


1.	Name of post	Senior Physical Instructor
2.	Number of posts	01
3.	Classification	Group-A
4.	Scale of Pay	PB-3 Rs.15600-39100 Grade Pay: Rs. 6000/-
5.	Whether selection post or non-selection post?	Selection post
6.	Age limit for direct recruitments	Not exceeding 55 years
7.	Whether benefits of added years of service admissible under Rule 30 of the Central Civil Services (Pension) Rules, 1972?	Not applicable
8.	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% marks or its equivalent grade '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-college competitions or the State in national Championships.</p> <p>iii) Passed the physical fitness test.</p> <p>iv) Qualifying in the national test conducted for the purpose by the UGC or any other agency approved by the UGC.</p> <p><b>Note:</b> Appropriate regulations issued from time to time by UGC shall apply for educational qualifications and other conditions prescribed above.</p>
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotion?	Not applicable
10.	Period of probation, if any	Two Years
11.	Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	Direct Recruitment, failing which on deputation / contract.
12.	In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption to be made.	<b>Deputation / Contract</b> Persons fulfilling qualifications prescribed for direct recruitment.
13.	If a Departmental Promotion Committee exists what is its composition?	Not applicable
14.	Circumstances in which Union Public Service Commission to be consulted in making recruitments.	Not applicable

  
(Sh. Amarjit Singh, Tech. (EIE) Nominee SEWA)

  
(Sh. B.C. Bhardwaj, AR(Admn.), Member)

  
(Dr. R. Mishra, DR(A&A), Member)

  
(Dr. Manoj Sachan, AsP, CSE, Member)


  
(Prof. Surinder Singh, ECE, Member)

  
(Prof. J.S. Dhillon, EIE, Convener)

1.	Name of post	Physical Instructor
2.	Number of posts	01
3.	Classification	Group-C Technical Post
4.	Scale of Pay	PB-1 Rs.5200-20200 Grade Pay: Rs. 2800/-
5.	Whether selection post or non-selection post?	Selection Post
6.	Age limit for direct recruitments	35 years.
7.	Whether benefits of added years of service admissible under Rule 30 of the Central Civil Services (Pension) Rules, 1972?	Not applicable
8.	Educational and other qualifications required for direct recruits	i) Bachelor's degree from a recognized University. ii) Diploma in Physical Education from recognized/reputed Institute. iii) 05 (Five) years' experience atleast in a recognized Schools/ Colleges/ Universities. <b>Desirable: -</b> Knowledge of Computers.
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotion?	Not applicable
10.	Period of probation, if any	Two Years
11.	Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	Direct Recruitment, failing which on deputation / contract.
12.	In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption to be made.	<b>Deputation / Contract :</b> Persons holding / held equivalent posts in Central/ State Government, Public Sector Undertaking, Autonomous organizations, Universities, Deemed-to-be-University etc. OR persons fulfilling qualifications prescribed for direct recruitment.
13.	If a Departmental Promotion Committee exists what is its composition?	Not applicable
14.	Circumstances in which Union Public Service Commission to be consulted in making recruitments.	Not applicable



(Sh. Amarjit Singh, Tech. (EIE) Nominee SEWA)



(Sh. B.C. Bhardwaj, AR(Admn.), Member)



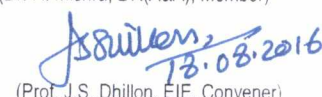
(Dr. R. Mishra, DR(A&amp;A), Member)



(Dr. Manoj Sachan, AsP, CSE, Member)



(Prof. Surinder Singh, ECE, Member)



(Prof. J.S. Dhillon, EIE, Convener)

