

**SANT LONGOWAL INSTITUTE OF ENGINEERING & TECHNOLOGY (SLIET),  
DEEMED UNIVERSITY  
UNDER THE MINISTRY OF HUMAN RESOURCE DEVELOPMENT,  
DEPARTMENT OF HIGHER EDUCATION,  
GOVT. OF INDIA, NEW DELHI**

**CADRE RECRUITMENT RULES (NON-TEACHING POSTS), 2017**

G.S.R. ....In exercise of the powers conferred under Rule 32 of the Memorandum of Association (MoA) and in supersession of the earlier Recruitment Rules of the SLIET for the Posts of Group A, B, C and D, in so far as these relate to the Non-teaching posts, except as regards things done or omitted to be done before such supersession, the Director, SLIET with due approval of the Ministry of Human Resource Development, Department of Higher Education, Government of India, New Delhi, and duly advised by the BoM, hereby makes the following rules regulating the method of recruitment to the Non-teaching posts of the SLIET, viz., SLIET Cadre Recruitment Rules (Non-teaching posts), 2017.

**01. SHORT TITLE AND COMMENCEMENT:**

- i) These rules shall be called the SLIET Cadre Recruitment Rules (Non-teaching Posts), 2017.
- ii) They shall come into force from the date of issue of the Rules.

**02. DEFINITIONS:**

In these Rules, unless the context otherwise requires:

- a) "MoA" means the Memorandum of Association of the SLIET as amended from time to time.
- b) "Appendix" means the Appendix appended to these Rules.
- c) "Appointing Authority" means the Director, SLIET in case of Non-teaching Posts of Group `B` & `C` and the BoM for Group `A` posts.
- d) "Board of Management" means the Board of Management (BoM) of the SLIET.
- e) "Chairman" means the Chairman of the Board of Management of the Institute.
- f) "Director" means the Director (i.e. Vice-Chancellor) of the SLIET.
- g) "Institute" means Sant Longowal Institute of Engineering & Technology (SLIET), Longowal, District-Sangrur, Punjab, PIN – 148106.
- h) "President" means the President of the Institute (equivalent to the Chancellor of University).
- i) "Centre" in relation to the Institute means an academic unit of the Institute engaged in academic activities (like teaching, research, etc.) generally of an inter-disciplinary nature.
- j) "Department" in relation to the Institute means an academic unit of the Institute engaged in

academic activities (like teaching, research, etc) generally relating to a particular discipline or area.

- k) "Head of the Department or Centre", by whatever name called, means the person appointed as the Head of the Department or Centre, as the case may be, under the Rule 16 (e) of the MoA.
- l) "SLIET employees" mean employees working on regular basis in the SLIET; but does not include employees working on ad-hoc or contract basis.
- m) "Duty Post" means any post permanent or temporary included in the RRs Schedule.
- n) "Finance Committee" means the Finance Committee constituted under Rule No. 9 of the MoA.
- o) "Government" means the Department of Higher Education, Ministry of Human Resource Development, Government of India.
- p) "Limited Departmental Examination" or "Test" means a competitive test limited to certain category or categories of posts conducted by the SLIET for promotion to a higher post.
- q) "Non-teaching Employees" of the SLIET means the posts other than faculty posts in the SLIET.
- r) "On Probation" with relation to a person, means a person appointed to any post on probation for a pre-defined period as specified in the Rules.
- s) "Regular Service" means service rendered by an employee in any post on regular basis other than the service on ad-hoc, daily wage or contract basis.
- t) "Schedule" means the schedules appended to these Rules.
- u) "Schedule Castes and Schedule Tribes" shall have the same meaning given in Section 24 and 25, respectively, under Article 366 of the Constitution of India.
- v) "Selection Committee" means a composition of members of a Committee constituted for recommending candidates for appointment to a regular post of the Institute, including Departmental Promotion Committee as specified in the Rule No. 13 of the MoA.

### **03. COMPOSITION OF THE DPC:**

The composition of the Departmental Promotion Committee for various would be as per Appendix-I

### **04. Authorized strength of various posts:**

- a) The authorized strength of various posts will be as indicated in the recruitment rules of each post.
- b) After the issuance of these Rules, the authorized strength of the SLIET shall be such as may, from time to time, be determined as per the ratio of student-teaching-Non-teaching post as per norms determined by the Government and notified after due processing and approval by the competent authority.

### **05. FUTURE MAINTENANCE OF POSTS:**

- a) All the appointments (by whatever method, i.e. by direct recruitment, promotion etc.) in the SLIET after the notification of these Rules shall be made only in accordance with the provisions of these Rules. The BoM of the SLIET may add any other posts after the notification of the relevant

Recruitment Rules.

- b) Reservation for SC/ST/OBC/PWD/Ex-Servicemen etc. shall be made in accordance with the instructions issued by the Department of Personnel & Training, Government of India from time to time in this regard.

**06. NUMBER OF POSTS, CLASSIFICATION AND SCALES OF PAY:**

The number of posts, their classification and the scales of pay attached thereto shall be as specified in the Recruitment Rules.

**07. METHOD OF RECRUITMENT, AGE LIMITS AND OTHER QUALIFICATIONS:**

- a) The method of recruitment, age limits and qualifications shall be as specified in these Recruitment Rules.
- b) Candidates belonging to SC/ST/OBC/PWD/Ex-servicemen shall be given relaxation in age, qualification, experience etc. as per the rules/guidelines issued from time to time by the Department of Personnel & Training, Government of India.
- c) The upper age limit prescribed for direct recruitment shall be relaxable in the accordance with the directives of the BoM and Government of India as issued from time to time. This limit will not apply to the SLIET employees for direct recruitment provided they fulfill the educational and other qualifications laid down in the recruitment rules for various posts.
- d) In the case of ad-hoc/contract employees who have been working in SLIET for a number of years and have crossed the normal age limit for appointment against non-technical/quasi-technical/technical posts, the relaxation in age will be allowed by the period equal to the period of service rendered by them in the SLIET on ad-hoc/contract basis. No relaxation in the eligibility criterion on account of educational qualification will, however, be permitted to such employees.
- e) Notwithstanding the stipulations contained in these Rules, the Director, SLIET may engage Non-teaching staff on contract basis as per the provisions contained in the MoA of the SLIET.
- f) Exemption from passing Typewriting Test for MTS on Computer for promotion to the initial post in clerical cadre will be as per DoPT, Govt. of India O.M. No.14020/1/2014-Estt.(D) dated 22<sup>nd</sup> April, 2015 amended from time to time.

**08. PROBATION:**

Every employee selected or appointed through direct recruitment or open selection to a post in the SLIET or promoted from one Group to another would be on probation, and shall be governed as per the Recruitment Rules.

**09. ELIGIBILITY CRITERIA FOR ACADEMIC AND PROFESSIONAL QUALIFICATION OF THE CANDIDATES**

- a) For deciding the eligibility criteria for academic and professional qualification of the candidates, all

combinations of evaluation criteria like grade in the 10-point scale followed in most of the CFTIs like NITs, percentage of marks and 7 point grading system of the UGC regulations on minimum qualification (communication No. F-3-1/2009 dated 30<sup>th</sup> June 2009) and other criteria, if any, for consideration of equivalence may be kept in view.

- b) Academic and professional qualification acquired by candidates should be from the recognized Institutions only and possessing valid degree and diploma.

#### **10. CRUCIAL DATE FOR DETERMINING AGE**

The crucial date of determination of age of candidates would be the closing date of receipt of applications from candidates in India for recruitment as per the advertisement issued (and not the special closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh division of Jammu & Kashmir State, Lahaul and Spiti District and Pangi sub-division of Chamba District of Himachal Pradesh, Union Territories of Andaman and Nicobar Islands and Lakshadweep).

#### **11. PROTECTING EXISTING INCUMBENTS IN HIGHER SCALE**

Wherever the scale of pay of any post has been rationalized on lower side, the post held by any existing incumbent in a higher scale shall be deemed to be upgraded as personal to him/her.

#### **12. TEMPORARY VACANCIES IN POSTS FALLING UNDER DIRECT RECRUITMENT QUOTA**

The vacancies in posts meant for recruitment through DR caused by the incumbent being away on deputation or due to long illness or study leave or in any other circumstances for a duration of one year or more, may be filled up on deputation from amongst officials of the Central Government / State Govt. /UT Administration/Semi-Govt./PSU/Autonomous/recognized research organizations etc. holding analogous posts on regular basis or with requisite service in the lower posts as per the guidelines of the Department of Personnel & Training, Government of India, from time to time, and possessing the qualifications and experience as prescribed for direct recruits.

#### **13. OFFICERS COVERED UNDER UGC SCHEME**

There shall be a Career Advancement Scheme (CAS) for such officers who are covered under the Scheme of the UGC. Under this Schemes an Officer will be entitled to assessment for higher GP/AGP after rendering prescribed length of service in any position.

#### **14. DOWN-GRADATION OF POSTS**

When it is not possible for fill up a post by open advertisement, and the competent authority is satisfied that no purpose will be served by repeated advertisements, the post may be filled by temporary down-gradation.

#### **15. RESIDUARY MATTERS:**

In regard to matters not specified or referred to in these Rules, the employees in the posts specified in these Rules shall be governed by the directions/regulations of the BoM or the GOI guidelines as adopted by the BOM for the Non-teaching employees of the SLIET in general.

#### **16. POWER OF RELAX:**

If the BoM, on recommendations made by the Director to that effect, is of the opinion that it is necessary or

expedient to do so, it may, for reasons to be recorded in writing, relax any of the provisions of these Rules. All administrative orders/instructions providing any relaxation/exemption etc. as per the provisions of the earlier Recruitment Rules (issued with the approval of the competent authority prior to the notification of these Recruitment Rules) shall stand superseded after the notification of these Rules. The BoM shall have the power to make appointment of personnel as per provisions contained in the MoA, if found necessary in the interest of the work of the SLIET.

**17. REPEAL AND SAVINGS:**

All the guidelines/decisions of the BoM or any authority regarding the matters governing method of appointment in respect of the posts included in these Recruitment Rules shall stand repealed on the date on which these Rules come into force. However, anything done in accordance with the repealed guidelines shall not be affected by this repeal in any way.

**18. INTERPRETATIONS:**

If a question relating to interpretation of these Rules arises, the decision of the BoM shall be final thereon, unless otherwise specifically included in these Rules.

**19. REMOVAL OF DIFFICULTY:**

If any difficulty arises in the implementation or operation of any of the provisions of these Rules, the Board of Management may, from time to time, issue such general or special directions consistent with the provisions of these Rules, as may be considered necessary for the purpose of removing such difficulty.

**20. LIABILITY OF OFFICERS TO SERVE IN INDIA AND ABROAD**

Not Applicable

**21. POSTS NOT COVERED UNDER THE RULES**

Faculty posts shall not form the part of these rules.

**22. DISQUALIFICATION**

No person, -

- a) Who has entered into or contracted a marriage with a person having a spouse living; or
- b) Who, having a spouse living, has entered into or contracted a marriage with any other person, shall be eligible for appointment to the SLIET:

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

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**1. Recruitment Rules for the post of Registrar**

01	Name of the Post	<b>Registrar</b>
02	Number of Posts	01
03	Classification	Group – A
04	Scale of Pay (Grade Pay, Band Pay)	PB-4 (37400-67000) with Grade Pay of 10000/-
05	Whether Selection Post or Non-Selection Posts	Not applicable
06	Age limit for direct recruits	Not applicable
07	Educational and other qualifications required for direct recruits	Not applicable
08	Whether age and Educational qualifications prescribed for direct recruits, will apply in case of promotees	Not applicable
09	Period of probation, if any.	Not Applicable.
10	Method of Recruitment: Whether by direct recruitment or by promotion or by deputation or transfer & percentage of the vacancies to be filled by various methods.	By deputation/tenure for a period not exceeding 5 years or till attaining the age of 62 years, whichever is earlier.
11	In case of recruitment by deputation/transfer, grades from which deputation/transfer to be made.	<p>Officers under the Central/State Governments/UT Admn, Universities /Recognized Research Institutes or Institutes of National importance or Govt. Laboratory or PSU possessing the following educational qualification and experience:</p> <p><b><u>Essential:</u></b></p> <p><b><u>Educational qualification</u></b> Masters' Degree in any discipline with at least 55% marks or its equivalent, Grade 'B' in the UGC 7-point scale from a recognized University/ Institute.</p> <p><b><u>Experience</u></b></p> <p>a) At least 15 years' experience as Assistant Professor in the AGP of Rs.7000/- or above; or with 8 years of service in</p>

		<p>the AGP of Rs.8000/- or above including as Associate Professor along with experience in Educational Administration, or comparable experience in research establishment and/or other Institutions of higher education, or</p> <p>b) 15 Years of administrative experience of which 8 years shall be as Deputy Registrar or an equivalent post in the GP of Rs.7600/- or above.</p> <p><b><u>Desirable:</u></b> Experience in handling computerized Administration/ Legal/ Financial/Establishment matter.</p> <p>Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department shall ordinarily not exceed three years.</p> <p>The maximum age on the last date of receipt of applications for the filling up the post shall be 56 years.</p> <p>The period of deputation including the period of deputation in a post in another organization held immediately preceding shall not exceed 3 years.</p>
12	If DPC exists, what is its composition?	Not Applicable.
13	Circumstances in which UPSC is to be consulted in making recruitment.	Not Applicable.

