


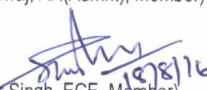
1.	Name of post	Senior Scale Stenographer
2.	Number of posts	03
3.	Classification	Group-B Ministerial
4.	Scale of Pay	PB-2 Rs.9300-34800 Grade Pay : Rs. 4200/-
5.	Whether selection post or non-selection post?	As applicable
6.	Age limit for direct recruitments	35 years.
7.	Whether benefits of added years 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	1. Graduation with Experience as prescribed by the G.O.I. vide O.M. No.AB.14017/61/2008-Estt.(RR) dated 24 th March, 2009 amended from time to time as Junior Scale Stenographer in the G.P. of Rs.2400/- 2. English Shorthand speed at 100 w.p.m. Transcription @ 20 w.p.m. Mistakes allowed 4%. Dictation of 500 words of two paragraphs and knowledge Hindi typing. 3. Working Knowledge of Computers.
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotion?	Age no bar for promote Education Qualification : Graduate Must have to qualify English Shorthand at the Speed of 100 w.p.m. and must have knowledge of computers.
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 Junior Scale Stenographers in Grade Pay of Rs.2400/- with Experience as prescribed by the G.O.I. vide O.M. No.AB.14017/61/2008-Estt.(RR) dated 24 th March, 2009 amended from time to time, 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.	Promotion As prescribed above. Deputation / Contract 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

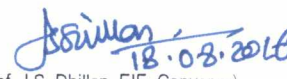

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(Sh. B.C. Bhardwaj, AR(Adm.), Member)


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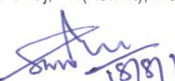
1.	Name of post		Junior Scale Stenographer
2.	Number of posts		13
3.	Classification		Group-C Ministerial
4.	Scale of Pay		PB-1 Rs.5200-20200 Grade Pay : Rs. 2400/-
5.	Whether selection post or non-selection post?		As applicable
6.	Age limit for direct recruitments		35 years.
7.	Whether benefits of added 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		1. Graduation with Experience as prescribed by the G.O.I. vide O.M. No.AB.14017/61/2008-Estt.(RR) dated 24 th March, 2009 amended from time to time as Clerk/ Lower Division Clerk (LDC))/ Typist in the G.P. of Rs.1900/- 2. English Shorthand speed at 80 w.p.m. Transcription @ 15 w.p.m. Mistakes allowed 8%. Dictation of 400 words of two paragraphs and knowledge Hindi typing. 3. Working Knowledge of Computers.
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotion?		Age no bar for promotion Education Qualification : Graduate Must have to qualify English Shorthand at the Speed of 80 w.p.m. and must have knowledge of computers.
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		i. 50% by Direct recruitment ii. 50% by promotion on the basis of seniority-cum-fitness from amongst Clerk/ Lower Division Clerk/ Typist with Experience as prescribed by the G.O.I. vide O.M. No.AB.14017/61/2008-Estt.(RR) dated 24 th March, 2009 amended from time to time in the Grade Pay Rs. 1900/-, failing which by direct recruitment / deputation / contract.
12.	In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption to be made.		Promotion As prescribed above. Deputation / Contract 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. J.S. Dhillon, EIE, Convener)

1.	Name of post	Upper Division Clerk
2.	Number of posts	05
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 English typing speed of 30 w.p.m on Computer and should have knowledge of Hindi typing Working knowledge of Computers
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotion?	Age : No Education Qualifications : Yes
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 having Experience as prescribed by the G.O.I. vide O.M. No.AB.14017/61/2008-Estt.(RR) dated 24 th March, 2009 amended from time to time in the Grade Pay of Rs1900/-, 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.	Promotion As prescribed above. Deputation / Contract 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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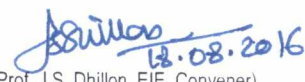
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(Prof. Surinder Singh, ECE, Member)