1.	Name of post	Assistant Engineer (Electrical)
2.	Number of posts	01
3.	Classification	Group-A Technical Post
4.	Scale of Pay	PB-3 Rs.15600-39100 Grade Pay : Rs. 5400/-
5.	Whether selection post or non-selection post?	Selection post
6.	Age limit for direct recruitments	35 years.
7.	Whether benefits of added years of service admissible under Rule 30 of the Central Civil Services (Pension) Rules, 1972?	Not applicable
8.	Educational and other qualifications required for direct recruits	B.E./ B.Tech First Class Electrical Engineering or equivalent with atleast 05 (Five) years' experience in Government Department/ Public Undertaking/ Construction Company of national repute not below the rank of Junior Engineer or its equivalent.
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotion?	Not applicable
10.	Period of probation, if any	Two Years
11.	Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	Direct Recruitment, failing which on deputation / contract.
12.	In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption to be made.	<b>Deputation / Contract :</b> Persons holding / held equivalent posts in Central/ State Government, Public Sector Undertaking, Autonomous organizations, Universities, Deemed-to-be-University etc. OR persons fulfilling qualifications prescribed for direct recruitment.
13.	If a Departmental Promotion Committee exists what is its composition?	Not applicable
14.	Circumstances in which Union Public Service Commission to be consulted in making recruitments.	Not applicable



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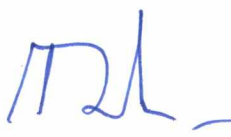
(Prof. J.S. Dhillon, EIE, Convener)



1.	Name of post	Programmer
2.	Number of posts	01
3.	Classification	Group-B Technical
4.	Scale of Pay	PB-2 Rs.9300-34800 Grade Pay : Rs. 4600/-
5.	Whether selection post or non-selection post?	As applicable
6.	Age limit for direct recruitments	35 years.
7.	Whether benefits of added years of service admissible under Rule 30 of the Central Civil Services (Pension) Rules, 1972?	Not applicable
8.	Educational and other qualifications required for direct recruits	<b>Educational Qualifications:</b> MCA / BE (Computer Science and Engineering) with First Class. <b>Experience:</b> Atleast 05 (Five) years' experience in operating computer system and computer programming.
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotion?	<ul style="list-style-type: none"> <li>Age: No</li> <li>M.Sc (Computer Science)/ M.Sc (Information Technology)/ MCA/ BE (Computer Science and Engineering)</li> </ul>
10.	Period of probation, if any	Two Years for direct recruitment and one year for promotion.
11.	Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	By Promotion on the basis of seniority-cum-fitness from amongst Senior Technicians (CSE) with Experience as prescribed by the G.O.I. vide O.M. No.AB.14017/61/2008-Estt.(RR) dated 24 <sup>th</sup> March, 2009 amended from time to time in the Grade pay of Rs.4200/-, failing which by deputation/contract/direct recruitment.
12.	In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption to be made.	<b>Promotion</b> As prescribed above. <b>Deputation / Contract</b> Persons holding / held equivalent posts in Central/ State Government, Public Sector Undertaking, Autonomous organizations, Universities, Deemed-to-be-University etc. OR persons fulfilling qualifications prescribed for direct recruitment.
13.	If a Departmental Promotion Committee exists what is its composition?	Group-C, DPC which is available at Annexure-II duly approved by competent authority.
14.	Circumstances in which Union Public Service Commission to be consulted in making recruitments.	Not applicable.

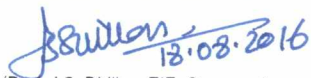
  
(Sh. Amarjit Singh, Tech. (EIE) Nominee SEWA)

  
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(Prof. Surinder Singh, ECE, Member)

  
(Prof. J.S. Dhillon, EIE, Convener)