## **2. Finance Officer and 3. Controller of Examination**

The proposal for creation of the post of Controller of Examination is proposed to be taken up with the proposal for creation of the post of Finance Officer separately under submission.



#### 4. Recruitment Rules for the post of Deputy Registrar

01	Name of the Post	<b>Deputy Registrar</b>
02	Number of Posts	04*; *subject to variation dependent on workload
03	Classification	Group – A
04	Scale of Pay (Grade Pay, Band Pay)	PB-3 (15600-39100) with Grade Pay of 7600/-.
05	Whether Selection Post or Non-Selection Posts	Selection
06	Age limit for direct recruits	45 years.
07	Educational and other qualifications required for direct recruits	<p><b><u>Essential:</u></b>  <b><u>Educational Qualification</u></b>  Masters' Degree in any discipline with at least 55% marks or its equivalent, Grade 'B' in the UGC 7 point scale from a recognized University/ Institute.</p> <p><b><u>Experience:</u></b></p> <p>a) 9 years' of experience as Assistant Professor in the AGP of 6000/- or above with experience in educational administration, or</p> <p>b) Comparable experience in research establishment and/or other Institutions of higher education, or</p> <p>c) 5 Years of administrative experience as Assistant Registrar or in an equivalent post in the GP of 5400/- or above.</p> <p><b><u>Desirable:</u></b></p> <p>a) Qualification in area of Management/ Law.</p> <p>b) Experience in handling computerized/dministration/ Legal/ Financial/Establishment matter.</p> <p>c) A Chartered or Cost Accountant degree or diploma for the post of Deputy Registrar (Finance and Accounts) or Deputy Registrar (Internal Audit)</p>
08	Whether age and Educational qualifications prescribed for direct recruits will apply in case of promotes.	No
09	Period of probation, if any.	02 (Two) Years
10	Method of Recruitment: Whether by direct recruitment or by promotion or by deputation or transfer & percentage of the vacancies to be filled by various methods.	50% Direct Recruitment. 50% By promotion failing which by deputation/contract failing in both by Direct Recruitment.

11	In case of recruitment by Promotion/deputation grades from which Promotion/ deputation to be made.	<p><b><u>Promotion:</u></b> Assistant Registrar with a regular service of 10 years in the grade.</p> <p><b><u>Deputation:</u></b> Officers from the Central/State Government or Institutes of National importance or Universities/University level Institution or PSU/Industry having experience in Administration, Establishment and Accounts matters:</p> <p>a) i) Holding analogous post or ii) With at least 5 Years' regular service in posts in the GP of `6600/- or above or With at least 10 Years' regular service in posts in the GP of 5400/- or above; and</p> <p>b) Possessing educational qualification as prescribed in Column 7.</p>
12	If DPC exists, what is its composition?	As at Appendix I
13	Circumstances in which UPSC is to be consulted in making recruitment.	Not Applicable.

### 5. Recruitment Rules for the post of Assistant Registrar

01	Name of the Post	<b>Assistant Registrar</b>
02	Number of Posts	05*; *subject to variation dependent on workload
03	Classification	Group – A
04	Scale of Pay (Grade Pay, Band Pay)	PB-3 (15600-39100) with Grade Pay of 5400/-.
05	Whether Selection Post or Non-Selection Posts	Selection
06	Age limit for direct recruits	35 Years.
07	Educational and other qualifications required for direct recruits	<p><b><u>Essential:</u></b></p> <p><b><u>Educational Qualification</u></b></p> <p>Masters’ Degree in any discipline with at least 55% marks or its equivalent, Grade ‘B’ in the UGC 7 point scale from a recognized University/ Institute.</p> <p><b><u>Experience:</u></b></p> <p>a) 5 years’ of Educational Administration in the GP of 4200/- or above, or</p> <p>b) Comparable experience in research establishment and/or other Institutions of higher education, or</p> <p>c) 5 Years of administrative experience in the GP of 4200/- or above</p> <p><b><u>Desirable:</u></b></p> <p>a) Qualification in area of Management/Engineering/ Law.</p> <p>b) Experience in handling computerized Administration/ Legal/ Financial/Establishment matter.</p> <p>c) A Chartered or Cost Accountant degree or diploma for the post of Assistant Registrar (Finance &amp; Accounts)</p>
08	Whether age and Educational qualifications prescribed for direct recruits will apply in case of promotes.	No
09	Period of probation, if any.	02 Years
10	Method of Recruitment:	60% Direct Recruitment

	Whether by direct recruitment or by promotion or by deputation or transfer & percentage of the vacancies to be filled by various methods.	40% by promotion, failing which by deputation/contract, failing both by Direct Recruitment.
11	In case of recruitment by Promotion/deputation grades from which Promotion/ deputation to be made.	<p><b><u>Promotion:</u></b> From among Superintendent/Section Officer/PS** with 3 years regular service in the grade pay of Rs.4600 or 8 years combined regular service in the grade pays of Rs. 4600 and 4200. **Only that PS will be eligible in whose case it is certified by the Director of the Institute that he/she has handled matters relating to Administration/Finance/Purchase for a minimum of two years.</p> <p><b><u>Deputation:</u></b> Officers from the Central/State Governments or Institutes of National importance or Universities/University level Institutions or PSUs:</p> <p>a) Holding analogous posts, or with 3 years regular service in the grade pay of Rs.4600 or with 8 years regular service in posts in the grade of Rs.4200 and</p> <p>b) Possessing educational qualifications as prescribed in Column 7.</p>
12	If DPC exists, what is its composition?	As at Appendix I
13	Circumstances in which UPSC is to be consulted in making recruitment.	Not Applicable.

### 6. Recruitment Rules for the post of Section Officer

01	Name of the Post	<b>Section Officer</b>
02	Number of Posts	06*; *subject to variation dependent on workload
03	Classification	Group – B
04	Scale of Pay (Grade Pay, Band Pay)	PB-2 (9300-34800) with GP of 4600/-.
05	Whether Selection Post or Non-Selection Posts	Non Selection
06	Age limit for direct recruits	Not Applicable
07	Educational and other qualifications required for direct recruits	Not Applicable
08	Whether age and Educational qualifications prescribed for direct recruits will apply in case of promotees.	Not Applicable
09	Period of probation, if any.	Not Applicable.
10	Method of Recruitment: Whether by direct recruitment or by promotion or by deputation or transfer & percentage of the vacancies to be filled by various methods.	By Promotion.
11	In case of recruitment by Promotion/deputation/transfer, grades from which Promotion/ deputation/ transfer to be made.	<b>Promotion:</b> Assistant or Accountant or Head Cashier or Asstt. (Storekeeper) with 5 years regular service in the grade pay of Rs.4200 or 15 years combined regular service in the grade pays of Rs.4200 and 2400.
12	If DPC exists, what is its composition?	As at Appendix I
13	Circumstances in which UPSC is to be consulted in making recruitment.	Not Applicable.

### 7. Recruitment Rules for the post of Assistant

01	Name of the Post	<b>Assistant</b>
02	Number of Posts	14*; *subject to variation dependent on workload
03	Classification	Group – B
04	Scale of Pay (Grade Pay, Band Pay)	PB-2 (9300-34800) with GP of 4200/-.
05	Whether Selection Post or Non-Selection Post	Non-Selection.
06	Age limit for direct recruits	Not Applicable.
07	Educational and other qualifications required for direct recruits	Not Applicable.
08	Whether age and Educational qualifications prescribed for direct recruits will apply in case of promotees.	Not Applicable.
09	Period of probation, if any.	Two years
10	Method of Recruitment: Whether by direct recruitment or by promotion or by deputation or transfer & percentage of the vacancies to be filled by various methods.	By Promotion.
11	In case of recruitment by Promotion/deputation/transfer, grades from which Promotion/ deputation/ transfer to be made.	From amongst UDCs with 10 years regular service in the grade pay or Rs.2400 or 18 years combined regular service in the grade pays of Rs. 2400 and 1900.
12	If DPC exists, what is its composition?	As at Appendix I
13	Circumstances in which UPSC is to be consulted in making recruitment.	Not Applicable.

### **8. Recruitment Rules for the post of Accountant**

01	Name of the Post	<b>Accountant</b>
02	Number of Posts	05*; *subject to variation dependent on workload
03	Classification	Group – B
04	Scale of Pay (Grade Pay, Band Pay)	PB-2 (9300-34800) with GP of 4200/-.
05	Whether Selection Post or Non-Selection Posts	Non-Selection
06	Age limit for direct recruits	Not applicable.
07	Educational and other qualifications required for direct recruits	Not applicable.
08	Whether age and Educational qualifications prescribed for direct recruits will apply in case of promotes.	Not Applicable.
09	Period of probation, if any.	Two years
10	Method of Recruitment: Whether by direct recruitment or by promotion or by deputation or transfer & percentage of the vacancies to be filled by various methods.	By Promotion.
11	In case of recruitment by Promotion/deputation/transfer, grades from which Promotion/deputation/ transfer to be made.	From amongst Junior Accountants with 6 years regular service in the grade.
12	If DPC exists, what is its composition?	As at Appendix I
13	Circumstances in which UPSC is to be consulted in making recruitment.	Not Applicable.

### 9. Recruitment Rules for the post of Head Cashier

01	Name of the Post	<b>Head Cashier</b>
02	Number of Posts	01*; *subject to variation dependent on workload
03	Classification	Group – B
04	Scale of Pay (Grade Pay, Band Pay)	PB-2 (9300-34800) with GP of 4200/-.
05	Whether Selection Post or Non-Selection Posts	Non Selection
06	Age limit for direct recruits	Not Applicable.
07	Educational and other qualifications required for direct recruits	Not Applicable.
08	Whether age and Educational qualifications prescribed for direct recruits will apply in case of promotees.	Not Applicable.
09	Period of probation, if any.	Two years
10	Method of Recruitment: Whether by direct recruitment or by promotion or by deputation or transfer & percentage of the vacancies to be filled by various methods.	By Promotion.
11	In case of recruitment by Promotion/deputation/transfer, grades from which Promotion/deputation/ transfer to be made.	Cashier with 10 years regular service in the grade.
12	If DPC exists, what is its composition?	As at Appendix I
13	Circumstances in which UPSC is to be consulted in making recruitment.	Not Applicable.



### **10. Recruitment Rules for the post of Cashier**

01	Name of the Post	<b>Cashier</b>
02	Number of Posts	01*; *subject to variation dependent on workload
03	Classification	Group – C
04	Scale of Pay (Grade Pay, Band Pay)	PB-1 (5200-20200) with GP of 2400/-.
05	Whether Selection Post or Non-Selection Posts	Not Applicable
06	Age limit for direct recruits	30 years
07	Educational and other qualifications required for direct recruits	B.Com with one year experience in accounts.
08	Whether age and Educational qualifications prescribed for direct recruits will apply in case of promotees.	Not Applicable.
09	Period of probation, if any.	Two years
10	Method of Recruitment: Whether by direct recruitment or by promotion or by deputation or transfer & percentage of the vacancies to be filled by various methods.	By Direct Recruitment.
11	In case of recruitment by Promotion/deputation/transfer, grades from which Promotion/deputation/ transfer to be made.	Not Applicable.
12	If DPC exists, what is its composition?	Not Applicable.
13	Circumstances in which UPSC is to be consulted in making recruitment.	Not Applicable.

