

SANT LONGOWAL INSTITUTE OF ENGINEERING & TECHNOLOGY
(Deemed-to-be-University)
LONGOWAL, DISTRICT SANGRUR (PUNJAB)

Recruitment Rules (Non-teaching and Technical Supporting Staff)

1. These Rules may be called Sant Longowal Institute of Engineering & Technology, Longowal, District Sangrur (Punjab) Recruitment Rules(Non-teaching & Technical Supporting Staff).
2. They shall apply to all posts mentioned in Annexure-I.
3. They shall come into effect from the date of approval from Board of Management.
4. Any relaxation/amendment in these Rules shall need the approval of the Board of Management of SLIET, Longowal.
5. In case of anything not contained in these rules or these rules are silent on any point, the Government of India rules will be followed.
6. The benchmark for promotion with regard to Annual Confidential Report(ACR) Gradings/Annual Performance Appraisal Report(APAR) will be as under :

| ACR Gradings | Marks to be awarded |
|----------------------|---------------------|
| Outstanding | 10 |
| Very Good | 08 |
| Good | 06 |
| Average/Satisfactory | 04 |
| Poor/Below Average | 02 |

- The employee securing benchmark 06 (six) marks on the 10 point scale (aggregate of the ACRs/APARs for the last five years) will be considered for promotion upto Grade Pay of Rs.6600/-. Beyond that, benchmark will be 'Very Good' (08 Marks). The ACRs/APARs for promotion will be considered for the last five years.
7. Selection Committees for direct recruitment of all the posts mentioned in the Annexure-I shall be same as contained in the Memorandum of Association of SLIET, Longowal.
 8. The application fee for direct recruitment will Rs.500/- for Group-A & B posts and Rs.250/- for the remaining posts. Relaxation in fee to special category of candidates will be given as per Government of India Rules.
 9. **Criteria for making appointments through direct recruitment for the posts mentioned in the Annexure :**

- (i) **Number of candidates to be called for interview for direct recruitment :-**
Based on the number of posts advertised and availability of eligible candidates, the Director, SLIET has right to call any number of candidates. The Director, SLIET has the right to get the candidates short-listed/screened to be called for interview by constituting an internal committee i.e. Screening Committee. External Expert for this purpose can also be invited as a member of the Screening Committee.

- (ii) **Distribution/Allotment of Marks for direct recruitment :**

Group-A & B Posts:

| | | |
|---------------------------------------|----------|------------|
| Minimum basic academic qualifications | - | 50 |
| Higher Qualification | - | 05 |
| Experience | - | 10 |
| Extra Curricular Activities | - | 05 |
| Interview | - | 25 |
| Resume | - | 05 |
| Total Marks | - | 100 |

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Registrar
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(Baljeet Singh Sidhu)
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Patiala

Group-C (Ministerial/Supporting/Technical Staff)

| | | |
|--|----------|------------|
| Minimum basic academic qualifications | - | 50 |
| Higher Qualification | - | 05 |
| Experience | - | 10 |
| Extra Curricular Activities | - | 05 |
| Interview | - | 25 |
| Resume/Practical/Written Test as the case may be | - | 05 |
| Total Marks | - | 100 |

Clerk/Stenographer:

| | | |
|--|----------|------------|
| Minimum basic academic qualifications | - | 25 |
| Higher Qualification | - | 05 |
| Experience | - | 10 |
| Extra Curricular Activities | - | 05 |
| English typing/shorthand test as the case may be | - | 25 |
| Computer Literacy | - | 10 |
| Interview | - | 20 |
| Total Marks | - | 100 |

Multi Tasking Staff:

| | | |
|--|----------|------------|
| Minimum basic academic qualifications | - | 50 |
| Higher Qualification | - | 10 |
| Experience | - | 10 |
| Any other knowledge as Typing, Computer etc. | - | 05 |
| Interview | - | 25 |
| Total Marks | - | 100 |

(iii) Method of distribution/allotment of marks for basic qualifications :

Marks (Maximum) for basic qualification will be calculated depending upon the percentage obtained. For example if a candidate gets 63% marks in his basic qualification it will be counted as 31.5 marks.

(iv) Calculation of marks for Higher Education :

The marks for higher education will be in addition to basic qualifications. These marks will also awarded as per point (iii) above. It will be restricted to one higher qualification only.

(v) Distribution of Marks for Experience :

Marks allocated for experience will be awarded on the basis of experience for complete one year i.e. 01 marks for each complete one year experience and if the candidate has experience less than 6 months then it will be ignored and if he has experience more than 6 months then it will be presumed for complete one year experience and will be awarded 01 marks.

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(vi) Marks for Extra Curricular Activities :

The 05 marks allocated for extra curricular activities will be distributed as under :

- a) 05 marks in full will be awarded if the candidate has participated in any game/NCC at National level as well as International level.
- b) If the candidate has participated at zonal or interstate level or Inter-University level then the marks will be awarded 03 only.
- c) If the candidate participated at Inter District level then marks will be awarded only 01.

