Post	Technical Assistant
2	Number of Post(s)	1(one)
3	Classification	Group 'C'
4	Scale of Pay	Rs. 5200-20200 (PB-I) with GP Rs.2800
5	Whether selection by merit or selection cum seniority or non-selection post	Not applicable
6	Age Limit for direct recruits	40 years
7	Educational and other qualifications required for direct recruits	(i) M.Sc Electronics / BE/ BTech or equivalent qualification with atleast 55% marks or equivalent grade with some relevant experience OR (ii) Graduate Degree in Science (MPC or MPE) with three years experience in the relevant field OR Diploma in the relevant discipline with five years experience in a reputed firm or organization
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Age: No Qualification: 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 posts to be filled by various methods.	100% by promotion from Technicians failing which by direct recruitment
11	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation/absorption to be made	Promotion: from the cadre of Technicians having three years satisfactory experience and in the PB-1 (Rs.5200-20200) with GP Rs. 2400
12	Composition of DPC or Selection	As per Cadre Recruitment Rules (Non-

Committee

teaching employees)

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

1	Name of Post	Technical Assistant (Repography)
2	Number of Post(s)	1(one)
3	Classification	Group 'C'
4	Scale of Pay	Rs. 5200-20200 (PB-I) with GP Rs.2800
5	Whether selection by merit or selection cum seniority or non-selection post	Not applicable
6	Age Limit for direct recruits	30 years
7	Educational and other qualifications required for direct recruits	(i)HSC/SSC or equivalent with good knowledge of English (ii) Diploma in Photography from recognized Institute (iii)Two years relevant experience in a reputed firm or organization
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	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 posts to be filled by various methods.	100% 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	As per Cadre Recruitment Rules (Non-

Committee

teaching employees)

**RECRUITMENT RULES FOR THE POST OF
TECHNICIAN (ELECTRONICS)**

- | | | |
|----|---|--|
| 1 | Name of Post | Technician (Electronics) |
| 2 | Number of Post(s) | 6(six) |
| 3 | Classification | Group 'C' |
| 4 | Scale of Pay | Rs. 5200-20200 (PB-I) with GP Rs.2400 |
| 5 | Whether selection by merit or selection cum seniority or non-selection post | Not applicable |
| 6 | Age Limit for direct recruits | 30 years |
| 7 | Educational and other qualifications required for direct recruits | (i) Diploma in Electronics from a reputed Institute with one year relevant experience OR

(ii) Certificate in Electronics or RTV from a recognized Institute with three years relevant |
| 8 | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees | Age: No
Qualification: 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 posts to be filled by various methods. | 75% by direct recruitment

25% by promotion from Group C staff |
| 11 | In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation/absorption to be made | Promotion: from Group C Staff having SSC qualification with ITI Certificate and have put in 3 year satisfactory experience and presently working in the PB-1(Rs. 5200-20200) with GP less than Rs. 2400 |
| 12 | Composition of DPC or Selection Committee | As per Cadre Recruitment Rules (Non-teaching employees) |

**RECRUITMENT RULES FOR THE POST OF
PROJECTIONIST**

1	Name of Post	Projectionist
2	Number of Post(s)	1 (one)
3	Classification	Group 'C'
4	Scale of Pay	Rs. 5200 -20200(PB- 1) + GP 2400
5	Whether selection or non-selection post	Not applicable
6	Age Limit for direct recruits	Not above 30 years
7	Educational and other qualifications required for direct recruits	<p>Essential (i) 3-year Diploma in the field with three years experience in the related area OR (ii) HSC / +2 with Certificate in Govt. Cinema Operators License with three years experience as Projectionist, in operating 16mm projector and all kinds of magnetic tape-recorders, in a 35 mm theatre</p>
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	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 posts to be filled by various methods.	100% by direct recruitment
11	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation/absorption to be made	Not applicable
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-teaching employees)