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

1.	Name of post	Data Entry Operator (Electronics Data Processing)
2.	Number of posts	02
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?	Not applicable
8.	Educational and other qualifications required for direct recruits	i) Bachelor of Computer Application (BCA)/ 03 (Three) years Diploma in Computer Programming or B.E./ B.Tech in Computer Science or equivalent from recognized Institute/ Board/ University ii) 02 (Two) years' experience in the relevant field for Diploma holder only.
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotion?	No age bar for promotion Educational qualification as per direct recruitment
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 Data Entry Operator in Grade pay of Rs.2400/- with Experience as prescribed by the G.O.I. vide O.M. No.AB.14017/61/2008-Estt.(RR) dated 24 th March, 2009 amended from time to time, 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.	Deputation/Contract : 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	Data Entry Operator
2.	Number of posts	05
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?	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	<ul style="list-style-type: none"> Bachelor of Computer Application (BCA) / Three years Diploma in Computers or equivalent, from recognized Institute / Board with one year professional experience of Data Entry. OR Certificate in Data Entry from recognized Institute / Board with 03 (Three) years professional experience of Data Entry. Working knowledge of English typing and short hand, Knowledge of Hindi typing will be preferred.
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotion?	Age: No Educational Qualifications: Yes
10.	Period of probation, if any	Two Years for direct recruitment and One year for promotional cases
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"> 50% by Direct recruitment 50% by promotion on the basis of seniority-cum-fitness from amongst Clerk/ Lower Division Clerk/ Typist with Experience as prescribed by the G.O.I. vide O.M. No.AB.14017/61/2008-Estt.(RR) dated 24th March, 2009 amended from time to time in the Grade Pay Rs. 1900/-, failing which by direct recruitment / deputation / contract.
12.	In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption to be made.	Promotion As prescribed above. Deputation / Contract 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. J.S. Dhillon, EIE, Convener)


1.	Name of post		Caretaker
2.	Number of posts		08
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		<ul style="list-style-type: none"> • Graduation with 50% • Experience as prescribed by the G.O.I. vide O.M. No.AB.14017/61/2008-Estt.(RR) dated 24th March, 2009 amended from time to time as Clerks/ LDCs/ Typist in the Grade Pay of Rs.1900/- . Desirable: - Knowledge of Computers.
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotion?		No age bar for promotion Educational qualification as per direct recruitment
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"> • 25% by Direct recruitment • 75% by Promotion on the basis of seniority-cum-fitness from amongst Lower Division Clerks / Clerks / Typists in the Grade Pay of Rs.1900/- with Experience as prescribed by the G.O.I. vide O.M. No.AB.14017/61/2008-Estt.(RR) dated 24th March, 2009 amended from time to time, 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.		Promotion : As prescribed above. Deputation/Contract : 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. J.S. Dhillon, EIE, Convener)


1.	Name of post		Receptionist
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. 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		1. Graduation with 03 (Three) years' experience as Receptionist and must be fluent in English and Hindi. 2. Working knowledge of Computers. 3. Knowledge of dialect is desirable
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotion?		Age: No Educational qualifications: Yes
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 in the Grade Pay of Rs.1900/- with Experience as prescribed by the G.O.I. vide O.M. No.AB.14017/61/2008-Estt. (RR) dated 24 th March, 2009 amended from time to time, 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.		Promotion : As prescribed above. Deputation/Contract : 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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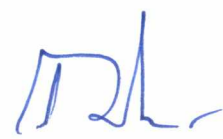

(Prof. Surinder Singh, ECE, Member)


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

1.	Name of post	Clerk / Lower Division Clerk / Typist
2.	Number of posts	30
3.	Classification	Group-C Ministerial
4.	Scale of Pay	PB-1 Rs.5200-20200 Grade Pay : Rs. 1900/-
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	1. 10+2 with first class or Graduation 2. English typing speed of 30 word per minute on Computer and should have knowledge of Hindi typing 3. Working knowledge of Computers
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotion?	Age: No Educational qualifications: Yes
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	1. 30% by Direct recruitment 2. 70% by promotion on the basis of seniority-cum-fitness from amongst Multi-Tasking Staff in the Grade Pay of Rs1800/- with Experience as prescribed by the G.O.I. vide O.M. No.AB.14017/61/2008-Estt.(RR) dated 24 th March, 2009 amended from time to time, 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.	Promotion As prescribed above. Deputation / Contract 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. J.S. Dhillon, EIE, Convener)