(vii) Method for distribution/allotment of marks for Resume :

Especially, 05 marks are kept for writing the Resume, at the time of Interview. To allocate the marks on account of Resume each candidate will be asked to go in another room and write the conversation within 5-7 minutes, held at the time of interview. Thereafter, the candidate will give that paper to the Interview Committee and then one of member of committee will read out the paper before whole committee. Then all the committee members will decide the allocation of marks out of the total marks and that will be got recorded on the paper submitted by the candidate. According to that one can know the method of delivery of views, alertness and skill of the candidate.

10. The appointment through promotion will be done on the basis of seniority-cum-fitness for the post below the Grade Pay of Rs.7600/- and on seniority-cum-merit for the posts falling in the Grade of Rs.7600/- and above.
11. Group-A single cadre posts will be filled up through direct recruitment only.
12. The reservation Policy will be as per Government of India Rules.
13. Relaxation in age for direct recruitment shall be as per Government of India Rules.
14. The following documents are essentially required to be placed before the Departmental Promotion Committee in respect of eligible employees to be considered for promotion:
 - i.) Integrity Certificate
 - ii.) Vigilance Clearance Certificate
 - iii.) ACRs/APARs for the last five years
 - iv.) Report containing qualification/skill clearance test/requisite experience as per Annexure-I.
15. The Rules regarding DPCs will be as per Government of India, DOPT O.M. No. 22011/5/86-Estt.(D) dated 10th April, 1989 as amended by O.M. No.22011/5/91-Estt.(D) dated 27th March, 1997 and as amended from time to time, as applicable.
16. Single cadre post of Store Purchase Officer in the Grade Pay of Rs.5400/- will be re-designated as Assistant Registrar and included in the cadre of Assistant Registrars, being an equivalent administrative post.
17. The cadre of Senior Technician is a common cadre in the Institute. But Senior Technicians belonging to Mechanical/Workshop side have promotional avenues upto Assistant Workshop Superintendent Cadre (Grade Pay Rs.5400), whereas the other Senior Technicians do not have any such avenue. In order to provide similar benefits to such left out counterpart Senior Technicians in other departments of the Institute, Institute may consider separately to provide them MACPS/ACPS to Assistant Workshop Superintendent level i.e. Grade Pay of Rs.5400/- by considering it a normal cadre hierarchy for all Senior Technicians, in case benefit under MACPS/ACPS on the basis of cadre hierarchy is permissible as per Govt. of India Rules. **It was decided by the Board of Management(BOM) in its 6th meeting held on 24.01.2011 that the same may be taken before the BOM as separate item for extending the benefit of MACPS/ACPS to the Senior Technicians working in the departments other than Mechanical/Workshop side.**
18. Where the feeder cadre is multiple, the seniority will be determined on inter-se basis.

The details about the number of posts, scale of pay and mode of recruitment and other conditions are given at **Annexure-I** containing 47 pages.

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Patiala

INDEX

| Sr.No. | Name of the Post | Pay Band+ Grade Pay (Rs.) | No. of Posts Sanctioned | Page Number |
|--------|-----------------------------------|--------------------------------|-------------------------|-------------|
| 1. | Registrar | PB-IV 37400-67000+ GP 10,000/- | 1 | 6 |
| 2. | Deputy Registrar | PB-III 15600-39100 + GP 7600/- | 3 | 7 |
| 3. | Workshop Superintendent | PB-III 15600-39100 + GP 7600/- | 1 | 8 |
| 4. | System Analyst | PB-III 15600-39100 + GP 6600/- | 1 | 9 |
| 5. | Librarian | PB-III 15600-39100 + GP 6000/- | 2 | 10 |
| 6. | Senior Physical Instructor | PB-III 15600-39100 + GP 6000/- | 1 | 11 |
| 7. | Assistant Registrar | PB-III 15600-39100 + GP 5400/- | 2 | 12 |
| 8. | Audit/Accounts Officer | PB-III 15600-39100 + GP 5400/- | 1 | 13 |
| 9. | Assistant Workshop Superintendent | PB-III 15600-39100 + GP 5400/- | 2 | 14 |
| 10. | Estate Officer | PB-III 15600-39100 + GP 5400/- | 1 | 15 |
| 11. | Medical Officer | PB-III 15600-39100 + GP 5400/- | 2 | 16 |
| 12. | Store Purchase Officer | PB-III 15600-39100 + GP 5400/- | 1 | 17 |
| 13. | Assistant Engineer (Electrical) | PB-III 15600-39100 + GP 5400/- | 1 | 18 |
| 14. | Programmer | PB-II 9300-34800 + GP 4600 | 1 | 19 |
| 15. | Section Officer (Accounts) | PB-II 9300-34800 + GP 4600 | 1 | 20 |
| 16. | P.S. to Director | PB-II 9300-34800 + GP 4600 | 1 | 21 |
| 17. | Superintendent | PB-II 9300-34800 + GP 4600 | 2 | 22 |
| 18. | Assistant Librarian | PB-II 9300-34800 + GP 4200/- | 2 | 23 |
| 19. | Senior Technician | PB-II 9300-34800 + GP 4200 | 18 | 24 |
| 20. | Accountant | PB-II 9300-34800 + GP 4200 | 3 | 25 |
| 21. | Head Cashier | PB-II 9300-34800 + GP 4200 | 1 | 26 |
| 22. | Assistant | PB-II 9300-34800 + GP 4200 | 5 | 27 |
| 23. | Senior Scale Stenographer | PB-II 9300-34800 + GP 4200 | 3 | 28 |
| 24. | Staff Nurse | PB-II 9300-34800 + GP 4200 | 2 | 29 |
| 25. | Teacher (Primary School) | PB-II 9300-34800 + GP 4200 | 5 | 30 |