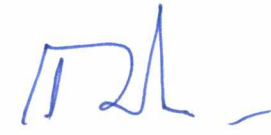
1.	Name of post		Section Officer (Accounts)
2.	Number of posts		01
3.	Classification		Group-B Ministerial
4.	Scale of Pay		PB-2 Rs.9300-34800 Grade Pay : Rs. 4600/-
5.	Whether selection post or non-selection post?		As applicable
6.	Age limit for direct recruitments		35 years.
7.	Whether benefits of added years of service admissible under Rule 30 of the Central Civil Services (Pension) Rules, 1972?		Not applicable
8.	Educational and other qualifications required for direct recruits		Bachelor's degree in Commerce from a recognized University with Experience as prescribed by the G.O.I. vide O.M. No.AB.14017/61/2008-Estt.(RR) dated 24 <sup>th</sup> March, 2009 amended from time to time as Accountant/ Head Cashier in the GP of Rs.4200/-. <b>Desirable:</b> Persons having experience of working in Engineering Colleges/ Technical Institutions. SAS/ICWA/CA/ MBA (Finance), Intermediate CA/ICWA, Knowledge of Computers.
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotion?		<ul style="list-style-type: none"> <li>No age bar for promotion</li> <li>Educational qualification as per direct recruitment.</li> </ul>
10.	Period of probation, if any		Two Years for direct recruitment and one year for promotion.
11.	Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods		By Promotion on the basis of seniority-cum-fitness with Experience as prescribed by the G.O.I. vide O.M. No.AB.14017/61/2008-Estt.(RR) dated 24 <sup>th</sup> March, 2009 amended from time to time from amongst Accountant/ Head Cashier in Accounts in the GP of Rs.4200/-, failing which by deputation/contract/direct recruitment.
12.	In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption to be made.		<b>Promotion</b> As prescribed above. <b>Deputation / Contract</b> Persons holding / held equivalent posts in Central/ State Government, Public Sector Undertaking, Autonomous organizations, Universities, Deemed-to-be-University etc. OR persons fulfilling qualifications prescribed for direct recruitment.
13.	If a Departmental Promotion Committee exists what is its composition?		Group-C, DPC which is available at Annexure-II duly approved by competent authority.
14.	Circumstances in which Union Public Service Commission to be consulted in making recruitments.		Not applicable.



(Sh. Amarjit Singh, Tech. (EIE) Nominee SEWA)



(Sh. B.C. Bhardwaj, AR(Admn.), Member)



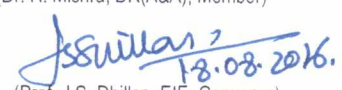
(Dr. R. Mishra, DR(A&amp;A), Member)



(Dr. Manoj Sachan, AsP, CSE, Member)




(Prof. Surinder Singh, ECE, Member)




(Prof. J.S. Dhillon, EIE, Convener)



1.	Name of post	Private Secretary (PS). to Director
2.	Number of posts	01
3.	Classification	Group-B Ministerial
4.	Scale of Pay	PB-2 Rs.9300-34800 Grade Pay : Rs. 4600/-
5.	Whether selection post or non-selection post?	As applicable
6.	Age limit for direct recruitments	35 years.
7.	Whether benefits of added years of service admissible under Rule 30 of the Central Civil Services (Pension) Rules, 1972?	Not applicable
8.	Educational and other qualifications required for direct recruits	<p>i) Graduate with Experience as prescribed by the G.O.I. vide O.M. No.AB.14017/61/2008-Estt.(RR) dated 24<sup>th</sup> March, 2009 amended from time to time as Senior Scale Stenographer in the Grade Pay of Rs.4200/-. Persons having experience of working in Engineering Colleges/ Technical institutions will be preferred.</p> <p>ii) English Shorthand Speed at 120 w.p.m. with transcription @ 20 w.p.m. with 4% mistakes admissible, Dictation of 700 words in 3 paragraphs, Hindi Shorthand Speed at 60 w.p.m. with transcription @ 20 w.p.m. with 4% mistakes admissible, Dictation of 700 words in 3 paragraphs.</p> <p><b>Desirable:</b> Knowledge of Computers.</p>
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions?	<ul style="list-style-type: none"> <li>No age bar for promote</li> <li>Minimum Graduation and English Shorthand Speed at 120 w.p.m. with transcription @ 20 w.p.m. with 4% mistakes admissible, Dictation of 700 words in 3 paragraphs, Hindi Shorthand Speed at 60 w.p.m. with transcription @ 20 w.p.m. with 4% mistakes admissible, Dictation of 700 words in 3 paragraphs.</li> </ul>
10.	Period of probation, if any	Two Years for direct recruitment and one year for promotion.
11.	Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	By Promotion on the basis of seniority-cum-fitness with Experience as prescribed by the G.O.I. vide O.M. No.AB.14017/61/2008-Estt.(RR) dated 24 <sup>th</sup> March, 2009 amended from time to time as Senior Scale Stenographer in the Grade Pay of Rs.4200/-, failing which by deputation/contract/direct recruitment.
12.	In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption to be made.	<p><b>Promotion</b> As prescribed above.</p> <p><b>Deputation / Contract</b> Persons holding / held equivalent posts in Central/ State Government, Public Sector Undertaking, Autonomous organizations, Universities, Deemed-to-be-University etc. OR persons fulfilling qualifications prescribed for direct recruitment.</p>
13.	If a Departmental Promotion Committee exists what is its composition?	Group-C, DPC which is available at Annexure-II duly approved by competent authority.
14.	Circumstances in which Union Public Service Commission to be consulted in making recruitments.	Not applicable