### 11. Recruitment Rules for the post of Junior Accountant

01	Name of the Post	<b>Junior Accountant</b>
02	Number of Posts	08*; *subject to variation dependent on workload
03	Classification	Group – C
04	Scale of Pay (Grade Pay, Band Pay)	PB-1 (5200-20200) with GP of 2800/-.
05	Whether Selection Post or Non-Selection Posts	Not Applicable
06	Age limit for direct recruits	30 years
07	Educational and other qualifications required for direct recruits	B.Com from a recognized University with experience in computation and accounts for a period of one year.
08	Whether age and Educational qualifications prescribed for direct recruits will apply in case of promotes.	Not Applicable.
09	Period of probation, if any.	Two years.
10	Method of Recruitment: Whether by direct recruitment or by promotion or by deputation or transfer & percentage of the vacancies to be filled by various methods.	By Direct Recruitment
11	In case of recruitment by Promotion/deputation/transfer, grades from which Promotion/deputation/ transfer to be made.	Not Applicable.
12	If DPC exists, what is its composition?	Not Applicable.
13	Circumstances in which UPSC is to be consulted in making recruitment.	Not Applicable.

**12. Recruitment Rules for the post of UPPER DIVISION CLERK**

01	Name of the Post	<b>Upper Division Clerk</b>
02	Number of Posts	29*; *subject to variation dependent on workload
03	Classification	Group – C
04	Scale of Pay (Grade Pay, Band Pay)	PB-1 (5200-20200) with GP of 2400/-.
05	Whether Selection Post or Non-Selection Posts	Non Selection
06	Age limit for direct recruits	Not Applicable
07	Educational and other qualifications required for direct recruits	Not applicable
08	Whether age and Educational qualifications prescribed for direct recruits will apply in case of 19promotes.	Not applicable
09	Period of probation, if any.	Not applicable
10	Method of Recruitment: Whether by direct recruitment or by promotion or by deputation or transfer & percentage of the vacancies to be filled by various methods.	By promotion.
11	In case of recruitment by Promotion/deputation/transfer, grades from which Promotion/ deputation/ transfer to be made.	<b>Promotion:</b> LDC with 08 years' regular service in the grade pay of Rs.1900 or a combined regular service of 11 years in the grade pays of Rs.1900 and Rs.1800 of which a minimum of three years in the grade pay of Rs. 1900.
12	If DPC exists, what is its composition?	As at Appendix I
13	Circumstances in which UPSC is to be consulted in making recruitment.	Not Applicable.

### 13. Recruitment Rules for the post of Lower Division Clerk

01	Name of the Post	<b>Lower Division Clerk</b>
02	Number of Posts	33*; *subject to variation dependent on workload
03	Classification	Group – C
04	Scale of Pay (Grade Pay, Band Pay)	PB-1 (5200-20200) with GP of 1900/-.
05	Whether Selection Post or Non-Selection Posts	Non-Selection
06	Age limit for direct recruits	30 Years
07	Educational and other qualifications required for direct recruits	<b>Essential:</b> Pass in 12 <sup>th</sup> standard or equivalent from a recognized Board or University and a typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on computer.
08	Whether age and Educational qualifications prescribed for direct recruits will apply in the case of promotes.	No
09	Period of probation, if any.	Two Years for direct recruits
10	Method of Recruitment: Whether by direct recruitment or by promotion or by deputation or transfer & percentage of the vacancies to be filled by various methods.	75% by Direct recruitment and 25% by promotion.
11	In case of recruitment by promotion/deputation/transfer, grades from which the promotion/deputation/transfer to be made.	Promotion: Multi-Tasking Staff with 03 years regular service in the grade and a typing speed of 30 w.p.m. in English or 25 w.p.m. in Hindi on computer.
12	If DPC exists, what is its composition?	As at Appendix I.
13	Circumstances in which UPSC is to be consulted in making recruitment.	Not Applicable.

**14. Recruitment Rules for the post of Assistant (Stores)**

01	Name of the Post	<b>Assistant (Stores)</b>
02	Number of Posts	01*; *subject to variation dependent on workload
03	Classification	Group – B
04	Scale of Pay (Grade Pay, Band Pay)	PB-2 (9300-34800) with GP of 4200/-.
05	Whether Selection Post or Non-Selection Posts	Non-Selection
06	Age limit for direct recruits	Not Applicable.
07	Educational and other qualifications required for direct recruits	Not Applicable.
08	Whether age and Educational qualifications prescribed for direct recruits will apply in case of promotes.	Not Applicable.
09	Period of probation, if any.	Two years
10	Method of Recruitment: Whether by direct recruitment or by promotion or by deputation or transfer & percentage of the vacancies to be filled by various methods.	By Promotion.
11	In case of recruitment by Promotion/deputation/transfer, grades from which Promotion/deputation/ transfer to be made.	From amongst Senior Store Keepers with 6 years regular service in the grade pay of Rs.2800 or a combined regular service of 11 years in the grade pays of Rs.2800 and 2400.
12	If DPC exists, what is its composition?	As at Appendix I
13	Circumstances in which UPSC is to be consulted in making recruitment.	Not Applicable.

**15. Recruitment Rules for the post of Senior Store Keeper**

01	Name of the Post	<b>Senior Store Keeper</b>
02	Number of Posts	02*; *subject to variation dependent on workload
03	Classification	Group – C
04	Scale of Pay (Grade Pay, Band Pay)	PB-1 (5200-20200) with GP of 2800/-.
05	Whether Selection Post or Non-Selection Posts	Non-Selection
06	Age limit for direct recruits	Not Applicable.
07	Educational and other qualifications required for direct recruits	Not Applicable.
08	Whether age and Educational qualifications prescribed for direct recruits will apply in case of promotes.	Not Applicable.
09	Period of probation, if any.	Not Applicable.
10	Method of Recruitment: Whether by direct recruitment or by promotion or by deputation or transfer & percentage of the vacancies to be filled by various methods.	By Promotion.
11	In case of recruitment by Promotion/deputation/transfer, grades from which Promotion/deputation/ transfer to be made.	From amongst Store Keepers with 5 years regular service in the grade.
12	If DPC exists, what is its composition?	As at Appendix I
13	Circumstances in which UPSC is to be consulted in making recruitment.	Not Applicable.

### **16. Recruitment Rules for the post of Store Keeper**

01	Name of the Post	<b>Store Keeper</b>
02	Number of Posts	03*; *subject to variation dependent on workload
03	Classification	Group – C
04	Scale of Pay (Grade Pay, Band Pay)	PB-1 (5200-20200) with GP of 2400/-.
05	Whether Selection Post or Non-Selection Posts	Not Applicable.
06	Age limit for direct recruits	30 years.
07	Educational and other qualifications required for direct recruits	Graduation with one year's experience in Store Keeping.
08	Whether age and Educational qualifications prescribed for direct recruits will apply in case of promotes.	Not Applicable.
09	Period of probation, if any.	Two Years
10	Method of Recruitment: Whether by direct recruitment or by promotion or by deputation or transfer & percentage of the vacancies to be filled by various methods.	By direct recruitment.
11	In case of recruitment by Promotion/deputation/transfer, grades from which Promotion/deputation/ transfer to be made.	Not Applicable.
12	If DPC exists, what is its composition?	Not Applicable.
13	Circumstances in which UPSC is to be consulted in making recruitment.	Not Applicable.

### 17. Recruitment Rules for the post of MTS

01	Name of the Post	<b>MTS</b>
02	Number of Posts	74*; *subject to variation dependent on workload 74 (Seventy Four)
03	Classification	Group – C
04	Scale of Pay (Grade Pay, Band Pay)	PB-1 (5200-20200) with GP of 1800/-.
05	Whether Selection Post or Non-Selection Posts	Not Applicable
06	Age limit for direct recruits	30 Years
07	Educational and other qualifications required for direct recruits	<b>Essential :</b> Matriculation or ITI or equivalent pass from a recognized Board or Institute.
08	Whether age and Educational qualifications prescribed for direct recruit will apply in the case of Promotees.	Not Applicable.
09	Period of probation, if any.	Two Years
10	Method of Recruitment: Whether by direct recruitment or by promotion or by deputation or transfer & percentage of the vacancies to be filled by various methods.	By Direct Recruitment
11	In case of recruitment by deputation/transfer, grades from which deputation/transfer to be made.	Not Applicable.
12	If DPC exists, what is its composition?	Not Applicable.
13	Circumstances in which UPSC is to be consulted in making recruitment.	Not Applicable.



### **18. Recruitment Rules for the post of Private Secretary**

01	Name of the Post	Private Secretary
02	Number of Posts	03*; *subject to variation dependent on workload
03	Classification	Group – B
04	Scale of Pay (Grade Pay, Band Pay)	PB-2 (9300-34800) with GP of 4600/-.
05	Whether Selection Post or Non-Selection Posts	Non Selection
06	Age limit for direct recruits	Not Applicable.
07	Educational and other qualifications required for direct recruits	Not Applicable.
08	Whether age and Educational qualifications prescribed for direct recruits will apply in case of promotees.	Not Applicable.
09	Period of probation, if any.	Not Applicable.
10	Method of Recruitment: Whether by direct recruitment or by promotion or by deputation or transfer & percentage of the vacancies to be filled by various methods.	By Promotion
11	In case of recruitment by Promotion/deputation/transfer, grades from which Promotion/ deputation/ transfer to be made.	By Promotion from amongst Senior Scale Stenographers with 05 years' regular service in the grade pay of Rs.4200 or a combined 15 years regular service in the grade pays of Rs.4200 and Rs.2400.
12	If DPC exists, what is its composition?	As at Appendix I
13	Circumstances in which UPSC is to be consulted in making recruitment.	Not Applicable.

### **19. Recruitment Rules for the post of Senior Scale Stenographer**

01	Name of the Post	<b>Senior Scale Stenographer</b>
02	Number of Posts	07*; *subject to variation dependent on workload
03	Classification	Group – B
04	Scale of Pay (Grade Pay, Band Pay)	PB-2 (9300-34800) with GP of 4200/-.
05	Whether Selection Post or Non-Selection Posts	Non Selection
06	Age limit for direct recruits	Not Applicable.
07	Educational and other qualifications required for direct recruits	Not Applicable.
08	Whether age and Educational qualifications prescribed for direct recruits will apply in case of promotees.	Not Applicable.
09	Period of probation, if any.	Two years
10	Method of Recruitment: Whether by direct recruitment or by promotion or by deputation or transfer & percentage of the vacancies to be filled by various methods.	By Promotion
11	In case of recruitment by Promotion/deputation/transfer, grades from which Promotion/ deputation/ transfer to be made.	By Promotion from Junior Scale Stenographers with 10 years regular service in the grade
12	If DPC exists, what is its composition?	As at Appendix I
13	Circumstances in which UPSC is to be consulted in making recruitment.	Not Applicable.

**20. Recruitment Rules for the post of Junior Scale Stenographer**

01	Name of the Post	<b>Junior Scale Stenographer</b>
02	Number of Posts	09*; *subject to variation dependent on workload
03	Classification	Group – C
04	Scale of Pay (Grade Pay, Band Pay)	PB-1 (5200-20200) with GP of 2400/-.
05	Whether Selection Post or Non-Selection Post	Not Applicable.
06	Age limit for direct recruits	30 years
07	Educational and other qualifications required for direct recruits	Graduation from a recognized University or equivalent. Skill Test Norms: Dictation 10 minutes @ 80 w.p.m. Transcription: 50 minutes English, 65 minutes in Hindi.
08	Whether age and Educational qualifications prescribed for direct recruits will apply in case of promotees.	Not Applicable.
09	Period of probation, if any.	Two years.
10	Method of Recruitment: Whether by direct recruitment or by promotion or by deputation or transfer & percentage of the vacancies to be filled by various methods.	By Direct Recruitment
11	In case of recruitment by Promotion/deputation/transfer, grades from which Promotion/ deputation/ transfer to be made.	Not Applicable.
12	If DPC exists, what is its composition?	Not Applicable.
13	Circumstances in which UPSC is to be consulted in making recruitment.	Not Applicable.