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| Sr.No. | Name of the Post | Pay Band+ Grade Pay (Rs.) | No. of Posts Sanctioned | Page Number |
|--------|-----------------------------------|---------------------------|-------------------------|-------------|
| 26. | Junior Accountant | PB-I 5200-20200 + GP 2800 | 3 | 31 |
| 27. | Physical Instructor | PB-I 5200-20200 + GP 2800 | 1 | 32 |
| 28. | Technician | PB-I 5200-20200 + GP 2800 | 45 | 33 |
| 29. | Store Assistant | PB-I 5200-20200 + GP 2800 | 1 | 34 |
| 30. | Store Keeper | PB-I 5200-20200 + GP 2800 | 5 | 35 |
| 31. | Pharmacist | PB-I 5200-20200 + GP 2800 | 2 | 36 |
| 32. | Supervisor (Maintenance) | PB-I 5200-20200 + GP 2800 | 2 | 37 |
| 33. | Data Entry Operator (EDP) | PB-I 5200-20200 + GP 2800 | 2 | 38 |
| 34. | Cashier | PB-I 5200-20200 + GP 2400 | 1 | 39 |
| 35. | Junior Scale Stenographer | PB-I 5200-20200 + GP 2400 | 13 | 40 |
| 36. | Upper Division Clerk | PB-I 5200-20200 + GP 2400 | 5 | 41 |
| 37. | Data Entry Operator | PB-I 5200-20200 + GP 2400 | 5 | 42 |
| 38. | Care Taker | PB-I 5200-20200 + GP 2400 | 8 | 43 |
| 39. | Receptionist | PB-I 5200-20200 + GP 2400 | 1 | 44 |
| 40. | Teacher (Nursery) | PB-I 5200-20200 + GP 2400 | 2 | 45 |
| 41. | Clerk/Lower Division Clerk/Typist | PB-I 5200-20200 + GP 1900 | 30 | 46 |
| 42. | Telephone Operator | PB-I 5200-20200 + GP 1900 | 1 | 47 |
| 43. | Driver | PB-I 5200-20200 + GP 1900 | 7 | 48 |
| 44. | Cook | PB-I 5200-20200 + GP 1900 | 1 | 49 |
| 45. | Multi Tasking Staff | PB-I 5200-20200 + GP 1800 | 74 | 50 |

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| | | | |
|-----|---|--|--|
| 1. | Name of post | | Registrar |
| 2. | Number of posts | | 01 |
| 3. | Classification | | Group A Senior Administrative Post |
| 4. | Scale of Pay | | PB-4 Rs.37,400-67,000/- Grade Pay : Rs. 10,000/- |
| 5. | Whether selection post or non-selection post | | As applicable |
| 6. | Age limit for direct recruitments | | 55 years |
| 7. | Whether benefit of added years of service admissible under Rule 30 of the Central Civil Services (Pension) Rules, 1972 | | Not applicable |
| 8. | Educational and other qualifications required for direct recruits | | <p>Educational Qualifications : Master's Degree with at least 55% of marks or its equivalent grade 'B' in the UGC 7 point scale.</p> <p>Experience :</p> <ol style="list-style-type: none"> 1. At least 15 years of experience as Assistant Professor in the AGP of Rs.7000/- and above or with 8 years of service in the AGP of Rs.8000/- and above including as Associate Professor along with experience in educational administration, or 2. Comparable experience in research establishment and/or other institutions of higher education, or 3. 15 years of administrative experience of which 8 years shall be as Deputy Registrar or an equivalent post. <p>Note : Appropriate regulations issued from time to time by UGC shall apply for educational qualifications and experience prescribed above.</p> |
| 9. | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees. | | Not applicable |
| 10. | Period of probation, if any | | Two Years |
| 11. | Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods | | Direct Recruitment, failing which on deputation / contract. |
| 12. | In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption to be made. | | <p>Deputation / Contract :</p> <p>Persons holding / held equivalent posts in Central/ State Government, Public Sector Undertaking, Autonomous organization, University, Deemed-to-be-University etc. OR persons fulfilling qualifications prescribed for direct recruitment.</p> |
| 13. | If a Departmental Promotion Committee exists what is its composition. | | Not applicable |
| 14. | Circumstances in which Union Public Service Commission to be consulted in making recruitments. | | Not applicable |