  
(Sh. Amarjit Singh, Tech. (EIE) Nominee SEWA)

  
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(Prof. J.S. Dhillon, EIE, Convener)

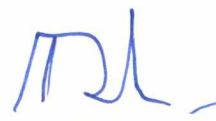
1.	Name of post	Superintendent
2.	Number of posts	02
3.	Classification	Group-B Ministerial
4.	Scale of Pay	PB-2 Rs.9300-34800 Grade Pay : Rs. 4600/-
5.	Whether selection post or non-selection post?	Non-Selection Post
6.	Age limit for direct recruitments	35 years.
7.	Whether benefits of added years of service admissible under Rule 30 of the Central Civil Services (Pension) Rules, 1972?	Not applicable
8.	Educational and other qualifications required for direct recruits	First Class Graduate from a recognized University with Experience as prescribed by the G.O.I. vide O.M. No.AB.14017/61/2008-Estt.(RR) dated 24 <sup>th</sup> March, 2009 amended from time to time as Assistant in Establishment/ Academics / Examination in the Grade Pay of Rs.4200/-. <b>Desirable:</b> Persons having experience of working in Engineering Colleges/Technical Institutions. Knowledge of Computers.
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions?	<ul style="list-style-type: none"> <li>No age bar for promote</li> <li>Minimum Graduation</li> </ul>
10.	Period of probation, if any	One year for promotion.
11.	Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	By Promotion on the basis of seniority-cum-fitness from amongst Assistants with Experience as prescribed by the G.O.I. vide O.M. No.AB.14017/61/2008-Estt.(RR) dated 24 <sup>th</sup> March, 2009 amended from time to time in the Grade Pay of Rs.4200/-.
12.	In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption to be made.	<b>Promotion</b> As prescribed above. <b>Deputation / Contract</b> Not applicable
13.	If a Departmental Promotion Committee exists what is its composition?	Group-C, DPC which is available at Annexure-II duly approved by competent authority.
14.	Circumstances in which Union Public Service Commission to be consulted in making recruitments.	Not applicable



(Sh. Amarjit Singh, Tech. (EIE) Nominee SEWA)



(Sh. B.C. Bhardwaj, AR(Admin.), Member)



(Dr. R. Mishra, DR(A&amp;A), Member)



(Dr. Manoj Sachan, AsP, CSE, Member)



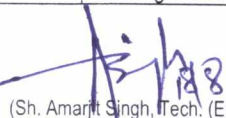
(Prof. Surinder Singh, ECE, Member)

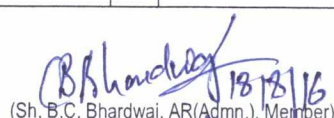


(Prof. J.S. Dhillon, EIE, Convener)