ENGLISH AND FOREIGN LANGUAGES UNIVERSITY
INFORMATION AND COMMUNICATION SERVICES

PAY STRUCTURE

Sl. No.	Name of Post	Group	Core Pay Scale as per 6 th CPC	
			Pay Band (Rs.)	Grade Pay (Rs.)
1	System Analyst	A	5600-39100	5400
2	Senior Tech Assistant (ICT)	C	9300 - 34800	2400

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

1	Name of Post	System Analyst
2	Number of Post(s)	1(one)
3	Classification	Group 'A'
4	Scale of Pay	Rs.15600 -39100 (PB -3) + GP Rs.. 5400
5	Whether selection or non-selection post	Not applicable
6	Age Limit for direct recruits	Not above 40 years
7	Educational and other qualifications required for direct recruits	(i) First Class ME/ M Tech (Comp Science)/ Information Technology) or equivalent OR First Class BE/ B Tech(Comp Science/ Information Tech) or equivalent with two years experience OR First Class Masters degree in Computer Applications (MCA) or equivalent with two years relevant experience OR First Class M Sc (Computer Science / Information Tech) from a recognized university / Institute with three years relevant Experience
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	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 posts to be filled by various methods.	100% by direct recruitment
11	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation/absorption to be made	Not applicable
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-teaching employees)

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

1	Name of Post	Senior Technical Assistant (ICT)
2	Number of Post(s)	1(one)
3	Classification	Group 'B
4	Scale of Pay	Rs. 9300-34800 (PB-2) + GP Rs. 4200
5	Whether selection or non-selection post	Not applicable
6	Age Limit for direct recruits	Not above 35 years
7	Educational and other qualifications required for direct recruits	<p>(i) First Class BE/ B Tech(Comp Science/ Information Tech) or equivalent OR First Class Masters degree in Computer Applications (MCA) or equivalent OR First Class M Sc (Computer Science / Information Tech) from a recognized university / Institute</p> <p>Desirable: (ii) one year relevant Experience</p>
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	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 posts to be filled by various methods.	100% by direct recruitment
11	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation/absorption to be made	Not applicable
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-teaching employees)

ENGLISH AND FOREIGN LANGUAGES UNIVERSITY

ENGINEERING SERVICES

PAY STRUCTURE

Sl. No.	Name of Post	Group	Core Pay Scale as per 6 th CPC	
			Pay Band (Rs.)	Grade Pay (Rs.)
1	University Engineer (civil)*	A	15600- 39100	6600
2	Technical Officer /Asst Engineer	A	15600-39100	5400
3	Electronics Engineer	A	15600-39100	5400
4	Asst Engineer (Civil)	B	9300 - 34800	4200
5	Jr Engineer(civil)/ Estate Officer	B	9300 - 34800	4200
6	Jr. Engineer(Elect)/Estate Officer	B	9300-34800	4200
7	Electrician	C	5200 - 20200	1900
8	Carpenter	C	5200 - 20200	1900
9	Plumber	C	5200-29299	1900
10	Generator-cun-Pumpset Operator	C	5200 - 20200	1900
11	Caretaker	C	5200 - 20200	1900
12	MTS (Plumbing)	C	5200- 20200	1800

- The Post of Engineer (civil) of Works Section, presently in PB-3(15600-39100) with GP 5400 may be elevated to PB-3 with GP 6600 and designated as University Engineer who will head the Engineering Department. The post may be filled either by direct recruitment or on deputation from Central/State Govt. Organisations

**RECRUITMENT RULES FOR THE POST OF
UNIVERSITY ENGINEER**

1	Name of Post	University Engineer
2	Number of Post(s)	1 (one)
3	Classification	Group 'A'
4	Scale of Pay	Rs.15600-39100(PB- 3) + GP 6600
5	Whether selection or non-selection post	Not applicable
6	Age Limit for direct recruits	Not above 45 years
7	Educational and other qualifications required for direct recruits	Essential (i) Graduate degree in Civil engineering with 55% marks from a recognized university (ii) Five years experience as Engineer in PB-2 (9300-34800) with GP 4200 in a Govt organization/ well established private company
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	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 posts to be filled by various methods.	By direct recruitment or on deputation as decided by the University
11	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation/absorption to be made	On deputation: Officers presently working as Engineers in Central / State Govt. in PB-3(15600-39100) with GP 5400 for atleast three years may be considered
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-teaching employees)