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| | | |
|-----|---|---|
| 1. | Name of post | Deputy Registrar (Administration / Academic / Accounts) |
| 2. | Number of posts | 03 |
| 3. | Classification | Group A Administrative Post |
| 4. | Scale of Pay | PB-3 Rs.15600-39100 Grade Pay : Rs. 7600/- |
| 5. | Whether selection post or non-selection post | As applicable |
| 6. | Age limit for direct recruitments | 55 years |
| 7. | Whether benefit of added years of service admissible under Rule 30 of the Central Civil Services (Pension) Rules, 1972 | Not applicable |
| 8. | Educational and other qualifications required for direct recruits | Educational Qualifications : Master's Degree with at least 55% of marks or its equivalent grade 'B' in the UGC 7 point scale. Experience : 1. Nine years' experience as Assistant Professor in the AGP of Rs.6000/- and above with experience in educational administration or 2. Comparable experience in research establishment and/or other institutions of higher education, or 3. 5 years of administrative experience as Assistant Registrar or in an equivalent post. Note : Appropriate regulations issued from time to time by UGC shall apply for educational qualifications and experience prescribed above. |
| 9. | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees. | <ul style="list-style-type: none"> • No age bar for promotees • Minimum qualification is Graduation with 50% marks or Master's Degree |
| 10. | Period of probation, if any | Two Years for direct recruitment and one year for promotee. |
| 11. | Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods | <p>I. 67% by Direct recruitment</p> <p>II. 33% by promotion on the basis of seniority-cum-merit from amongst Assistant Registrars/ Audit & Accounts Officer with experience as Assistant Registrar/Audit & Accounts Officers as per G.O.I. DOPT vide O.M. No.AB.14017/61/2008-Estt.(RR) dated 24th March, 2009 as amended from time to time, failing which by deputation / contract / direct recruitment.</p> |
| 12. | In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption to be made. | Promotion As prescribed above. Deputation / Contract Persons holding / held equivalent posts in Central/ State Government, Public Sector Undertaking, Autonomous organization, University, Deemed-to-be-University etc. OR persons fulfilling qualifications prescribed for direct recruitment. |
| 13. | If a Departmental Promotion Committee (DPC) exists what is its composition. | DPC shall be constituted as approved in 29 th meeting of BOG vide Item No.29.03/1 st meeting of the Board of Management, which are available at Annexure-II. |
| 14. | Circumstances in which Union Public Service Commission to be consulted in making recruitments. | Not applicable. |

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| | | | |
|-----|---|--|---|
| 1. | Name of post | | Workshop Superintendent |
| 2. | Number of posts | | 01 |
| 3. | Classification | | Group-A Senior Technical Post |
| 4. | Scale of Pay | | PB-3 Rs.15600-39100 Grade Pay : Rs. 7600/- |
| 5. | Whether selection post or non-selection post | | As applicable |
| 6. | Age limit for direct recruitments | | 55 Years |
| 7. | Whether benefit of added years of service admissible under Rule 30 of the Central Civil Services (Pension) Rules, 1972 | | Not applicable |
| 8. | Educational and other qualifications required for direct recruits | | Education Qualifications : M.E./M.Tech. in Mechanical Engineering or allied along with B.E./B.Tech. in Mechanical Engineering/Technology or allied with first class either at M.E./M.Tech. or B.E./B.Tech. Experience : Experience as prescribed by the G.O.I. DOPT vide O.M. No.AB.14017/61/2008-Estt.(RR) dated 24 th March, 2009 as amended from time to time in an Industry/Technical institution/ ITI in the Grade Pay of Rs.5400/- and above. |
| 9. | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees. | | Not applicable |
| 10. | Period of probation, if any | | Two Years |
| 11. | Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods | | Direct Recruitment, failing which on deputation / contract. |
| 12. | In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption to be made. | | Deputation/Contract : Persons holding / held equivalent posts in Central/ State Government, Public Sector Undertaking, Autonomous organization, University, Deemed-to-be-University etc. OR persons fulfilling qualifications prescribed for direct recruitment. |
| 13. | If a Departmental Promotion Committee exists what is its composition. | | Not applicable |
| 14. | Circumstances in which Union Public Service Commission to be consulted in making recruitments. | | Not applicable. |

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| | | | |
|-----|---|--|--|
| 1. | Name of post | | System Analyst |
| 2. | Number of posts | | 01 |
| 3. | Classification | | Group-A Senior Technical Post |
| 4. | Scale of Pay | | PB-3 Rs.15600-39100 Grade Pay : Rs. 6600/- |
| 5. | Whether selection post or non-selection post | | As applicable |
| 6. | Age limit for direct recruitments | | 55 years |
| 7. | Whether benefit of added years of service admissible under Rule 30 of the Central Civil Services (Pension) Rules, 1972 | | Not applicable. |
| 8. | Educational and other qualifications required for direct recruits | | Educational Qualification : Master of Engineering/ Technology along with Bachelor of Engineering/Technology in Computer Science/ Information Technology with at least 60% marks or equivalent at Bachelor's level. Experience : Five years experience after Bachelor's Degree or three year experience after Master's Degree in Software and main frame Computer Operation. |
| 9. | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees. | | Not applicable. |
| 10. | Period of probation, if any | | Two Years |
| 11. | Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods | | Direct Recruitment, failing which on deputation / contract. |
| 12. | In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption to be made. | | Deputation / Contract Persons holding / held equivalent posts in Central/ State Government, Public Sector Undertaking, Autonomous organization, University, Deemed-to-be-University etc. OR persons fulfilling qualifications prescribed for direct recruitment. |
| 13. | If a Departmental Promotion Committee exists what is its composition. | | Not applicable. |
| 14. | Circumstances in which Union Public Service Commission to be consulted in making recruitments. | | Not applicable |