### **21. Recruitment Rules for the post of Data Entry Operator-SG**

01	Name of the Post	<b>Data Entry Operator-SG</b>
02	Number of Posts	02*; *subject to variation dependent on workload
03	Classification	Group – B
04	Scale of Pay (Grade Pay, Band Pay)	PB-2 (9300-34800) with GP of 4200/-.
05	Whether Selection Post or Non-Selection Posts	Non-Selection.
06	Age limit for direct recruits	Not Applicable.
07	Educational and other qualifications required for direct recruits	Not Applicable.
08	Whether age and Educational qualifications prescribed for direct recruits will apply in case of promotees.	Not Applicable.
09	Period of probation, if any.	Two years
10	Method of Recruitment: Whether by direct recruitment or by promotion or by deputation or transfer & percentage of the vacancies to be filled by various methods.	By Promotion.
11	In case of recruitment by Promotion/deputation/transfer, grades from which Promotion/ deputation/ transfer to be made.	From amongst SG-I with 06 years regular service in the grade pay of Rs.2800 or a combined regular service of 11 years in the grade pays of Rs.2800 and 2400.
12	If DPC exists, what is its composition?	As at Appendix I
13	Circumstances in which UPSC is to be consulted in making recruitment.	Not Applicable.

## 22. Recruitment Rules for the post of Data Entry Operator-Grade-I

01	Name of the Post	<b>Data Entry Operator-Grade-I</b>
02	Number of Posts	03*; *subject to variation dependent on workload
03	Classification	Group – C
04	Scale of Pay (Grade Pay, Band Pay)	PB-1 (5200-20200) with GP of 2800/-.
05	Whether Selection Post or Non-Selection Posts	Non-Selection.
06	Age limit for direct recruits	Not Applicable.
07	Educational and other qualifications required for direct recruits	Not Applicable.
08	Whether age and Educational qualifications prescribed for direct recruits will apply in case of promotees.	Not Applicable.
09	Period of probation, if any.	Not Applicable.
10	Method of Recruitment: Whether by direct recruitment or by promotion or by deputation or transfer & percentage of the vacancies to be filled by various methods.	By Promotion.
11	In case of recruitment by Promotion/deputation/transfer, grades from which Promotion/ deputation/ transfer to be made.	From amongst DEO with 05 years regular service in the grade.
12	If DPC exists, what is its composition?	As at Appendix I
13	Circumstances in which UPSC is to be consulted in making recruitment.	Not Applicable.

### **23. Recruitment Rules for the post of Data Entry Operator**

01	Name of the Post	<b>Data Entry Operator</b>
02	Number of Posts	05*; *subject to variation dependent on workload
03	Classification	Group – C
04	Scale of Pay (Grade Pay, Band Pay)	PB-1 (5200-20200) with GP of 2400/-.
05	Whether Selection Post or Non-Selection Posts	Not Applicable.
06	Age limit for direct recruits	30 years
07	Educational and other qualifications required for direct recruits	Bachelor of Computer Application (BCA) or Three years Diploma in Computers or equivalent, from recognized University/Institute/ Board with one year experience of Data Entry; OR Certificate of Two years duration in Data Entry or equivalent from recognized Institute/ University/Board with three years' professional experience of Data Entry.
08	Whether age and Educational qualifications prescribed for direct recruits will apply in case of promotees.	Not Applicable.
09	Period of probation, if any.	Two years.
10	Method of Recruitment: Whether by direct recruitment or by promotion or by deputation or transfer & percentage of the vacancies to be filled by various methods.	By Direct Recruitment.
11	In case of recruitment by Promotion/deputation/transfer, grades from which Promotion/ deputation/ transfer to be made.	Not Applicable.
12	If DPC exists, what is its composition?	Not Applicable.
13	Circumstances in which UPSC is to be consulted in making recruitment.	Not Applicable.

**24. Recruitment Rules for the post of Deputy Librarian**

01	Name of the Post	<b>Deputy Librarian/College Librarian(Selection Grade)</b>
02	Number of Posts	01*; *subject to variation dependent on workload
03	Classification	Group – A
04	Scale of Pay (Grade Pay, Band Pay)	PB-3 (15600-39100) with GP of 8000/-.
05	Whether Selection Post or Non-Selection Posts	Not applicable.
06	Age limit for direct recruits	Not applicable.
07	Educational and other qualifications required for direct recruits	Not applicable.
08	Whether age and Educational qualifications prescribed for direct recruits will apply in case of promotes.	Not applicable.
09	Period of probation, if any.	Not applicable.
10	Method of Recruitment: Whether by direct recruitment or by promotion or by deputation or transfer & percentage of the vacancies to be filled by various methods.	Promotion/Deputation
11	In case of recruitment by Promotion/deputation grades from which Promotion/ deputation to be made.	<p><b><u>Deputation:</u></b> Officers from the Central/State Government or Institute of National importance or Universities/University level Institution or PSU:</p> <p>a) i) Holding analogous post or With at least 5 Years regular service in posts in the GP pay of 7000/- or above and having experience in Administration, Establishment and Accounts matters; or</p> <p>ii) With at least 10 Years regular service in posts in the GP pay of 6000/- or above and having experience in Administration, Establishment and Accounts matters; and</p> <p>b) Possessing the following educational qualifications and experience</p>

		i) Master's Degree in Library Science/Information Science/documentation with CGPA of 6.5 in 10 point scale or at least 60% marks or its equivalent Grade 'B' in the UGC seven point scale.
		ii) Ten Years' experience as an Assistant University Librarian/out of which at least 5 years in a post with GP of 7000/- or above.
		iii) Evidence of innovative Library service and organization of published work and professional commitment, computerization of Library.
		<b>Note</b> The departmental Assistant Librarian with 10 years regular service in the grade shall be considered along with the outsiders and in case he/she is selected, the post will be deemed to be filled by promotion. The period of deputation including the period of deputation in a post in another organization held immediately preceding shall not exceed 4 years. The maximum age on the last date of receipt of applications for filling up the post shall be 56 years.
12	If DPC exists, what is its composition?	Not applicable.
13	Circumstances in which UPSC is to be consulted in making recruitment.	Not Applicable.



**25. Recruitment Rules for the post of Assistant Librarian**

01	Name of the Post	<b>Assistant Librarian</b>
02	Number of Posts	01*; *subject to variation dependent on workload
03	Classification	Group – A
04	Scale of Pay (Grade Pay, Band Pay)	PB-3 (15600-39100) with GP of 6000/-.
05	Whether Selection Post or Non-Selection Posts	Not Applicable
06	Age limit for direct recruits	35 years
07	Educational and other qualifications required for direct recruits	<p><b><u>Essential:</u></b></p> <p>a) Master’s Degree in Library Science/Information Science/documentation Science or an equivalent professional degree with CGPA of 6.5 in 10 point scale or at least 60% marks (or an equivalent grade in a point scale wherever grading system is followed) .</p> <p>b) Qualified the National level test conducted for the purpose by the UGC or any other agency approved by the UGC.</p> <p>c) However, candidates, who are or have been awarded Ph.D degree in accordance with the UGC (Minimum Standards and Procedure for Award of Ph.D degree) Regulations 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of Assistant Librarian.</p> <p><b><u>Desirable:</u></b> PG Diploma in Library Automation and Networking or PGDCA or equivalent.</p>
08	Whether age and Educational qualifications prescribed for direct recruits will apply in case of promotes.	Not Applicable
09	Period of probation, if any.	Two Years
10	Method of Recruitment: Whether by direct recruitment or by promotion or by deputation or transfer & percentage of the vacancies to be filled by various methods.	Direct Recruitment
11	In case of recruitment by Promotion/deputation/transfer/ absorption grades from which	Not Applicable.

	Promotion/ deputation/ transfer/ absorption to be made.	
12	If DPC exists, what is its composition?	
13	Circumstances in which UPSC is to be consulted in making recruitment.	Not Applicable.

## 26. Recruitment Rules for the post of Professional Assistant

01	Name of the Post	<b>Professional Assistant</b>
02	Number of Posts	01*; *subject to variation dependent on workload
03	Classification	Group – B
04	Scale of Pay (Grade Pay, Band Pay)	PB-2 (9300-34800) with GP of 4200/-.
05	Whether Selection Post or Non-Selection Posts	Non-Selection
06	Age limit for direct recruits	Not applicable.
07	Educational and other qualifications required for direct recruits	Not applicable.
08	Whether age and Educational qualifications prescribed for direct recruits will apply in case of promotees.	Not applicable.
09	Period of probation, if any.	Two years
10	Method of Recruitment: Whether by direct recruitment or by promotion or by deputation or transfer & percentage of the vacancies to be filled by various methods.	By promotion
11	In case of recruitment by Promotion/deputation/transfer, grades from which Promotion/ deputation/ transfer to be made.	From amongst Semi Professional Assistant with 06 years regular service in the grade.
12	If DPC exists, what is its composition?	As at Appendix I
13	Circumstances in which UPSC is to be consulted in making recruitment.	Not Applicable.

**27. Recruitment Rules for the post of Semi Professional Assistant**

01	Name of the Post	<b>Semi Professional Assistant</b>
02	Number of Posts	02*; *subject to variation dependent on workload
03	Classification	Group – C
04	Scale of Pay (Grade Pay, Band Pay)	PB-1 (5200-20200) with GP of 2800/-.
05	Whether Selection Post or Non-Selection Posts	Not Applicable.
06	Age limit for direct recruits	30 years.
07	Educational and other qualifications required for direct recruits	<p>i) Bachelor's degree in Library Information Science/Library Science or equivalent.  ii) Knowledge of Computer Application.</p> <p><b>Desirable:</b>  i. Master's Degree in Library &amp; Information Science/Library Science or equivalent.  ii. PG diploma in Library Automation and Networking or PGDCA.  iii. Experience of working in Library in University/National Educational Institutes.</p>
08	Whether age and Educational qualifications prescribed for direct recruits will apply in case of promotees.	Not applicable.
09	Period of probation, if any.	Two Years.
10	Method of Recruitment: Whether by direct recruitment or by promotion or by deputation or transfer & percentage of the vacancies to be filled by various methods.	Direct Recruitment
11	In case of recruitment by Promotion/deputation/transfer, grades from which Promotion/deputation/ transfer to be made.	Not applicable.
12	If DPC exists, what is its composition?	Not applicable.
13	Circumstances in which UPSC is to be consulted in making recruitment.	Not Applicable.

**28. Recruitment Rules for the post of Students Activity & Sports Officer**

01	Name of the Post	<b>Students Activity &amp; Sports Officer</b>
02	Number of Posts	01*; *subject to variation dependent on workload
03	Classification	Group – B
04	Scale of Pay (Grade Pay, Band Pay)	PB-2 (9300-34800) with GP of 5400/-.
05	Whether Selection Post or Non-Selection Posts	Not Applicable
06	Age limit for direct recruits	Not Applicable
07	Educational and other qualifications required for direct recruits	Not Applicable
08	Whether age and Educational qualifications prescribed for direct recruits will apply in case of promotes.	Not Applicable
09	Period of probation, if any.	Not Applicable
10	Method of Recruitment: Whether by direct recruitment or by promotion or by deputation or transfer & percentage of the vacancies to be filled by various methods.	Promotion/Deputation.
11	In case of recruitment by Promotion/deputation/transfer, grades from which Promotion/deputation/ transfer to be made.	<p><b><u>Deputation(including short term contract):</u></b> Officers from the Central/State Governments/semi-Government/PSU/Statutory or Autonomous Organizations or Universities/Institutions of National importance:</p> <p>a) Holding analogous post or with 2 years' service in posts in the Grade pay Rs.4800 with 8 years' service in post in the Grade pay of Rs.4200 or with 14 years' service in post in the Grade Pay of Rs.2800 , and</p> <p>b) Possessing the following qualifications:</p> <p><b><u>Essential:</u></b></p> <p>i) First Class Master's Degree in Physical Education or Master's Degree in Sports Science with at least 60% marks (or equivalent grade in a point scale wherever grading system is followed); Record of having represented the University/College at the Inter-University/Inter-</p>

		<p>Collegiate Competitions or State and/or National Championships; Qualifying in the National Level Test conducted for the purpose by the UGC or any other agency approved by the UGC and passed the Physical Fitness Test conducted in accordance with these regulations.</p> <p><b>OR</b></p> <p>First Class Master's Degree in Fine Arts or Performing/Visual Arts, Journalism and Mass Communication or First Class Master's Degree in Arts or Science or Bachelor's Degree in Engineering followed by a diploma of at least one year's duration in Fine Arts or Visual/Performing Arts.</p>
		<p>ii) Record of strong involvement and proven track record of participating in Sports, Drama, Music, Films, Painting, Photography, Journalism, Event Management or other Students/Event Management Activities during College/University Studies.</p>
		<p>iii) Record of organizing such events as student convener or in later part of life.</p>
		<p><b><u>Desirable:</u></b></p>
		<p>Experience in guiding groups of students in creative activities.</p>
		<p>The departmental SAS Assistant with 14 years regular service in the grade shall be considered along with the outsiders and in case he/she is selected the post will be deemed to be filled by promotion. The period of deputation including the period of deputation in a post in another organization held immediately preceding shall not exceed 3 years. The maximum age on the last date of receipt of applications for the filling up the post shall be 56 years.</p>
12	If DPC exists, what is its composition?	Not Applicable
13	Circumstances in which UPSC is to be consulted in making recruitment.	Not Applicable.