**RECRUITMENT RULES FOR THE POST OF
ELECTRONICS ENGINEER**

1	Name of Post	Electronics Engineer
2	Number of Post(s)	1 (one)
3	Classification	Group 'A'
4	Scale of Pay	Rs.15600-39100(PB- 3) + GP 5400
5	Whether selection or non-selection post	Not applicable
6	Age Limit for direct recruits	Not above 45 years
7	Educational and other qualifications required for direct recruits	Essential (i) Graduate degree in Electronics Engineering with 55% marks from a recognized university (ii) Five years experience as Engineer in PB-2 (9300-34800) with GP 4200 in a Govt organization/ well established private company
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	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 posts to be filled by various methods.	100% by direct recruitment
11	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation/absorption to be made	Not applicable
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-teaching employees)

**RECRUITMENT RULES FOR THE POST OF
TECHNICAL OFFICER(ASSISTANT ENGINEER)**

1	Name of Post	Technical Officer (Asst Engineer)
2	Number of Post(s)	1 (one)
3	Classification	Group 'A'
4	Scale of Pay	Rs.15600-39100(PB- 3) + GP 5400
5	Whether selection or non-selection post	Not applicable
6	Age Limit for direct recruits	Not above 45 years
7	Educational and other qualifications required for direct recruits	Essential (i) Graduate degree in Electronics engineering with 55% marks from a recognized university (ii) Five years experience as Engineer in PB-2 (9300-34800) with GP 4200 in a Govt organization/ well established private company
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	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 posts to be filled by various methods.	100% by direct recruitment
11	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation/absorption to be made	Not applicable
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-teaching employees)

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

1	Name of Post	Assistant Engineer(civil)
2	Number of Post(s)	1 (one)
3	Classification	Group 'B'
4	Scale of Pay	Rs. 9300-34800(PB- 2) + GP 4200
5	Whether selection or non-selection post	Not applicable
6	Age Limit for direct recruits	Not above 40 years
7	Educational and other qualifications required for direct recruits	<p>Essential (i) Degree or Diploma in Civil engineering with 55% marks from a recognized university (ii) Two years post-qualification experience as Jr. Engineer in a Govt organization/ well established private company Note: Candidates should be able to design RCC work efficiently</p>
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	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 posts to be filled by various methods.	100% by direct recruitment.
11	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation/absorption to be made	Not applicable
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-teaching employees)

**RECRUITMENT RULES FOR THE POST OF
JUNIOR ENGINEER Gr-II(ESTATE OFFICER) - CIVIL**

1	Name of Post	Junior Engineer Gr. II (Estate Officer)- Civil
2	Number of Post(s)	1 (one)
3	Classification	Group 'B'
4	Scale of Pay	Rs. 9300-34800(PB- 2) + GP 4200
5	Whether selection or non-selection post	Not applicable
6	Age Limit for direct recruits	Not above 35 years
7	Educational and other qualifications required for direct recruits	Essential (i) Degree in Civil Engineering with one year experience OR Diploma in Civil Engineering with three years experience in supervision of construction / maintenance of Civil works
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	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 posts to be filled by various methods.	100% by direct recruitment
11	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation/absorption to be made	Not applicable
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-teaching employees)