1.	Name of post	Senior Technician
2.	Number of posts	18
3.	Classification	Group-B Technical
4.	Scale of Pay	PB-2 Rs.9300-34800 Grade Pay : Rs. 4200/-
5.	Whether selection post or non-selection post?	As applicable
6.	Age limit for direct recruitments	35 years.
7.	Whether benefits of added years of service admissible under Rule 30 of the Central Civil Services (Pension) Rules, 1972?	Not applicable
8.	Educational and other qualifications required for direct recruits	<p><b>Qualifications for Engineering :</b> B.E./B.Tech. or First class Three years diploma course in relevant discipline of Engineering/Technology or its equivalent with Experience as prescribed by the G.O.I. vide O.M. No.AB.14017/61/2008-Estt.(RR) dated 24<sup>th</sup> March, 2009 amended from time to time as Technician or equivalent in the Grade Pay of Rs.2800/- in reputed Institutions/Industry/ITIs.</p> <p><b>Desirable: -</b> Knowledge of Computers.</p> <p><b>Qualifications for Sciences :</b> B.Sc. in appropriate branch of Science having at least 55% marks or M.Sc. with Experience as prescribed by the G.O.I. vide O.M. No.AB.14017/61/2008-Estt.(RR) dated 24<sup>th</sup> March, 2009 amended from time to time as Technician or equivalent in the Grade Pay of Rs.2800/- in reputed Institutions/Industry/ITIs etc. .</p> <p><b>Desirable: -</b> Knowledge of Computers.</p>
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotion?	<ul style="list-style-type: none"> <li>No age bar for promote</li> <li>Diploma/ ITI course in relevant field</li> </ul>
10.	Period of probation, if any	Two Years for direct recruitment and one year for promotion.
11.	Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	<ul style="list-style-type: none"> <li>25% by Direct recruitment</li> <li>75% by promotion on the basis of seniority-cum-fitness from amongst Technician/ Data Entry operator (EDP) with Experience as prescribed by the G.O.I. vide O.M. No.AB.14017/61/2008-Estt.(RR) dated 24<sup>th</sup> March, 2009 amended from time to time in the Grade Pay of Rs.2800/-, failing which by direct recruitment / deputation / contract.</li> </ul>
12.	In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption to be made.	<p><b>Promotion</b> As prescribed above.</p> <p><b>Deputation / Contract</b> Persons holding / held equivalent posts in Central/ State Government, Public Sector Undertaking, Autonomous organizations, Universities, Deemed-to-be-University etc. OR persons fulfilling qualifications prescribed for direct recruitment.</p>
13.	If a Departmental Promotion Committee exists what is its composition?	Group-C, DPC which is available at Annexure-II duly approved by competent authority.
14.	Circumstances in which Union Public Service Commission to be consulted in making recruitments.	Not applicable

  
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(Prof. Surinder Singh, ECE, Member)

  
(Prof. J.S. Dhillon, EIE, Convener)



1.	Name of post	Technician
2.	Number of posts	45
3.	Classification	Group-C Technical
4.	Scale of Pay	PB-1 Rs.5200-20200 Grade Pay : Rs. 2800/-
5.	Whether selection post or non-selection post?	As applicable
6.	Age limit for direct recruitments	35 years. Age relaxation will be as per GOI rules.
7.	Whether benefits of added years of service admissible under Rule 30 of the Central Civil Services (Pension) Rules, 1972?	As applicable
8.	Educational and other qualifications required for direct recruits	<b>Qualifications for Engineering :</b> First class Three years diploma course or its equivalent in relevant trade of Engineering/ Technology having Experience of 03 (Three) years in relevant field after acquiring the minimum qualification. <b>Desirable:</b> Knowledge of Computers <b>Qualification for Science :</b> B.Sc. in appropriate branch of Science with Experience 03 (Three) in relevant field year after acquiring the minimum qualification. <b>Desirable:</b> Knowledge of Computers
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions.	<ul style="list-style-type: none"> <li>No age bar for promote</li> <li>Minimum ITI course or equivalent</li> </ul>
10.	Period of probation, if any	Two Years for direct recruitment and one year for promotion.
11.	Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	<ul style="list-style-type: none"> <li>75% by Direct recruitment</li> <li>25% by promotion on the basis of seniority-cum-fitness from amongst Laboratory Attendant/ Telephone operator with Experience as prescribed by the G.O.I. vide O.M. No.AB.14017/61/2008-Estt.(RR) dated 24<sup>th</sup> March, 2009 amended from time to time in the Grade Pay of Rs.1900/-, failing which by direct recruitment / deputation / contract.</li> </ul>
12.	In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption to be made.	<b>Promotion</b> As prescribed above. <b>Deputation / Contract</b> Persons holding / held equivalent posts in Central/ State Government, Public Sector Undertaking, Autonomous organizations, Universities, Deemed-to-be-University etc. OR persons fulfilling qualifications prescribed for direct recruitment.
13.	If a Departmental Promotion Committee exists what is its composition?	Group-C, DPC which is available at Annexure-II duly approved by competent authority.
14.	Circumstances in which Union Public Service Commission to be consulted in making recruitments.	Not applicable