### **29. Recruitment Rules for the post of SAS Assistant**

01	Name of the Post	<b>SAS Assistant</b>
02	Number of Posts	01*; *subject to variation dependent on workload
03	Classification	Group – C
04	Scale of Pay (Grade Pay, Band Pay)	PB-1 (5200-20200) with GP of 2800/-.
05	Whether Selection Post or Non-Selection Posts	Not Applicable.
06	Age limit for direct recruits	30 years.
07	Educational and other qualifications required for direct recruits	Bachelor's Degree in Physical Education or in Fine Arts (Performing/Visual Arts) from a recognized University or Institution
08	Whether age and Educational qualifications prescribed for direct recruits will apply in case of promotes.	Not applicable
09	Period of probation, if any.	Two Years
10	Method of Recruitment: Whether by direct recruitment or by promotion or by deputation or transfer & percentage of the vacancies to be filled by various methods.	By direct recruitment.
11	In case of recruitment by Promotion/deputation/transfer, grades from which Promotion/deputation/ transfer to be made.	Not Applicable.
12	If DPC exists, what is its composition?	Not Applicable.
13	Circumstances in which UPSC is to be consulted in making recruitment.	Not Applicable.

### 30. Recruitment Rules for the post of Coach

01	Name of the Post	<b>Coach</b>
02	Number of Posts	02*; *subject to variation dependent on workload
03	Classification	Group – C
04	Scale of Pay (Grade Pay, Band Pay)	PB-1 (5200-20200) with GP of 2400/-.
05	Whether Selection Post or Non-Selection Posts	Not Applicable.
06	Age limit for direct recruits	30 years.
07	Educational and other qualifications required for direct recruits	Bachelor's Degree with Diploma in Sports Coaching from NIS.  <b><u>Desirable:</u></b> Participated in Inter University games.
08	Whether age and Educational qualifications prescribed for direct recruits will apply in case of promotes.	Not Applicable.
09	Period of probation, if any.	Two Years
10	Method of Recruitment: Whether by direct recruitment or by promotion or by deputation or transfer & percentage of the vacancies to be filled by various methods.	By direct recruitment.
11	In case of recruitment by Promotion/deputation/transfer, grades from which Promotion/deputation/ transfer to be made.	Not Applicable.
12	If DPC exists, what is its composition?	Not Applicable.
13	Circumstances in which UPSC is to be consulted in making recruitment.	Not Applicable.



**31. Recruitment Rules for the post of Executive Engineer**

01	Name of the Post	<b>Executive Engineer-cum-Estate Officer</b>
02	Number of Posts	01*; *subject to variation dependent on workload
03	Classification	Group – A
04	Scale of Pay	PB-3 (15600-39100) with GP of 6600/-.
05	Whether Selection Post or Non-Selection Posts	Selection
06	Age limit for direct recruits	35 years.
07	Educational and other qualifications required for direct recruits	<p><b>Essential:</b></p> <ol style="list-style-type: none"> <li>1) Bachelor’s Degree in Engineering (Civil/Electrical) from a recognized University/Institute).</li> <li>2) 5 years’ experience in relevant field from CPWD or State Govt. PWD services or similar organized services/semi-government /PSU/Statutory or Autonomous organization/university system/ reputed private organization</li> </ol> <p>Relaxation of 2 years in experience will be given to those possessing Post Graduate qualification in construction management/ Structural engineering or Equivalent field.</p> <p><b>Desirable:</b></p> <ol style="list-style-type: none"> <li>1. At least two years’ experience as In-Charge of time bound construction projects of multistory buildings with experience in planning/estimation/ tendering as per the CPWD/PWD norms, Good knowledge of CPWD manuals, preparation/checking of estimates, substitute/deviation items statements and other associated issues connected with building and constructions.</li> <li>2. Knowledge of Computer Aided Design (CAD) and latest Management Technology/other relevant software.</li> </ol>
08	Whether age and Educational qualifications prescribed for direct recruits will apply in case of promotes.	No
09	Period of probation, if any.	Two Years
10	Method of Recruitment: Whether by direct recruitment or by promotion or by deputation or transfer &	By promotion failing which by deputation failing both by direct recruitment.

	percentage of the vacancies to be filled by various methods.	
11	In case of recruitment by Promotion/deputation/transfer, grades from which Promotion/ deputation/ transfer to be made.	<p><b><u>Promotion:</u></b> Assistant Engineer (Civil/Electrical) with 7 years regular service in the grade pay of Rs.4600 or a combined regular service of 17 years in the grade pays of Rs.4600 and Rs.2800.</p> <p><b><u>Deputation:</u></b> Officers of the Central/State Governments/Universities/ recognized Research Institutes or Institutes of National Importance or Govt. laboratory or PSU:</p> <p>a) i) Holding analogous post; or ii) 07 years' regular service in posts with Grade Pay of Rs.4600/- as per 6<sup>th</sup> Central Pay Commission or its equivalent; and</p> <p>b) Possessing educational qualification and experience as prescribed in Col. 7.</p>
12	If DPC exists, what is its composition?	As at Appendix I
13	Circumstances in which UPSC is to be consulted in making recruitment.	Not Applicable.

**32. Recruitment Rules for the post of Assistant Engineer (Civil/Electrical)**

01	Name of the Post	<b>Assistant Engineer (Civil/Electrical)</b>
02	Number of Posts	02*; *subject to variation dependent on workload
03	Classification	Group – B
04	Scale of Pay (Grade Pay, Band Pay)	PB-2 (9300-34800) with GP of 4600/-.
05	Whether Selection Post or Non-Selection Posts	Non Selection
06	Age limit for direct recruits	30 years.
07	Educational and other qualifications required for direct recruits	<b>Essential:</b> Bachelor's Degree in Engineering (Civil/Electrical) from a recognized University/Institute with 2 years' experience in relevant field from CPWD or State Govt. PWD services or similar organized services/semi-government/PSU/Statutory or Autonomous organizations/university system /reputed private organizations; or Diploma in Engineering (Civil/Electrical) from a recognized University/Institute with 5 years' experience in relevant field from CPWD or State Govt. PWD services or similar organized services/semi-government/PSU/Statutory or Autonomous organization/university system/reputed private organizations.
08	Whether age and Educational qualifications prescribed for direct recruits will apply in case of promotees.	No
09	Period of probation, if any.	Two Years
10	Method of Recruitment: Whether by direct recruitment or by promotion or by deputation or transfer & percentage of the vacancies to be filled by various methods.	50% by Direct Recruitment 50% by Promotion failing which by deputation failing both by direct recruitment.
11	In case of recruitment by Promotion/deputation/transfer, grades from which Promotion/ deputation/ transfer to be made.	<b>Promotion:</b> Supervisor (Maintenance) with 10 years regular service in the grade. <b>Deputation:</b> Officers of the Central/State Government/Universities/ recognized Research Institutes or Institutes of National Importance or Govt. laboratory or PSU:

		<ul style="list-style-type: none"> <li>a) i) Holding analogous post; or</li> <li>ii) With 05 years' regular service in post with Grade Pay of 4200/- ;or</li> <li>III) With 10 years' regular service in post with Grade Pay of 2800/-; and</li> <li>b) Possessing educational qualification and experience as prescribed in Col. 7.</li> </ul>
12	If DPC exists, what is its composition?	As at Appendix I
13	Circumstances in which UPSC is to be consulted in making recruitment.	Not Applicable.

### **33. Recruitment Rules for the post of Supervisor (Maintenance)**

01	Name of the Post	<b>Supervisor (Maintenance)</b>
02	Number of Posts	03*; *subject to variation dependent on workload; 02 Civil and 01 Electrical
03	Classification	Group – C
04	Scale of Pay (Grade Pay, Band Pay)	PB-1 (5200-20200) with GP of 2800/-.
05	Whether Selection Post or Non-Selection Posts	Not applicable.
06	Age limit for direct recruits	30 Years.
07	Educational and other qualifications required for direct recruits	<b>Essential:</b> Bachelor's Degree in Engineering (Civil/Electrical) from a recognized University/Institute. <b>OR</b> Diploma in Engineering (Civil/Electrical) from a recognized University/Institute with 2 years' experience in relevant field from CPWD or State Govt. PWD services or similar organized services/semi-government/PSU/Statutory or Autonomous organization/university system /reputed private organizations. <b>Desirable:</b> Working knowledge of AUTOCAD, other relevant software.
08	Whether age and Educational qualifications prescribed for direct recruits will apply in case of promotees.	Not applicable.
09	Period of probation, if any.	Two Years.
10	Method of Recruitment: Whether by direct recruitment or by promotion or by deputation or transfer & percentage of the vacancies to be filled by various methods.	By Direct recruitment.
11	In case of recruitment by Promotion/deputation/transfer, grades from which Promotion/deputation/ transfer to be made.	Not applicable.
12	If DPC exists, what is its composition?	Not applicable.
13	Circumstances in which UPSC is to be consulted in making recruitment.	Not Applicable.

**34. Recruitment Rules for the post of Workshop Superintendent**

01	Name of the Post	<b>Workshop Superintendent</b>
02	Number of Posts	01*; *subject to variation dependent on workload
03	Classification	Group – A
04	Scale of Pay (Grade Pay, Band Pay)	PB-3 (15600-39100) with AGP of 7600/-.
05	Whether Selection Post or Non-Selection Posts	Not applicable
06	Age limit for direct recruits	Not applicable
07	Educational and other qualifications required for direct recruits	Not applicable
08	Whether age and Educational qualifications prescribed for direct recruits will apply in case of promotes.	Not Applicable.
09	Period of probation, if any.	Not applicable
10	Method of Recruitment: Whether by direct recruitment or by promotion or by deputation or transfer & percentage of the vacancies to be filled by various methods.	Promotion/Deputation
11	In case of recruitment by deputation/transfer, grades from which deputation/transfer to be made.	<p><b><u>Deputation:</u></b> Officers from the Central/State Government or Institute of National importance or Universities/University level Institution or PSU:</p> <p>a)    i)    Holding analogous posts; or       ii)   With 5 Years regular service in posts with GP pay of 6600/-; or       iii)  With 10 Years regular service in posts with GP pay of 5400/-; and</p> <p>b)    Possessing the following educational qualifications and experience:</p>
		<b><u>Essential:</u></b>
		B.E/ B.Tech. Degree in relevant field (Mechanical/Manufacturing/Industrial) with first class or equivalent Grade (6.5 in 10 point scale or 60% marks).
		<b><u>Desirable:</u></b>

		Work experience in relevant field, e.g. maintenance of Scientific equipment, System Administration, Software Development, Fabrication and support to research.
		<p><b>Note</b> The departmental Assistant Workshop Supdt. with 10 years regular service in the grade shall be considered along with the outsiders and in case he/she is selected, the post will be deemed to be filled by promotion.</p> <p>The period of deputation including the period of deputation in another post held immediately preceding shall not exceed 4 years.</p> <p>The maximum age on the last date of receipt of applications for the filling up the post shall be 56 years.</p>
12	If DPC exists, what is its composition?	Not applicable.
13	Circumstances in which UPSC is to be consulted in making recruitment.	Not Applicable.

**35. Recruitment Rules for the post of Assistant Workshop Supdt.**

01	Name of the Post	<b>Assistant Workshop Supdt.</b>
02	Number of Posts	01*; *subject to variation dependent on workload
03	Classification	Group – A
04	Scale of Pay (Grade Pay, Band Pay)	PB-3 (15600-39100) with GP of 5400/-.
05	Whether Selection Post or Non-Selection Posts	Not Applicable.
06	Age limit for direct recruits	35 years.
07	Educational and other qualifications required for direct recruits	<p><b><u>Essential:</u></b> B.E/ B.Tech. in Mechanical/Manufacturing/Industrial Engineering with first class or equivalent Grade (6.5 in 10 point scale)</p> <p><b><u>Desirable:</u></b> Work experience in relevant field, e.g. maintenance of Scientific equipment, Fabrication and support to research.</p>
08	Whether age and Educational qualifications prescribed for direct recruits will apply in case of promotes.	Not applicable
09	Period of probation, if any.	Two Years
10	Method of Recruitment: Whether by direct recruitment or by promotion or by deputation or transfer & percentage of the vacancies to be filled by various methods.	Direct Recruitment.
11	In case of recruitment by Promotion/deputation/transfer, grades from which promotion/deputation/ transfer to be made.	Not Applicable
12	If DPC exists, what is its composition?	Not Applicable
13	Circumstances in which UPSC is to be consulted in making recruitment.	Not Applicable.