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| | | | |
|-----|---|--|--|
| 1. | Name of post | | Librarian |
| 2. | Number of posts | | 02 |
| 3. | Classification | | Group-A |
| 4. | Scale of Pay | | PB-3 Rs.15600-39100 Grade Pay : Rs. 6000/- |
| 5. | Whether selection post or non-selection post | | As applicable |
| 6. | Age limit for direct recruitments | | 55 Years |
| 7. | Whether benefit of added years of service admissible under Rule 30 of the Central Civil Services (Pension) Rules, 1972 | | Not applicable |
| 8. | Educational and other qualifications required for direct recruits | | <p>i) Master's degree in Library Science/ Information Science/ documentation or an equivalent professional degree with at least 55% marks or its equivalent grade 'B' in the UGC seven point scale plus consistently good academic record, computerization of Library.</p> <p>ii) Qualifying in the National level test conducted for the purpose by the UGC or any other similar agency approved by the UGC.</p> <p>Note : Appropriate regulations issued from time to time by UGC shall apply for educational qualifications and other conditions prescribed above.</p> |
| 9. | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees. | | Not applicable |
| 10. | Period of probation, if any | | Two Years |
| 11. | Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods | | Direct Recruitment, failing which on deputation / contract. |
| 12. | In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption to be made. | | Deputation / Contract Persons fulfilling qualifications prescribed for direct recruitment. |
| 13. | If a Departmental Promotion Committee exists what is its composition. | | Not applicable |
| 14. | Circumstances in which Union Public Service Commission to be consulted in making recruitments. | | Not applicable. |

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

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| | | |
|-----|---|--|
| 1. | Name of post | Assistant Registrar (Administration / Academics/) |
| 2. | Number of posts | 02 |
| 3. | Classification | Group-A Administrative Post |
| 4. | Scale of Pay | PB-3 Rs.15600-39100 Grade Pay : Rs. 5400/- |
| 5. | Whether selection post or non-selection post | As applicable |
| 6. | Age limit for direct recruitments | 55 years |
| 7. | Whether benefit of added years of service admissible under Rule 30 of the Central Civil Services (Pension) Rules, 1972 | Not applicable |
| 8. | Educational and other qualifications required for direct recruits | Educational Qualifications : Master's Degree with at least 55% of marks or its equivalent grade 'B' in the UGC 7 point scale along with good academic record, as laid down by UGC, shall continue in force. Experience : Experience as prescribed by the G.O.I. DOPT vide O.M. No.AB.14017/61/2008-Estt.(RR) dated 24 th March, 2009 as amended from time to time. in Establishment/Examination/Academics/Accounts at the level of Superintendent/Section Officer/P.S. to Director in the Grade Pay of Rs.4600/-. Note : Appropriate regulations issued from time to time by UGC shall apply for educational qualifications only prescribed above. |
| 9. | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees. | <ul style="list-style-type: none"> • No age bar for promotees • Minimum qualification is Graduation with 50% marks or Master's Degree |
| 10. | Period of probation, if any | Two Years for direct recruitment and one year for promotee. |
| 11. | Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods | <ul style="list-style-type: none"> • 50% by Direct recruitment • 50% by promotion on the basis of seniority-cum fitness from amongst Superintendents/Section Officer/P.S. to Director in the Grade Pay Rs.4600/- with Experience as prescribed by the G.O.I. vide O.M. No.AB.14017/61/2008-Estt.(RR) dated 24th March, 2009 as amended from time to time in establishment, academics, examination and accounts, failing which by deputation / contract / direct recruitment. |
| 12. | In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption to be made. | Promotion As prescribed above. Deputation / Contract Persons holding / held equivalent posts in Central/ State Government, Public Sector Undertaking, Autonomous organization, University, Deemed-to-be-University etc. OR persons fulfilling qualifications prescribed for direct recruitment. |
| 13. | If a Departmental Promotion Committee exists what is its composition. | DPC shall be constituted as approved in 29 th meeting of BOG vide Item No.29.03/1 st meeting of the Board of Management, which are available at Annexure-II. |
| 14. | Circumstances in which Union Public Service Commission to be consulted in making recruitments. | Not applicable. |