**RECRUITMENT RULES FOR THE POST OF
JUNIOR ENGINEER Gr-II(ESTATE OFFICER) - Electrical**

1	Name of Post	Junior Engineer (Estate Officer) - Electrical
2	Number of Post(s)	1 (one)
3	Classification	Group 'B'
4	Scale of Pay	Rs. 9300-34800(PB- 2) + GP 4200
5	Whether selection or non-selection post	Not applicable
6	Age Limit for direct recruits	Not above 35 years
7	Educational and other qualifications required for direct recruits	Essential (i) Degree in Electrical Engineering with one year experience OR Diploma in Electrical Engineering with three years experience in supervision of construction / maintenance of electrical works
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	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 posts to be filled by various methods.	100% by direct recruitment
11	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation/absorption to be made	Not applicable
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-teaching employees)

**RECRUITMENT RULES FOR THE POST OF
ELECTRICIAN**

1	Name of Post	Electrician
2	Number of Post(s)	3 (three)
3	Classification	Group 'C'
4	Scale of Pay	Rs. 5200 -20200(PB- 1) + GP 1900
5	Whether selection or non-selection post	Not applicable
6	Age Limit for direct recruits	Not above 35 years
7	Educational and other qualifications required for direct recruits	Essential (i) SSC with Electrician License or ITI Certificate Electrical Engineering (ii) Five years relevant experience in the field
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	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 posts to be filled by various methods.	100% by direct recruitment
11	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation/absorption to be made	Not applicable
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-teaching employees)

**RECRUITMENT RULES FOR THE POST OF
CARPENTER**

1	Name of Post	Carpenter
2	Number of Post(s)	2 (two)
3	Classification	Group 'C'
4	Scale of Pay	Rs. 5200 -20200(PB- 1) + GP 1900
5	Whether selection or non-selection post	Not applicable
6	Age Limit for direct recruits	Not above 35 years
7	Educational and other qualifications required for direct recruits	Essential (i)SSC with a certificate of having passed the exam in carpentry from a recognized institute (ii) Five years experience as Carpenter in a recognized establishment
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	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 posts to be filled by various methods.	100% by direct recruitment
11	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation/absorption to be made	Not applicable
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-teaching employees)

**RECRUITMENT RULES FOR THE POST OF
PLUMBER**

1	Name of Post	Plumber
2	Number of Post(s)	1 (one)
3	Classification	Group 'C'
4	Scale of Pay	Rs. 5200 -20200(PB- 1) + GP 1900
5	Whether selection or non-selection post	Not applicable
6	Age Limit for direct recruits	Not above 35 years
7	Educational and other qualifications required for direct recruits	Essential (i)SSC with a certificate of having passed the exam in Plumbing trade from a recognized institute (ii) Five years experience as Plumber in a recognized establishment
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	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 posts to be filled by various methods.	100% by direct recruitment
11	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation/absorption to be made	Not applicable
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-teaching employees)

**RECRUITMENT RULES FOR THE POST OF
Generator-cum-Pumpset Operator**

1	Name of Post	Generator-cum-Pumpset Operator
2	Number of Post(s)	2 (two)
3	Classification	Group 'C'
4	Scale of Pay	Rs. 5200 -20200(PB- 1) + GP 1900
5	Whether selection or non-selection post	Not applicable
6	Age Limit for direct recruits	Not above 35 years
7	Educational and other qualifications required for direct recruits	Essential (i)SSC with ITI certificate (ii) Three years experience in operation and maintenance of Diesel Generating Sets and Electrical Pumpsets
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	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 posts to be filled by various methods.	100% by direct recruitment
11	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation/absorption to be made	Not applicable
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-teaching employees)

**RECRUITMENT RULES FOR THE POST OF
CARETAKER**

1	Name of Post	Caretaker
2	Number of Post(s)	1 (one)
3	Classification	Group 'C'
4	Scale of Pay	Rs. 5200 -20200(PB- 1) + GP 1900
5	Whether selection or non-selection post	Not applicable
6	Age Limit for direct recruits	Not above 45 years
7	Educational and other qualifications required for direct recruits	<p>Essential (i)SSC with ITI certificate or equivalent qualification in electrical /civil/ plumbing / air-conditioning (ii) Three years experience in the field preferably in a Govt Dept / organization or commercial establishment of repute</p> <p>Preference will be given to ex-servicemen from Army / Navy / Air Force</p>
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	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 posts to be filled by various methods.	100% by direct recruitment
11	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation/absorption to be made	Not applicable
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-teaching employees)