### **36. Recruitment Rules for the post of Senior Technical Assistant (Selection Grade I)**

01	Name of the Post	<b>Senior Technical Assistant (Selection Grade I)</b>
02	Number of Posts	04*; *subject to variation dependent on workload
03	Classification	Group – B
04	Scale of Pay (Grade Pay, Band Pay)	PB-2 (9300-34800) with GP of 5400/-.
05	Whether Selection Post or Non-Selection Posts	Selection.
06	Age limit for direct recruits	Not applicable.
07	Educational and other qualifications required for direct recruits	Not applicable.
08	Whether age and Educational qualifications prescribed for direct recruits will apply in case of promotees.	Not applicable.
09	Period of probation, if any.	Not applicable.
10	Method of Recruitment: Whether by direct recruitment or by promotion or by deputation or transfer & percentage of the vacancies to be filled by various methods.	By Promotion.
11	In case of recruitment by Promotion/deputation/transfer, grades from which Promotion/ deputation/ transfer to be made.	<b><u>Promotion:-</u></b> From amongst Senior Technical Assistant (Selection Grade II) with 2 years regular service in the grade pay or Rs.4800 or a combined 4 years regular service in the grade pays of Rs.4800 and 4600.
12	If DPC exists, what is its composition?	As at Appendix I
13	Circumstances in which UPSC is to be consulted in making recruitment.	Not Applicable.

### **37. Recruitment Rules for the post of Senior Technical Assistant (Selection Grade II)**

01	Name of the Post	<b>Senior Technical Assistant (Selection Grade II)</b>
02	Number of Posts	08*; *subject to variation dependent on workload
03	Classification	Group – B
04	Scale of Pay (Grade Pay, Band Pay)	PB-2 (9300-34800) with GP of 4800/-.
05	Whether Selection Post or Non-Selection Posts	Non-Selection.
06	Age limit for direct recruits	Not applicable.
07	Educational and other qualifications required for direct recruits	Not applicable.
08	Whether age and Educational qualifications prescribed for direct recruits will apply in case of promotees.	Not applicable.
09	Period of probation, if any.	Not applicable.
10	Method of Recruitment: Whether by direct recruitment or by promotion or by deputation or transfer & percentage of the vacancies to be filled by various methods.	By Promotion.
11	In case of recruitment by Promotion/deputation/transfer, grades from which Promotion/ deputation/ transfer to be made.	<b><u>Promotion:-</u></b> From amongst Senior Technical Assistant with 2 years regular service in the grade pay or Rs.4600 or a combined 7 years regular service in the grade pays of Rs.4600 and 4200.
12	If DPC exists, what is its composition?	As at Appendix I
13	Circumstances in which UPSC is to be consulted in making recruitment.	Not Applicable.

### **38. Recruitment Rules for the post of Senior Technical Assistant**

01	Name of the Post	<b>Senior Technical Assistant</b>
02	Number of Posts	12*; *subject to variation dependent on workload
03	Classification	Group – B
04	Scale of Pay (Grade Pay, Band Pay)	PB-2 (9300-34800) with GP of 4600/-.
05	Whether Selection Post or Non-Selection Posts	Non-Selection.
06	Age limit for direct recruits	Not applicable.
07	Educational and other qualifications required for direct recruits	Not applicable.
08	Whether age and Educational qualifications prescribed for direct recruits will apply in case of promotees.	Not applicable.
09	Period of probation, if any.	Not applicable.
10	Method of Recruitment: Whether by direct recruitment or by promotion or by deputation or transfer & percentage of the vacancies to be filled by various methods.	By Promotion.
11	In case of recruitment by Promotion/deputation/transfer, grades from which Promotion/ deputation/ transfer to be made.	<b><u>Promotion:-</u></b> From amongst Technical Assistant with 5 years regular service in the grade pay or Rs.4200 or a combined 10 years regular service in the grade pays of Rs.4200 and 2800.
12	If DPC exists, what is its composition?	As at Appendix I
13	Circumstances in which UPSC is to be consulted in making recruitment.	Not Applicable.

### 39. Recruitment Rules for the post of Technical Assistant

01	Name of the Post	<b>Technical Assistant</b>
02	Number of Posts	24*; *subject to variation dependent on workload
03	Classification	Group – B
04	Scale of Pay (Grade Pay, Band Pay)	PB-2 (9300-34800) with GP of 4200/-.
05	Whether Selection Post or Non-Selection Posts	Non-Selection.
06	Age limit for direct recruits	30 years.
07	Educational and other qualifications required for direct recruits	First Class Bachelor's (Honors) Degree in Sciences in relevant subject from a recognized University/Institute with 3 years' experience in relevant field.  <b>OR</b> First Class Diploma in Engineering in relevant field with 5 years' experience in relevant field.
08	Whether age and Educational qualifications prescribed for direct recruits will apply in case of promotees.	No
09	Period of probation, if any.	Two Years.
10	Method of Recruitment: Whether by direct recruitment or by promotion or by deputation or transfer & percentage of the vacancies to be filled by various methods.	75% Direct Recruitment 25% by promotion
11	In case of recruitment by Promotion/deputation/transfer, grades from which Promotion/deputation/ transfer to be made.	<b>Promotion:-</b> Technician (SG) with 6 years regular service in the grade pay or Rs.2800 or a combined 11 years regular service in the grade pays of Rs.2800 and Rs.2400.
12	If DPC exists, what is its composition?	As at Appendix I
13	Circumstances in which UPSC is to be consulted in making recruitment.	Not Applicable.

**40. Recruitment Rules for the post of Technician (Selection Grade)**

01	Name of the Post	<b>Technician (Selection Grade)</b>
02	Number of Posts	16*; *subject to variation dependent on workload
03	Classification	Group – C
04	Scale of Pay (Grade Pay, Band Pay)	PB-1 (5200-20200) with GP of 2800/-.
05	Whether Selection Post or Non-Selection Posts	Non-Selection.
06	Age limit for direct recruits	Not applicable.
07	Educational and other qualifications required for direct recruits	Not applicable.
08	Whether age and Educational qualifications prescribed for direct recruits will apply in case of promotees.	Not applicable.
09	Period of probation, if any.	Not applicable.
10	Method of Recruitment: Whether by direct recruitment or by promotion or by deputation or transfer & percentage of the vacancies to be filled by various methods.	By Promotion.
11	In case of recruitment by Promotion/deputation/transfer, grades from which Promotion/ deputation/ transfer to be made.	<b><u>Promotion:-</u></b> From amongst Senior Technician with 5 years regular service in the grade pay or Rs.2400 or a combined 10 years regular service in the grade pays of Rs.2400 and Rs.2000.
12	If DPC exists, what is its composition?	As at Appendix I
13	Circumstances in which UPSC is to be consulted in making recruitment.	Not Applicable.

#### **41. Recruitment Rules for the post of Senior Technician**

01	Name of the Post	<b>Senior Technician</b>
02	Number of Posts	20*; *subject to variation dependent on workload
03	Classification	Group – C
04	Scale of Pay (Grade Pay, Band Pay)	PB-1 (5200-20200) with GP of 2400/-.
05	Whether Selection Post or Non-Selection Posts	Non-Selection
06	Age limit for direct recruits	Not applicable.
07	Educational and other qualifications required for direct recruits	Not applicable.
08	Whether age and Educational qualifications prescribed for direct recruits will apply in case of promotees.	Not applicable.
09	Period of probation, if any.	Not applicable.
10	Method of Recruitment: Whether by direct recruitment or by promotion or by deputation or transfer & percentage of the vacancies to be filled by various methods.	By Promotion.
11	In case of recruitment by Promotion/deputation/transfer, grades from which Promotion/ deputation/ transfer to be made.	<b><u>Promotion:-</u></b> From amongst Technician with 5 years regular service in the grade pay or Rs.2000 or a combined 8 years regular service in the grade pays of Rs.2000 and Rs.1800.
12	If DPC exists, what is its composition?	As at Appendix I
13	Circumstances in which UPSC is to be consulted in making recruitment.	Not Applicable.

### 42. Recruitment Rules for the post of Technician

01	Name of the Post	<b>Technician</b>
02	Number of Posts	24*; *subject to variation dependent on workload
03	Classification	Group – C
04	Scale of Pay (Grade Pay, Band Pay)	PB-1 (5200-20200) with GP of 2000/-.
05	Whether Selection Post or Non-Selection Posts	Non-Selection.
06	Age limit for direct recruits	30 years.
07	Educational and other qualifications required for direct recruits	B.Sc. Degree in relevant field from a recognized University/ Institute <b>OR</b> Senior Secondary (10+2) from a recognized Board and ITI Course of One year or higher duration in appropriate trade with 2 years' experience in relevant field. <b>OR</b> Matric and ITI Certificate of 2 years duration in appropriate trade (Technician or Work Assistant) with 2 years' experience in relevant field. <b>OR</b> Diploma in Engineering of three years duration from a recognized Polytechnic/Institute (Technician, Work Assistant).
08	Whether age and Educational qualifications prescribed for direct recruits will apply in case of promotees.	NO
09	Period of probation, if any.	Two Years.
10	Method of Recruitment: Whether by direct recruitment or by promotion or by deputation or transfer & percentage of the vacancies to be filled by various methods.	75% Direct Recruitment. 25% Promotion from amongst Lab Attendants or MTS with ITI.
11	In case of recruitment by Promotion/deputation/absorption, grades from which Promotion/ deputation/ absorption to be made.	<b>Promotion:</b> Lab Attendants with 5 years' regular service in the grade. MTS with ITI in the relevant field with 3 years' experience in regular grade.
12	If DPC exists, what is its composition?	As at Appendix I
13	Circumstances in which UPSC is to	Not Applicable.

	be consulted in making recruitment.	
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**43. Recruitment Rules for Lab Attendant no longer necessary**

**44. Recruitment Rules for the post of System Analyst**

01	Name of the Post	<b>System Analyst</b>
02	Number of Posts	01*; *subject to variation dependent on workload
03	Classification	Group A
04	Scale of Pay (Grade Pay, Band Pay)	PB-3 (15600-39100) with GP of 6600/-.
05	Whether Selection Post or Non-Selection Posts	Not applicable.
06	Age limit for direct recruits	Not applicable.
07	Educational and other qualifications required for direct recruits	Not applicable
08	Whether age and Educational qualifications prescribed for direct recruits will apply in case of promotees.	Not applicable.
09	Period of probation, if any.	Two years
10	Method of Recruitment: Whether by direct recruitment or by promotion or by deputation or transfer & percentage of the vacancies to be filled by various methods.	Deputation/Promotion.
11	In case of recruitment by deputation/transfer, grades from which deputation/ transfer to be made.	<b>Deputation:</b> Officers under the Central/State Governments/Universities /Recognized Research Institutes/Public Sector Undertakings/ Semi Government, Statutory or Autonomous organizations: (a) (i) holding analogous posts on regular basis in the parent cadre or Department; or (ii) With 5 years' service in the grade rendered after appointment thereto on a regular basis in posts in Pay Band 3, Rs. 15600-39100/- with Grade Pay of Rs. 5400 or equivalent in the parent cadre/ department ; and (b) Possessing the following educational qualifications and experience : <b>Educational Qualification:</b> B.E/ B.Tech. or M.Sc./MCA Degree in relevant field with first class or equivalent Grade (6.5 in 10 point scale).

		<p><b>Experience:</b>  10 Years Industrial, Research, ICT or other relevant experience with application.  (Period of deputation including period of deputation (ISTC) in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department shall ordinarily not exceed three years.  The departmental Programmer with 7 years regular service in the grade shall be considered along with the outsiders and in case he/she is selected, the post will be deemed to be filled by promotion.  The period of deputation including the period of deputation in another post held immediately preceding shall not exceed 3 years.  The maximum age on the last date of receipt of applications for the post shall be 56 years.</p>
12	If DPC exists, what is its composition?	Not Applicable.
13	Circumstances in which UPSC is to be consulted in making recruitment.	Not Applicable.