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|-----|---|--|--|
| 1. | Name of post | | Audit / Accounts Officer |
| 2. | Number of posts | | 01 |
| 3. | Classification | | Group-A Administrative Post |
| 4. | Scale of Pay | | PB-3 Rs.15600-39100 Grade Pay : Rs. 5400/- |
| 5. | Whether selection post or non-selection post | | As applicable |
| 6. | Age limit for direct recruitments | | 55 years |
| 7. | Whether benefit of added years of service admissible under Rule 30 of the Central Civil Services (Pension) Rules, 1972 | | Not applicable |
| 8. | Educational and other qualifications required for direct recruits | | <p>Educational Qualifications : Master's Degree in Business Administration/ Science/ Commerce/ Arts with atleast 55% marks or SAS.</p> <p>Experience : Candidate in the Grade Pay of Rs.4200/- and above with experience as prescribed by the G.O.I. DOPT vide O.M. No.AB.14017/61/2008-Estt.(RR) dated 24th March, 2009 as amended from time to time in accounts in a major educational or R&D Institution, Public Sector Undertaking, Bank, Government or Industry.</p> <p>Desirable:</p> <ol style="list-style-type: none"> 1. Degree in Law 2. Experience of computerized Management. 3. Knowledge of financial management and accounting practices. 4. A Chartered or Cost Accountant or intermediate CA/ICWA |
| 9. | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees. | | Not applicable. |
| 10. | Period of probation, if any | | Two Years |
| 11. | Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods | | Direct Recruitment, failing which on deputation / contract. |
| 12. | In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption to be made. | | Deputation / Contract Persons holding / held equivalent posts in Central/ State Government, Public Sector Undertaking, Autonomous organization, University, Deemed-to-be-University etc. OR persons fulfilling qualifications prescribed for direct recruitment. |
| 13. | If a Departmental Promotion Committee exists what is its composition. | | Not applicable |
| 14. | Circumstances in which Union Public Service Commission to be consulted in making recruitments. | | Not applicable |

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|-----|---|---|
| 1. | Name of post | Assistant Workshop Superintendent |
| 2. | Number of posts | 02 |
| 3. | Classification | Group-A Technical Post |
| 4. | Scale of Pay | PB-3 Rs.15600-39100 Grade Pay : Rs. 5400/- |
| 5. | Whether selection post or non-selection post | As applicable |
| 6. | Age limit for direct recruitments | 55 years |
| 7. | Whether benefit of added years of service admissible under Rule 30 of the Central Civil Services (Pension) Rules, 1972 | Not applicable. |
| 8. | Educational and other qualifications required for direct recruits | Educational Qualifications : B.E./B.Tech. in Mechanical Engineering/Technology or its equivalent with 60% marks. Experience : As Senior Technician level in the Grade Pay of Rs.4200/- as prescribed by the G.O.I. DOPT vide O.M. No.AB.14017/61/2008-Estt.(RR) dated 24 th March, 2009 as amended from time to time in a Workshop, in an Industry/ Technical Institute/ ITI. |
| 9. | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees. | <ul style="list-style-type: none"> • No age bar for promotee • Minimum qualification : Diploma in Mech. Engg. with 50% marks or B.Tech. in Mech. Engineering. |
| 10. | Period of probation, if any | Two Years for direct recruitment and one year for promotee. |
| 11. | Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods | By Promotion on the basis of seniority-cum-fitness from amongst Senior Technicians (Mechanical Engineering / Workshop) with Experience as prescribed by the G.O.I. DOPT vide O.M. No.AB.14017/61/2008-Estt.(RR) dated 24 th March, 2009 as amended from time to time, failing which by deputation/contract/direct recruitment. |
| 12. | In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption to be made. | Promotion As prescribed above. Deputation / Contract Persons holding / held equivalent posts in Central/ State Government, Public Sector Undertaking, Autonomous organization, University, Deemed-to-be-University etc. OR persons fulfilling qualifications prescribed for direct recruitment. |
| 13. | If a Departmental Promotion Committee exists what is its composition. | DPC shall be constituted as approved in 29 th meeting of BOG vide Item No.29.03/1 st meeting of the Board of Management, which are available at Annexure-II. |
| 14. | Circumstances in which Union Public Service Commission to be consulted in making recruitments. | Not applicable |

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|-----|---|--|---|
| 1. | Name of post | | Estate Officer |
| 2. | Number of posts | | 01 |
| 3. | Classification | | Group-A Technical Post |
| 4. | Scale of Pay | | PB-3 Rs.15600-39100 Grade Pay : Rs. 5400/- |
| 5. | Whether selection post or non-selection post | | As applicable |
| 6. | Age limit for direct recruitments | | 55 Years |
| 7. | Whether benefit of added years of service admissible under Rule 30 of the Central Civil Services (Pension) Rules, 1972 | | Not applicable |
| 8. | Educational and other qualifications required for direct recruits | | (i) B.E./B.Tech. Degree in Civil Engineering or its equivalent with at least 60% marks (ii) Atleast 08 year's experience of civil construction/supervision (Building, Roads, Water supply & Sewerage) in Government Deptts. / Public Undertaking or construction agency of national repute, not below the rank of Junior Engineer or equivalent. |
| 9. | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees. | | Not applicable |
| 10. | Period of probation, if any | | Two Years |
| 11. | Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods | | Direct Recruitment, failing which on deputation / contract. |
| 12. | In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption to be made. | | Deputation / Contract Persons holding / held equivalent posts in Central/ State Government, Public Sector Undertaking, Autonomous organization, University, Deemed-to-be-University etc. OR persons fulfilling qualifications prescribed for direct recruitment. |
| 13. | If a Departmental Promotion Committee exists what is its composition. | | Not applicable |
| 14. | Circumstances in which Union Public Service Commission to be consulted in making recruitments. | | Not applicable. |