1.	Name of post	Telephone Operator
2.	Number of posts	01
3.	Classification	Group-C Technical
4.	Scale of Pay	PB-1 Rs.5200-20200 Grade Pay : Rs. 1900/-
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	10+2 with Science or ITI / Certificate Course with first class or Graduation, with 01 year experience in handling telephone Exchange or relevant Field as Telephone Operator. Desirable:- 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.	Deputation/Contract : 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	Supervisor Maintenance
2.	Number of posts	02
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?	Selection Post
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	i) Three years Diploma in Civil Engineering with first class marks or its equivalent or B.E./ B.Tech in Civil Engineering ii) Must have worked as Supervisor Maintenance/ repairs for a period of 05 (Five) years. Desirable:- 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.	Deputation/Contract : 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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1.	Name of post	Driver
2.	Number of posts	07
3.	Classification	Group-C Ministerial
4.	Scale of Pay	PB-1 Rs.5200-20200 Grade Pay : Rs. 1900/-
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) Matric (ii) Driving License (Both LTV & HTV) (iii) 5 (Five) years' experience in driving (LTV & HTV) (iv) Driving Test required to be qualified. (v) Skill test
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotion?	No 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	By Direct Recruitment, failing which on deputation/contract basis.
12.	In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption to be made.	Deputation / Contract 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. Surinder Singh, ECE, Member)


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

1.	Name of post		Cook
2.	Number of posts		01
3.	Classification		Group-C
4.	Scale of Pay		PB-1 Rs.5200-20200 Grade Pay : Rs. 1900/-
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		Matric and three years' experience in cooking of Indian and Continental Food in a reputed Hotel / Restaurant / Organization.
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.		Deputation / Contract 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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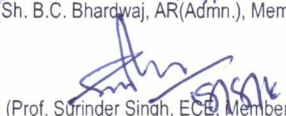
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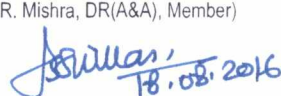
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(Dr. Manoj Sachan, AsP, CSE, Member)



(Prof. Surinder Singh, ECB, Member)



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

1.	Name of post	Laboratory Attendant (LA)
2.	Number of posts	08
3.	Classification	Group-C Semi-Skilled Worker
4.	Scale of Pay	PB-1 Rs.5200-20200 Grade Pay : Rs. 1900/-
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	<ul style="list-style-type: none"> • 10+2 with Science for Applied Science Departments • ITI / Certificate Course for Engineering Departments
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions?	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.	Not applicable
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. Surinder Singh, ECE, Member)


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

1.	Name of post		Multi-Tasking Staff (MTS)
2.	Number of posts		(58 +8*=66)
3.	Classification		Group-C
4.	Scale of Pay		PB-1 Rs.5200-20200 Grade Pay : Rs.1800/-
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		Matric with Second Class
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.		Not applicable
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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ANNEXURE-II

PROPOSED CONSTITUTIONS OF DEPARTMENTAL PROMOTION COMMITTEES FOR PROMOTION OF NON-TEACHING STAFF**(I) GROUP A & B ADMINISTRATIVE & MINISTERIAL POSTS**

1.	Director, SLIET	Chairman
2.	One nominee of MHRD, New Delhi	Member
3.	One External Expert from University/Technical Institute not below the rank of Registrar	Member
4.	One Professor/Dean of the Institute to be nominated by the Director	Member
5.	Registrar of the Institute	Member

(II) GROUP C MINISTERIAL POSTS

1.	Director, SLIET	Chairman
2.	One Dean/Head of the Department to be nominated by the Director	Member
3.	Professor/Senior Most Officer of the concerned Department/Section	Member
4.	Registrar, SLIET	Member

(III) GROUP A & B TECHNICAL/ SUPPORTING POSTS

1.	Director, SLIET	Chairman
2.	One nominee of MHRD, New Delhi	Member
3.	One External Expert from University/Technical Institute not below the rank of Professor/Head of the Department	Member
4.	One Professor/Dean of the Institute to be nominated by the Director	Member
5.	Registrar of the Institute	Member

(IV) GROUP C TECHNICAL/SUPPORTING POSTS

1.	Director, SLIET	Chairman
2.	One Dean/Head of the Department to be nominated by the Director	Member
3.	Professor/Senior Most Officer of the concerned Department/Section	Member
4.	Registrar, SLIET	Member


The Authority to order the promotion on the recommendations of the Departmental Promotion Committees is proposed to be the same as for Direct recruitment as provided in the SLIET Rules of Recruitment & General Conditions of Service.



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