**45. Recruitment Rules for the post of Programmer**

01	Name of the Post	<b>Programmer</b>
02	Number of Posts	01*; *subject to variation dependent on workload
03	Classification	Group – B
04	Scale of Pay (Grade Pay, Band Pay)	PB-2 (9300-34800) with GP of 4600/-.
05	Whether Selection Post or Non-Selection Posts	Not applicable.
06	Age limit for direct recruits	30 years.
07	Educational and other qualifications required for direct recruits	<b><u>Essential:</u></b> Master's Degree in Computer Applications/ Information Technology/Computer Science of a recognized University/Institute; or B.E./B. Tech in Computer Engineering/ Computer Science/ Computer Technology/Computer Science & Engineering/Information Technology from a recognized University/Institute.
08	Whether age and Educational qualifications prescribed for direct recruits will apply in case of promotees.	Not applicable.
09	Period of probation, if any.	Two years.
10	Method of Recruitment: Whether by direct recruitment or by promotion or by deputation or transfer & percentage of the vacancies to be filled by various methods.	Direct Recruitment.
11	In case of recruitment by deputation/transfer, grades from which deputation/transfer to be made.	Not applicable.
12	If DPC exists, what is its composition?	Not applicable.
13	Circumstances in which UPSC is to be consulted in making recruitment.	Not Applicable.

#### **46. Recruitment Rules for the post of Network Supervisor**

01	Name of the Post	Network Supervisor
02	Number of Posts	02*; *subject to variation dependent on workload
03	Classification	Group – C
04	Scale of Pay (Grade Pay, Band Pay)	PB-1 (5200-20200) with GP of 2800/-.
05	Whether Selection Post or Non-Selection Posts	Non Selection
06	Age limit for direct recruits	Not Applicable
07	Educational and other qualifications required for direct recruits	Not Applicable
08	Whether age and Educational qualifications prescribed for direct recruits, will apply in case of promotees	Not applicable.
09	Period of probation	Not Applicable
10	Method of Recruitment: Whether by direct recruitment or by promotion or by deputation or transfer & percentage of the vacancies to be filled by various methods.	By Promotion.
11	In case of recruitment by promotion/deputation/transfer, grades from which deputation/transfer to be made.	Promotion: Technician (Network) with 10 years regular service in the grade.
12	If DPC exists, what is its composition?	As at Appendix I
13	Circumstances in which UPSC is to be consulted in making recruitment.	Not Applicable.

**47. Recruitment Rules for the post of Technician (Network)**

01	Name of the Post	<b>Technician (Network)</b>
02	Number of Posts	03*; *subject to variation dependent on workload
03	Classification	Group – C
04	Scale of Pay (Grade Pay, Band Pay)	PB-1 (5200-20200) with GP of 2000/-.
05	Whether Selection Post or Non-Selection Posts	Not Applicable
06	Age limit for direct recruits	30 years.
07	Educational and other qualifications required for direct recruits	<b>Essential:</b> Diploma in Engineering with one year experience in the field of Networking.
08	Whether age and Educational qualifications prescribed for direct recruits, will apply in case of promotees	Not applicable.
09	Period of probation	Two Years.
10	Method of Recruitment: Whether by direct recruitment or by promotion or by deputation or transfer & percentage of the vacancies to be filled by various methods.	By Direct Recruitment.
11	In case of recruitment by deputation/transfer, grades from which deputation/ transfer to be made.	Not Applicable.
12	If DPC exists, what is its composition?	Not Applicable.
13	Circumstances in which UPSC is to be consulted in making recruitment.	Not Applicable.

**48. Recruitment Rules for the post of Senior Medical Officer**

01	Name of the Post	<b>Senior Medical Officer</b>
02	Number of Posts	01*; *subject to variation dependent on workload
03	Classification	Group – A
04	Scale of Pay (Grade Pay, Band Pay)	PB-3 (15600-39100) with GP of 6600/- plus NPA as per rules.
05	Whether Selection Post or Non-Selection Posts	Selection
06	Age limit for direct recruits	Not applicable.
07	Educational and other qualifications required for direct recruits	Not applicable.
08	Whether age and Educational qualifications prescribed for direct recruits will apply in case of promotees.	Not Applicable
09	Period of probation, if any.	Not Applicable
10	Method of Recruitment: Whether by direct recruitment or by promotion or by deputation or transfer & percentage of the vacancies to be filled by various methods.	By Promotion.
11	In case of recruitment by Promotion/deputation/transfer, grades from which Promotion/ deputation/ transfer to be made.	Promotion: Medical Officer with 5 years regular service in the grade.
12	If DPC exists, what is its composition?	As at Appendix I
13	Circumstances in which UPSC is to be consulted in making recruitment.	Not Applicable.

**49. Recruitment Rules for the post of Medical Officer**

01	Name of the Post	Medical Officer
02	Number of Posts	02*; *subject to variation dependent on workload (preferably one female)
03	Classification	Group – A
04	Scale of Pay (Grade Pay, Band Pay)	PB-3 (15600-39100) with GP of 5400/- plus NPA as per rules.
05	Whether Selection Post or Non-Selection Posts	Not Applicable
06	Age limit for direct recruits	Not exceeding 35 Years.
07	Educational and other qualifications required for direct recruits	<p><b>Essential:</b> MBBS recognized by M.C.I.</p> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>i. Post Graduate Medical Qualification from an Institution recognized by the MCI.</li> <li>ii. Preference will be given to the candidate having working experience in a Hospital attached with a Medical College/ Corporate Hospital.</li> </ul>
08	Whether age and Educational qualifications prescribed for direct recruits will apply in case of promotees.	Not Applicable
09	Period of probation, if any.	Two Years.
10	Method of Recruitment: Whether by direct recruitment or by promotion or by deputation or transfer & percentage of the vacancies to be filled by various methods.	Direct Recruitment.
11	In case of recruitment by Promotion/deputation/transfer, grades from which Promotion/ deputation/ transfer to be made.	Not applicable
12	If DPC exists, what is its composition?	Not applicable.
13	Circumstances in which UPSC is to be consulted in making recruitment.	Not Applicable.

**50. Recruitment Rules for the post of Staff Nurse Selection Grade**

01	Name of the Post	<b>Staff Nurse Selection Grade</b>
02	Number of Posts	01*; *subject to variation dependent on workload
03	Classification	Group – B
04	Scale of Pay (Grade Pay, Band Pay)	PB-2 (9300-34800) with GP of 4800/-.
05	Whether Selection Post or Non-Selection Posts	Non Selection.
06	Age limit for direct recruits	30 Years
07	Educational and other qualifications required for direct recruits	B.Sc. Nursing from a recognized University/Institution with two years' experience of working as Nurse in Government or recognized Hospital <b>OR</b> Diploma in Nursing and Midwifery recognized by the Nursing Council of India/Ministry of Health and Family Welfare, Government of India/State Government with five years' experience of working as Nurse in Government or recognized Hospital
08	Whether age and Educational qualifications prescribed for direct recruits will apply in the case of promotes.	No
09	Period of probation, if any.	Two Years for direct recruits.
10	Method of Recruitment: Whether by direct recruitment or by promotion or by deputation or transfer & percentage of the vacancies to be filled by various methods.	By Promotion, failing which by Direct Recruitment.
11	In case of recruitment by Promotion/ deputation/transfer, grades from which Promotion/ deputation/ transfer to be made.	<b>Promotion:</b> Staff Nurse Grade-I with 2 years' regular service in the grade pay or Rs.4600 or a combined 7 years regular service in the grade pays of Rs.4600 and Rs. 4200.
12	If DPC exists, what is its composition?	As at Appendix I
13	Circumstances in which UPSC is to be consulted in making recruitment.	Not Applicable.



**51. Recruitment Rules for the post of Staff Nurse Grade-I**

01	Name of the Post	<b>Staff Nurse Grade-I</b>
02	Number of Posts	01*; *subject to variation dependent on workload
03	Classification	Group – B
04	Scale of Pay (Grade Pay, Band Pay)	PB-2 (9300-34800) with GP of 4600/-.
05	Whether Selection Post or Non-Selection Posts	Non Selection.
06	Age limit for direct recruits	30 Years
07	Educational and other qualifications required for direct recruits	B.Sc. Nursing from a recognized University/Institution with two years' experience of working as Nurse in Government or recognized Hospital <b>OR</b> Diploma in Nursing and Midwifery recognized by the Nursing Council of India/Ministry of Health and Family Welfare, Government of India/State Government with five years' experience of working as Nurse in Government or recognized Hospital
08	Whether age and Educational qualifications prescribed for direct recruits will apply in the case of promotes.	No
09	Period of probation, if any.	Two Years, for direct recruits.
10	Method of Recruitment: Whether by direct recruitment or by promotion or by deputation or transfer & percentage of the vacancies to be filled by various methods.	By Promotion, failing which by Direct Recruitment.
11	In case of recruitment by Promotion/ deputation/transfer, grades from which Promotion/ deputation/ transfer to be made.	<b>Promotion:</b> Staff Nurse with 5 years' regular service in the grade.
12	If DPC exists, what is its composition?	As at Appendix I
13	Circumstances in which UPSC is to be consulted in making recruitment.	Not Applicable.

**52. Recruitment Rules for the post of Staff Nurse**

01	Name of the Post	<b>Staff Nurse</b>
02	Number of Posts	01*; *subject to variation dependent on workload
03	Classification	Group – B
04	Scale of Pay (Grade Pay, Band Pay)	PB-2 (9300-34800) with GP of 4200/-.
05	Whether Selection Post or Non-Selection Posts	Not applicable.
06	Age limit for direct recruits	30 Years
07	Educational and other qualifications required for direct recruits	Diploma in Nursing and Midwifery recognized by the Nursing Council of India/Ministry of Health and Family Welfare, Government of India/State Government with two years' experience of working as Nurse in Government or recognized Hospital
08	Whether age and Educational qualifications prescribed for direct recruits will apply in the case of promotes.	Not Applicable.
09	Period of probation, if any.	Two (02) Years.
10	Method of Recruitment: Whether by direct recruitment or by promotion or by deputation or transfer & percentage of the vacancies to be filled by various methods.	By Direct Recruitment
11	In case of recruitment by Promotion/ deputation/transfer, grades from which Promotion/ deputation/ transfer to be made.	Not Applicable.
12	If DPC exists, what is its composition?	Not applicable.
13	Circumstances in which UPSC is to be consulted in making recruitment.	Not Applicable.

### **53. Recruitment Rules for the post of Pharmacist**

01	Name of the Post	<b>Pharmacist</b>
02	Number of Posts	02*; *subject to variation dependent on workload
03	Classification	Group – C
04	Scale of Pay (Grade Pay, Band Pay)	PB-1 (9300-34800) with GP of 2800/-.
05	Whether Selection Post or Non-Selection Posts	Not Applicable.
06	Age limit for direct recruits	30 years.
07	Educational and other qualifications required for direct recruits	10+2 or equivalent in Science subjects from recognized Board or University; and 02 Years Diploma with First Class; and minimum 6 months internship in Pharmacy from an Institute recognized by the Pharmacy Council of India; and Registered as Pharmacist with State Pharmacy Council.
08	Whether age and Educational qualifications prescribed for direct recruits.	Not Applicable.
09	Period of probation, if any.	Two Years
10	Method of Recruitment: Whether by direct recruitment or by promotion or by deputation or transfer & percentage of the vacancies to be filled by various methods.	Direct Recruitment
11	In case of recruitment by deputation/transfer, grades from which deputation/transfer to be made.	Not Applicable
12	If DPC exists, what is its composition?	Not applicable.
13	Circumstances in which UPSC is to be consulted in making recruitment.	Not Applicable.