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|-----|---|--|--|
| 1. | Name of post | | Medical Officer |
| 2. | Number of posts | | 02 |
| 3. | Classification | | Senior Post |
| 4. | Scale of Pay | | PB-3 Rs.15600-39100 Grade Pay : Rs. 5400/- |
| 5. | Whether selection post or non-selection post | | As applicable |
| 6. | Age limit for direct recruitments | | 55 years |
| 7. | Whether benefit of added years of service admissible under Rule 30 of the Central Civil Services (Pension) Rules, 1972 | | Not applicable |
| 8. | Educational and other qualifications required for direct recruits | | <ul style="list-style-type: none"> • MBBS. • Must have completed internship from a recognized / reputed Hospital as prescribed by the State / Centre Health Department with 02 years working experience in hospital. <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • working medical officer in Health Department of the State / Central Government with 02 years working experience in hospital. <p>Note : Preference will be given to MD/MS.</p> |
| 9. | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees. | | Not applicable |
| 10. | Period of probation, if any | | Two Years |
| 11. | Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods | | Direct Recruitment, failing which on deputation / contract. |
| 12. | In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption to be made. | | Deputation / Contract : Persons holding / held equivalent posts in Central/ State Government, Public Sector Undertaking, Autonomous organization, University, Deemed-to-be-University etc. OR persons fulfilling qualifications prescribed for direct recruitment. |
| 13. | If a Departmental Promotion Committee exists what is its composition. | | Not applicable |
| 14. | Circumstances in which Union Public Service Commission to be consulted in making recruitments. | | Not applicable |

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|-----|---|--|---|
| 1. | Name of post | | Store Purchase Officer |
| 2. | Number of posts | | 01 |
| 3. | Classification | | Group-A Administrative Post |
| 4. | Scale of Pay | | PB-3 Rs.15600-39100 Grade Pay : Rs. 5400/- |
| 5. | Whether selection post or non-selection post | | As applicable |
| 6. | Age limit for direct recruitments | | 45 years |
| 7. | Whether benefit of added years of service admissible under Rule 30 of the Central Civil Services (Pension) Rules, 1972 | | Not applicable |
| 8. | Educational and other qualifications required for direct recruits | | Educational Qualifications : Master of Business Administration(MBA) in Material Management with at least 55% marks. Experience : Superintendent/Section Officer with experience as prescribed by the G.O.I. DOPT vide O.M. No.AB.14017/61/2008-Estt.(RR) dated 24 th March, 2009 as amended from time to time, in a workshop educational institute's store. OR Educational Qualifications : Post Graduation Diploma in Material Management with at least 55% marks. Experience : Superintendent/Section Officer with experience as prescribed by the G.O.I. DOPT vide O.M. No.AB.14017/61/2008-Estt.(RR) dated 24 th March, 2009 as amended from time to time, in a workshop educational institute's store. |
| 9. | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees. | | Not applicable |
| 10. | Period of probation, if any | | Two Years |
| 11. | Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods | | Direct recruitment, failing which on deputation/contract. |
| 12. | In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption to be made. | | Deputation / Contract Persons holding / held equivalent posts in Central/ State Government, Public Sector Undertaking, Autonomous organization, University, Deemed-to-be-University etc. OR persons fulfilling qualifications prescribed for direct recruitment. |
| 13. | If a Departmental Promotion Committee exists what is its composition. | | Not applicable |
| 14. | Circumstances in which Union Public Service Commission to be consulted in making recruitments. | | Not applicable. |

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| 1. | Name of post | Assistant Engineer (Electrical) |
| 2. | Number of posts | 01 |
| 3. | Classification | Group-A Technical Post |
| 4. | Scale of Pay | PB-3 Rs.15600-39100 Grade Pay : Rs. 5400/- |
| 5. | Whether selection post or non-selection post | As applicable |
| 6. | Age limit for direct recruitments | 45 years |
| 7. | Whether benefit of added years of service admissible under Rule 30 of the Central Civil Services (Pension) Rules, 1972 | Not applicable |
| 8. | Educational and other qualifications required for direct recruits | B.E./B.Tech Degree In Electrical Engineering with at least 60% marks or equivalent with atleast 5 years experience in Government Department/ Public Undertaking/ Construction Agency of national repute not below the rank of Junior Engineer or equivalent. |
| 9. | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees. | Not applicable |
| 10. | Period of probation, if any | Two Years |
| 11. | Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods | Direct Recruitment, failing which on deputation / contract. |
| 12. | In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption to be made. | Deputation / Contract : Persons holding / held equivalent posts in Central/ State Government, Public Sector Undertaking, Autonomous organization, University, Deemed-to-be-University etc. OR persons fulfilling qualifications prescribed for direct recruitment. |
| 13. | If a Departmental Promotion Committee exists what is its composition. | Not applicable |
| 14. | Circumstances in which Union Public Service Commission to be consulted in making recruitments. | Not applicable |