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(Prof. Surinder Singh, ECE, Member)



(Prof. J.S. Dhillon, EIE, Convener)

1.	Name of post	Accountant
2.	Number of posts	03
3.	Classification	Group-B Ministerial
4.	Scale of Pay	PB-2 Rs.9300-34800 Grade Pay : Rs. 4200/-
5.	Whether selection post or non-selection post?	As applicable
6.	Age limit for direct recruitments	35 years. Age relaxation will be as per GOI rules.
7.	Whether benefits of added years of service admissible under Rule 30 of the Central Civil Services (Pension) Rules, 1972?	Not applicable
8.	Educational and other qualifications required for direct recruits	Bachelor Degree in Commerce from a recognized University with Experience as prescribed by the G.O.I. vide O.M. No.AB.14017/61/2008-Estt.(RR) dated 24 <sup>th</sup> March, 2009 amended from time to time in the Grade Pay of Rs.2800/-, out of which 2 years' experience must be in accounts. <b>Desirable:</b> - Knowledge of Computers.
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotion?	<ul style="list-style-type: none"> <li>No age bar for promotion</li> <li>Educational qualification: Bachelor Degree in Science / Commerce / Arts</li> </ul>
10.	Period of probation, if any	Two Years for direct recruitment and one year for promotion.
11.	Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	<ul style="list-style-type: none"> <li>33% by Direct recruitment</li> <li>67% by promotion on the basis of seniority-cum-fitness from among Junior Accountant with Experience as prescribed by the G.O.I. vide O.M. No.AB.14017/61/2008-Estt.(RR) dated 24<sup>th</sup> March, 2009 amended from time to time in the Grade Pay of Rs.2800/-, failing which by direct recruitment / deputation / contract.</li> </ul>
12.	In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption to be made.	<b>Promotion</b> As prescribed above. <b>Deputation / Contract</b> Persons holding / held equivalent posts in Central/ State Government, Public Sector Undertaking, Autonomous organizations, Universities, Deemed-to-be-University etc. OR persons fulfilling qualifications prescribed for direct recruitment.
13.	If a Departmental Promotion Committee exists what is its composition?	Group-C, DPC which is available at Annexure-II duly approved by competent authority.
14.	Circumstances in which Union Public Service Commission to be consulted in making recruitments.	Not applicable



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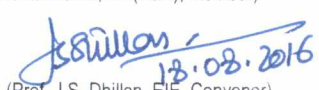
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(Dr. Manoj Sachan, AsP, CSE, Member)



(Prof. Surinder Singh, ECE, Member)





(Prof. J.S. Dhillon, EIE, Convener)




1.	Name of post	Junior Accountant
2.	Number of posts	03
3.	Classification	Group-C Ministerial
4.	Scale of Pay	PB-1 Rs.5200-20200 Grade Pay : Rs. 2800/-
5.	Whether selection post or non-selection post?	Selection Post
6.	Age limit for direct recruitments	35 years.
7.	Whether benefits of added years of service admissible under Rule 30 of the Central Civil Services (Pension) Rules, 1972?	As applicable
8.	Educational and other qualifications required for direct recruits	Bachelor Degree in Commerce from a recognized University with Experience as prescribed by the G.O.I. vide O.M. No.AB.14017/61/2008-Estt.(RR) dated 24 <sup>th</sup> March, 2009 amended from time to time in accounts in Govt. or public sector undertaking in the Grade Pay of Rs.2400/- <b>Desirable:</b> - Knowledge of Computers.
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotion?	Not applicable
10.	Period of probation, if any	Two Years
11.	Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	Direct recruitment
12.	In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption to be made.	<b>Deputation/Contract :</b> Persons holding / held equivalent posts in Central/ State Government, Public Sector Undertaking, Autonomous organizations, Universities, Deemed-to-be-University etc. OR persons fulfilling qualifications prescribed for direct recruitment.
13.	If a Departmental Promotion Committee exists what is its composition?	Not applicable
14.	Circumstances in which Union Public Service Commission to be consulted in making recruitments.	Not applicable