**54. Recruitment Rules for the post of Staff Car Driver (Ordinary Grade)**

01	Name of the Post	Staff Car Driver (Ordinary Grade)
02	Number of Posts	03*; *subject to variation dependent on workload
03	Classification	Group C
04	Scale of Pay (Grade Pay, Band Pay)	PB-1 (5200-20200) with GP of 1900/-.
05	Whether Selection Post or Non-Selection Posts	Not applicable
06	Age limit for direct recruits	30 years
	Educational and other qualifications required for direct recruits	Essential: (i) Possession of a valid driving license for motor cars; (ii) Knowledge of motor mechanism (The candidate should be able to remove minor defects in vehicle); (iii) Experience of driving a motor car for at least three years; and (iv) Pass in 10 <sup>th</sup> standard Desirable: 3 years' service as Home Guard/Civil Volunteer.
08	Whether age and Educational qualifications prescribed for direct recruits, will apply in case of promotees	Not applicable
09	Period of probation, if any.	Two years
10	Method of Recruitment: Whether by direct recruitment or by promotion or by deputation or transfer & percentage of the vacancies to be filled by various methods.	Direct Recruitment
11	In case of recruitment by deputation/transfer, grades from which deputation/	Not Applicable

	transfer to be made.	
12	If DPC exists, what is its composition?	Not Applicable
13	Circumstances in which UPSC is to be consulted in making recruitment.	Not Applicable

**55. Recruitment Rules for the post of Staff Car Driver Grade II**

01	Name of the Post	Staff Car Driver Grade II
02	Number of Posts	03*; *subject to variation dependent on workload
03	Classification	Group C
04	Scale of Pay (Grade Pay, Band Pay)	PB-1 (5200-20200) with GP of 2400/-.
05	Whether Selection Post or Non-Selection Posts	Non-Selection
06	Age limit for direct recruits	Not Applicable
07	Educational and other qualifications required for direct recruits	Not Applicable
08	Whether age and Educational qualifications prescribed for direct recruits, will apply in case of promotees	Not Applicable
09	Period of probation, if any.	Not Applicable
10	Method of Recruitment: Whether by direct recruitment or by promotion or by deputation or transfer & percentage of the vacancies to be filled by various methods.	By promotion
11	In case of recruitment by deputation/transfer, grades from which deputation/transfer to be made.	Promotion: Staff Car Driver (Ordinary Grade) with 8 years of regular service in the Grade Pay Rs. 1900 and have passed the trade test, specified by the SLIET.
12	If DPC exists, what is its composition?	As at Appendix I
13	Circumstances in which UPSC is to be consulted in making recruitment.	Not Applicable

### **56. Recruitment Rules for the post of Staff Car Driver Grade I**

01	Name of the Post	Staff Car Driver Grade I
02	Number of Posts	03*; *subject to variation dependent on workload
03	Classification	Group C
04	Scale of Pay (Grade Pay, Band Pay)	PB-1 (5200-20200) with GP of 2800/-.
05	Whether Selection Post or Non-Selection Posts	Non-Selection
06	Age limit for direct recruits	Not Applicable
07	Educational and other qualifications required for direct recruits	Not Applicable
08	Whether age and Educational qualifications prescribed for direct recruits, will apply in case of promotees	Not Applicable
09	Period of probation, if any.	Not Applicable
10	Method of Recruitment: Whether by direct recruitment or by promotion or by deputation or transfer & percentage of the vacancies to be filled by various methods.	By promotion
11	In case of recruitment by deputation/transfer, grades from which deputation/transfer to be made.	Promotion: Staff Car Driver Grade II with 5 years of regular service in the Grade Pay Rs. 2400 or with a combined regular service of 13 years in the grade pays of Rs.2400 and Rs.1900 and have passed the trade test, specified by the SLIET.
12	If DPC exists, what is its composition?	As at Appendix I
13	Circumstances in which UPSC is to be consulted in making recruitment.	Not Applicable

**57. Recruitment Rules for the post of Staff Car Driver Selection Grade**

01	Name of the Post	Staff Car Driver Selection Grade
02	Number of Posts	01*; *subject to variation dependent on workload
03	Classification	Group B
04	Scale of Pay (Grade Pay, Band Pay)	PB-2 (9300-38600) with GP of 4200/-.
05	Whether Selection Post or Non-Selection Posts	Non-Selection
06	Age limit for direct recruits	Not Applicable
07	Educational and other qualifications required for direct recruits	Not Applicable
08	Whether age and Educational qualifications prescribed for direct recruits, will apply in case of promotees	Not Applicable
09	Period of probation, if any.	Two years
10	Method of Recruitment: Whether by direct recruitment or by promotion or by deputation or transfer & percentage of the vacancies to be filled by various methods.	By promotion
11	In case of recruitment by deputation/transfer, grades from which deputation/transfer to be made.	Promotion: Staff Car Driver Grade II with 5 years of regular service in the Grade Pay Rs. 2400 or with a combined regular service of 13 years in the grade pays of Rs.2400 and Rs.1900.
12	If DPC exists, what is its composition?	As at Appendix I
13	Circumstances in which UPSC is to be consulted in making recruitment.	Not Applicable



**58. Recruitment Rules for the post of Senior Cook**

01	Name of the Post	<b>Senior Cook</b>
02	Number of Posts	01*; *subject to variation dependent on workload
03	Classification	Group – C
04	Scale of Pay (Grade Pay, Band Pay)	PB-1 (5200-20200) with GP of 2800/-.
05	Whether Selection Post or Non-Selection Posts	Non Selection
06	Age limit for direct recruits	Not Applicable.
07	Educational and other qualifications required for direct recruits	Not Applicable.
08	Whether age and Educational qualifications prescribed for direct recruits will apply in the case of promotes.	Not Applicable.
09	Period of probation, if any.	Not Applicable.
10	Method of Recruitment: Whether by direct recruitment or by promotion or by deputation or transfer & percentage of the vacancies to be filled by various methods.	By Promotion.
11	In case of recruitment by deputation/transfer, grades from which deputation/ transfer to be made.	Cook with 13 years' regular service in the grade.
12	If DPC exists, what is its composition?	As at Appendix I
13	Circumstances in which UPSC is to be consulted in making recruitment.	Not Applicable.

**59. Recruitment Rules for the post of Cook**

01	Name of the Post	<b>Cook</b>
02	Number of Posts	01*; *subject to variation dependent on workload
03	Classification	Group – C
04	Scale of Pay (Grade Pay, Band Pay)	PB-1 (5200-20200) with GP of 1900/-.
05	Whether Selection Post or Non-Selection Posts	Not Applicable
06	Age limit for direct recruits	30 Years.
07	Educational and other qualifications required for direct recruits	<b><u>Essential:</u></b> Matriculation Working experience of two years in cooking
08	Whether age and Educational qualifications prescribed for direct recruits will apply in the case of promotes.	Not Applicable.
09	Period of probation, if any.	Two Years
10	Method of Recruitment: Whether by direct recruitment or by promotion or by deputation or transfer & percentage of the vacancies to be filled by various methods.	Direct Recruitment.
11	In case of recruitment by deputation/transfer, grades from which deputation/transfer to be made.	Not Applicable
12	If DPC exists, what is its composition?	Not applicable.
13	Circumstances in which UPSC is to be consulted in making recruitment.	Not Applicable.

**60. Recruitment Rules for the post of Counsellor**

01	Name of the Post	<b>Counsellor</b>
02	Number of Posts	01*; *subject to variation dependent on workload
03	Classification	Group-A
04	Scale of Pay (Grade Pay, Band Pay)	PB-3, 15600-39100, Grade Pay 6600/-
05	Whether Selection Post or Non-Selection Posts	Not applicable
06	Age limit for direct recruits	Not applicable
07	Educational and other qualifications required for direct recruits	<p><b><u>Essential Qualification:</u></b> Master's Degree (Clinical Psychology) or equivalent with 5 years' experience in counseling students with regard to their academic and social problems OR teaching experience in College or University with close interaction with students.</p> <p><b><u>Desirable :</u></b> Additional qualification in Mental Health and Counseling.</p>
08	Whether age and Educational qualifications prescribed for direct recruits, will apply in case of promotees	Not applicable.
09	Period of probation, if any.	Not applicable.
10	Method of Recruitment: Whether by direct recruitment or by promotion or by deputation or transfer & percentage of the vacancies to be filled by various methods.	By tenure.
11	In case of recruitment by deputation/transfer, grades	<b><u>Deputation or on Contract basis:</u></b> Officer under the Central/State Governments/ Universities/Recognized

	from which deputation/ transfer to be made.	<p>Research Institutes or Institutes of National importance or Govt. laboratory or PSU:</p> <p>a) i) Holding analogous posts; or</p> <p>ii) With at least 5 Years regular service in posts with GP of 5400/- as per 6<sup>th</sup> Central Pay Commission or equivalent; and</p> <p>b) Possessing the following educational qualifications and experience:  Essential:  Master's Degree (Clinical Psychology) or equivalent with  5 years' experience in counseling students with regard to their academic and social problems OR teaching experience in College or University with close interaction with students.</p> <p><b><u>Desirable :</u></b>  Additional qualification in Mental Health and Counseling.</p>
12	If DPC exists, what is its composition?	Not applicable
13	Circumstances in which UPSC is to be consulted in making recruitment.	Not applicable.

**61. Recruitment Rules for the post of Law Officer**

01	Name of the Post	<b>Law Officer</b>
02	Number of Posts	01*; *subject to variation dependent on workload
03	Classification	Group-A
04	Scale of Pay (Grade Pay, Band Pay)	PB-2, 9300-34800, Grade Pay 5400/-
05	Whether Selection Post or Non-Selection Posts	Not applicable
06	Age limit for direct recruits	45 years
07	Educational and other qualifications required for direct recruits	<b>Essential Qualification:</b> i. At least second class Bachelor's Degree in Law from a recognized Indian University. ii. Seven years practice in a Court of law in India or 5 years' experience as a Judicial Officer or 7 years' experience as Legal Assistant or equivalent in GP of Rs.4200 or above in any Government/Autonomous Body.
08	Whether age and Educational qualifications prescribed for direct recruits, will apply in case of promotees	Not applicable.
09	Period of probation, if any.	Two years.
10	Method of Recruitment: Whether by direct recruitment or by promotion or by deputation or transfer & percentage of the vacancies to be filled by various methods.	Direct Recruitment.
11	In case of recruitment by deputation/transfer, grades from which deputation/transfer to be made.	Not applicable
12	If DPC exists, what is its composition?	Not applicable
13	Circumstances in which UPSC is to be consulted in making recruitment.	Not applicable.

**62. Recruitment Rules for the post of Hindi Translator**

01	Name of the Post	<b>Hindi Translator</b>
02	Number of Posts	01*; *subject to variation dependent on workload
03	Classification	Group-B
04	Scale of Pay (Grade Pay, Band Pay)	PB-2, 9300-34800, Grade Pay 4200/-
05	Whether Selection Post or Non-Selection Posts	Not applicable
06	Age limit for direct recruits	35 years
07	Educational and other qualifications required for direct recruits	<p><b>Essential Qualification:</b></p> <ul style="list-style-type: none"> <li>i. Master's degree of a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level; <b>OR</b></li> <li>ii. Master's degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level; <b>OR</b></li> <li>iii. Master's degree of a recognized University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of examination at the degree level; <b>OR</b></li> <li>iv. Master's degree of a recognized University in any subject other than Hindi or English, with English medium and Hindi as a compulsory or elective subject or as the medium of examination at the degree level; <b>OR</b></li> <li>v. Master's degree of a recognized University in any subject other than Hindi or English, with Hindi and English as compulsory or elective subjects or either of the two as the medium of examination and the other as a compulsory or elective subject at degree level; <b>AND</b> <ul style="list-style-type: none"> <li>a. Recognized Diploma or certificate course in translation from Hindi to English &amp; Vice versa; <b>OR</b></li> <li>b. Two years' experience of translation work from Hindi to English vice versa in Central or State Government Office, including Government of India undertaking.</li> </ul> </li> </ul>
08	Whether age and	Not applicable.

	Educational qualifications prescribed for direct recruits, will apply in case of promotees	
09	Period of probation, if any.	Two years.
10	Method of Recruitment: Whether by direct recruitment or by promotion or by deputation or transfer & percentage of the vacancies to be filled by various methods.	Direct Recruitment.
11	In case of recruitment by deputation/transfer, grades from which deputation/transfer to be made.	Not applicable
12	If DPC exists, what is its composition?	Not applicable
13	Circumstances in which UPSC is to be consulted in making recruitment.	Not applicable.

**Composition of the Departmental Promotion Committees for various posts**

1. Departmental Promotion Committees for Group A posts

Director, SLIET	Chairman
Dean to be nominated by Director	Member
Nominee of the Ministry of HRD	Member
Registrar	Member

2. Departmental Promotion Committees for Group B & C posts

Registrar	Chairman
Dean to be nominated by Director	Member
Nominee of the Ministry of HRD	Member
Deputy Registrar (Administration)	Member
A representative of SC/ST to be nominated by Director, SLIET	Member