RECRUITMENT RULES FOR THE POST OF
MTS (Plumbing)

1	Name of Post	MTS (Plumbing_
2	Number of Post(s)	1 (one)
3	Classification	Group 'C'
4	Scale of Pay	Rs. 5200 -20200(PB- 1) + GP 1800
5	Whether selection or non-selection post	Not applicable
6	Age Limit for direct recruits	Not above 45 years
7	Educational and other qualifications required for direct recruits	<p>Essential (i) ITI certificate or equivalent qualification in plumbing with Two years experience in water supply and drainage cleaning OR Plumbers license with at least 5 years field experience in water supply and drainage cleaning</p>
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	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 posts to be filled by various methods.	100% by direct recruitment
11	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation/absorption to be made	Not applicable
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-teaching employees)

SPORTS/GAMES SERVICES

Sl. No.	Name of Post	Group of Post	Pay Band and Grade Pay
1	Assistant Director of Physical Education	A	Rs.15600 - 39100 + Grade Pay Rs. 6000
2	Coach (Sports)	B	Rs. 9300 - 34800 + Grade Pay Rs. 4200

**RECRUITMENT RULES FOR THE POST OF
ASSISTANT DIRECTOR OF PHYSICAL EDUCATION**

1	Name of Post	Assistant Director of Physical Education
2	Number of Post(s)	01 (one)
3	Classification	Group 'A'
4	Scale of Pay	Rs.15600-39100 (PB-3) + Grade Pay Rs.. 6000
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>(i)Master's degree in Physical Education (two years course) or Master's degree in Sports or an equivalent degree with at least 55% of the marks or its equivalent grade of B in the UGC 7 point scale plus a consistently good academic record.</p> <p>(ii)Record of having represented the University/College at the inter-university /inter-collegiate competitions or the State in national championships</p> <p>(iii)Qualifying in the National Eligibility Test conducted for the purpose by the UGC or any other agency approved by the UGC.</p>
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
9	Period of probation, if any	One Year
10	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts	100% Direct recruitment
11	Recruitment by promotion/ deputation/ absorption, grades from which promotion/deputation/ absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-teaching Employees)

**RECRUITMENT RULES FOR THE POST OF
COACH (GRADE-II)**

1	Name of Post	Coach (Grade-II)
2	Number of Post(s)	01 (one)
3	Classification	Group 'B'
4	Scale of Pay	Rs.9300 -34800 (PB-3) with Grade Pay Rs. 4200
5	Whether selection or non-selection post	Non-Selection
6	Age Limit for direct recruits	35 years
7	Educational and other qualifications required for direct recruits	<p>Essential:</p> <ol style="list-style-type: none"> 2. Masters Degree in Physical Education with 55% marks or its equivalent grade of B in the UGC 7 point scale 3. Diploma in Coaching from NIS, Patiala or an Equivalent qualification from a recognized Institution <p>Desirable:</p> <ol style="list-style-type: none"> 1. Competence in Coaching in atleast any two games at National/ International Standard in sports 2. Two years coaching experience
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	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 posts	100% by direct recruitment
11	Recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Not applicable
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-teaching employees)

HEALTH CENTRE SERVICES

PAY STRUCTURE

Sl. No.	Name of Post	Group	Core Pay Scale as per 6 th CPC	
			Pay Band (Rs.)	Grade Pay (Rs.)
1.	Medical Officer	A	15600 - 39100	5400
1	Staff Nurse	B	9300 - 34800	4200
2	Pharmacist	C	5200 - 20200	2800
3	MTS (Health Centre)	C	5200 - 20200	1800