  
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(Dr. R. Mishra, DR(A&A), Member)

  
(Dr. Manoj Sachan, AsP, CSE, Member)

  
(Prof. Surinder Singh, ECE, Member)

  
(Prof. J.S. Dhillon, EIE, Convener)

1.	Name of post		Head Cashier
2.	Number of posts		01
3.	Classification		Group-B Ministerial
4.	Scale of Pay		PB-2 Rs.9300-34800 Grade Pay : Rs. 4200/-
5.	Whether selection post or non-selection post?		Non-Selection
6.	Age limit for direct recruitments		35 Years
7.	Whether benefits of added years of service admissible under Rule 30 of the Central Civil Services (Pension) Rules, 1972?		Not applicable
8.	Educational and other qualifications required for direct recruits		Bachelor Degree in Commerce with Experience as prescribed by the G.O.I. vide O.M. No.AB.14017/61/2008-Estt.(RR) dated 24 <sup>th</sup> March, 2009 amended from time to time in the Grade Pay of Rs.2400/- as Cashier. <b>Desirable:-</b> Knowledge of Computers.
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotion?		<ul style="list-style-type: none"> <li>No age bar for promote</li> <li>Educational qualification: Bachelor Degree in Science / Commerce / Arts</li> </ul>
10.	Period of probation, if any		One year for promotion.
11.	Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods		By Promotion on the basis of seniority-cum-fitness from among Cashier with Experience as prescribed by the G.O.I. vide O.M. No.AB.14017/61/2008-Estt.(RR) dated 24 <sup>th</sup> March, 2009 amended from time to time in the Grade Pay of Rs.2400/
12.	In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption to be made.		<b>Promotion</b> As prescribed above. <b>Deputation / Contract</b> Not applicable
13.	If a Departmental Promotion Committee exists what is its composition?		Group-C, DPC which is available at Annexure-II duly approved by competent authority.
14.	Circumstances in which Union Public Service Commission to be consulted in making recruitments.		Not applicable



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1.	Name of post	Cashier
2.	Number of posts	01
3.	Classification	Group-C Ministerial
4.	Scale of Pay	PB-1 Rs.5200-20200 Grade Pay : Rs. 2400/-
5.	Whether selection post or non-selection post?	As applicable
6.	Age limit for direct recruitments	35 years.
7.	Whether benefits of added years of service admissible under Rule 30 of the Central Civil Services (Pension) Rules, 1972?	Not applicable
8.	Educational and other qualifications required for direct recruits	Graduate in Commerce with 2 year experience of cash handling in Government / Semi Government / Autonomous Bodies. <b>Desirable:-</b> Knowledge of Computers.
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotion?	<ul style="list-style-type: none"> <li>Age: No</li> <li>Qualification: Yes</li> </ul>
10.	Period of probation, if any	Two Years for direct recruitment and one year for promotion.
11.	Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	By Promotion on the basis of seniority-cum-fitness from amongst Clerks / Lower Division Clerks / Typists with Experience as prescribed by the G.O.I. vide O.M. No.AB.14017/61/2008-Estt.(RR) dated 24 <sup>th</sup> March, 2009 amended from time to time in the Grade Pay of Rs 1900/-, out of which one year must be in the Accounts Section, failing which by deputation/contract/direct recruitment.
12.	In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption to be made.	<b>Promotion</b> As prescribed above. <b>Deputation / Contract</b> Persons holding / held equivalent posts in Central/ State Government, Public Sector Undertaking, Autonomous organizations, Universities, Deemed-to-be-University etc. OR persons fulfilling qualifications prescribed for direct recruitment.
13.	If a Departmental Promotion Committee exists what is its composition?	Group-C, DPC which is available at Annexure-II duly approved by competent authority.
14.	Circumstances in which Union Public Service Commission to be consulted in making recruitments.	Not applicable



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(Sh. B.C. Bhardwaj, AR(Admn.), Member)



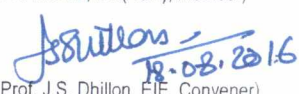
(Dr. R. Mishra, DR(A&amp;A), Member)



(Dr. Manoj Sachan, AsP, CSE, Member)



(Prof. Surinder Singh, ECE, Member)



(Prof. J.S. Dhillon, EIE, Convener)

1.	Name of post	Assistant
2.	Number of posts	05
3.	Classification	Group-B Ministerial
4.	Scale of Pay	PB-2 Rs.9300-34800 Grade Pay : Rs. 4200/-
5.	Whether selection post or non-selection post?	As applicable
6.	Age limit for direct recruitments	35 years.
7.	Whether benefits of added years of service admissible under Rule 30 of the Central Civil Services (Pension) Rules, 1972?	Not applicable
8.	Educational and other qualifications required for direct recruits	Bachelor Degree with Experience as prescribed by the G.O.I. vide O.M. No.AB.14017/61/2008-Estt.(RR) dated 24 <sup>th</sup> March, 2009 amended from time to time in the Grade Pay of Rs.2800/- or Rs.2400/- the establishment, academics, examination. <b>Desirable:</b> - Knowledge of Computers.
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotion?	<ul style="list-style-type: none"> <li>• Gage: No</li> <li>• Educational qualifications: Yes</li> </ul>
10.	Period of probation, if any	Two Years for direct recruitment and one year for promotion.
11.	Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	<ul style="list-style-type: none"> <li>• 20% by Direct recruitment</li> <li>• 80% by promotion on the basis of seniority-cum-fitness from amongst Store Keeper, Upper Division Clerks, Receptionist, Care Takers with Experience as prescribed by the G.O.I. vide O.M. No.AB.14017/61/2008-Estt.(RR) dated 24<sup>th</sup> March, 2009 amended from time to time in the Grade Pay of Rs. 2800/- (for Store Keeper or equivalent) and Grade Pay of Rs2400/- for others, failing which by direct recruitment / deputation / contract.</li> </ul>
12.	In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption to be made.	<b>Promotion</b> As prescribed above. <b>Deputation / Contract</b> Persons holding / held equivalent posts in Central/ State Government, Public Sector Undertaking, Autonomous organizations, Universities, Deemed-to-be-University etc. OR persons fulfilling qualifications prescribed for direct recruitment.
13.	If a Departmental Promotion Committee exists what is its composition?	Group-C, DPC which is available at Annexure-II duly approved by competent authority.
14.	Circumstances in which Union Public Service Commission to be consulted in making recruitments.	Not applicable

  
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1.	Name of post		Store Keeper
2.	Number of posts		06
3.	Classification		Group-C Ministerial
4.	Scale of Pay		PB-1 Rs.5200-20200 Grade Pay: Rs. 2800/-
5.	Whether selection post or non-selection post?		Selection Post
6.	Age limit for direct recruitments		35 years.
7.	Whether benefits of added years of service admissible under Rule 30 of the Central Civil Services (Pension) Rules, 1972?		Not applicable
8.	Educational and other qualifications required for direct recruits		Graduation with 03 (Three) years' experience of store keeping at appropriate level or Diploma in Material Management <b>Essential:-</b> Knowledge of Computers.
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotion?		Not applicable
10.	Period of probation, if any		Two Years
11.	Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods		Direct Recruitment, failing which on deputation / contract.
12.	In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption to be made.		<b>Deputation/Contract :</b> Persons holding / held equivalent posts in Central/ State Government, Public Sector Undertaking, Autonomous organizations, Universities, Deemed-to-be-University etc. OR persons fulfilling qualifications prescribed for direct recruitment.
13.	If a Departmental Promotion Committee exists what is its composition?		Not applicable
14.	Circumstances in which Union Public Service Commission to be consulted in making recruitments.		Not applicable



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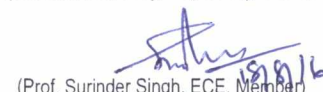
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