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|-----|---|--|---|
| 1. | Name of post | | Programmer |
| 2. | Number of posts | | 01 |
| 3. | Classification | | Group-B Technical |
| 4. | Scale of Pay | | PB-2 Rs.9300-34800 Grade Pay : Rs. 4600/- |
| 5. | Whether selection post or non-selection post | | As applicable |
| 6. | Age limit for direct recruitments | | 40 Years |
| 7. | Whether benefit of added years of service admissible under Rule 30 of the Central Civil Services (Pension) Rules, 1972 | | Not applicable |
| 8. | Educational and other qualifications required for direct recruits | | Educational Qualifications : Three years Diploma course in Computers/M.Sc.(C.S.)/M.Sc.(IT)/MCA with 60% marks. Experience : Five years experience in operating computer system and computer programmes. |
| 9. | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees. | | Diploma in Computer Science and Engineering. |
| 10. | Period of probation, if any | | Two Years for direct recruitment and one year for promotee. |
| 11. | Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods | | By Promotion on the basis of seniority-cum-fitness from amongst Senior Technicians (CSE) in the Grade Pay of Rs.4200/- with Experience as prescribed by the G.O.I. DOPT vide O.M. No.AB.14017/61/2008-Estt.(RR) dated 24 th March, 2009 as amended from time to time, failing which by deputation/contract/direct recruitment. |
| 12. | In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption to be made. | | Promotion As prescribed above. Deputation / Contract Persons holding / held equivalent posts in Central/ State Government, Public Sector Undertaking, Autonomous organization, University, Deemed-to-be-University etc. OR persons fulfilling qualifications prescribed for direct recruitment. |
| 13. | If a Departmental Promotion Committee exists what is its composition. | | DPC shall be constituted as approved in 29 th meeting of BOG vide Item No.29.03/1 st meeting of the Board of Management, which are available at Annexure-II. |
| 14. | Circumstances in which Union Public Service Commission to be consulted in making recruitments. | | Not applicable. |

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|-----|---|--|---|
| 1. | Name of post | | Section Officer (Accounts) |
| 2. | Number of posts | | 01 |
| 3. | Classification | | Group-B Ministerial |
| 4. | Scale of Pay | | PB-2 Rs.9300-34800 Grade Pay : Rs. 4600/- |
| 5. | Whether selection post or non-selection post | | As applicable |
| 6. | Age limit for direct recruitments | | 45 Years |
| 7. | Whether benefit of added years of service admissible under Rule 30 of the Central Civil Services (Pension) Rules, 1972 | | Not applicable |
| 8. | Educational and other qualifications required for direct recruits | | Graduate from a recognized University with Experience as prescribed by the G.O.I. DOPT vide O.M. No.AB.14017/61/2008-Estt.(RR) dated 24 th March, 2009 as amended from time to time, as Accountant/Senior Assistant/Assistant/Head Cashier, in Accounts in the GP of Rs.4200/-. Desirable : Persons having experience of working in Engineering Colleges/ Technical Institutions. SAS/ICWA/CA, Intermediate CA/ICWA, Knowledge of Computers. |
| 9. | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees. | | <ul style="list-style-type: none"> • No age bar for promotee • Minimum Graduation |
| 10. | Period of probation, if any | | Two Years for direct recruitment and one year for promotee. |
| 11. | Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods | | By Promotion on the basis of seniority-cum-fitness with Experience as prescribed by the G.O.I. DOPT vide O.M. No.AB.14017/61/2008-Estt.(RR) dated 24 th March, 2009 as amended from time to time from amongst Accountant/Senior Assistant/Assistant/Head Cashier out of which minimum 2 years in Accounts Section in the GP of Rs.4200/-, failing which by deputation/contract/direct recruitment. |
| 12. | In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption to be made. | | Promotion As prescribed above. Deputation / Contract Persons holding / held equivalent posts in Central/ State Government, Public Sector Undertaking, Autonomous organization, University, Deemed-to-be-University etc. OR persons fulfilling qualifications prescribed for direct recruitment. |
| 13. | If a Departmental Promotion Committee exists what is its composition. | | DPC shall be constituted as approved in 29 th meeting of BOG vide Item No.29.03/1 st meeting of the Board of Management, which are available at Annexure-II. |
| 14. | Circumstances in which Union Public Service Commission to be consulted in making recruitments. | | Not applicable. |

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|-----|---|--|--|
| 1. | Name of post | | P.S. to Director |
| 2. | Number of posts | | 01 |
| 3. | Classification | | Group-B Ministerial |
| 4. | Scale of Pay | | PB-2 Rs.9300-34800 Grade Pay : Rs. 4600/- |
| 5. | Whether selection post or non-selection post | | As applicable |
| 6. | Age limit for direct recruitments | | 45 years |
| 7. | Whether benefit of added years of service admissible under Rule 30 of the Central Civil Services (Pension) Rules, 1972 | | Not applicable |
| 8. | Educational and other qualifications required for direct recruits | | <p>i) Graduate with Experience as prescribed by the G.O.I. DOPT vide O.M. No.AB.14017/61/2008-Estt.(RR) dated 24th March, 2009 as amended from time to time, as Senior Scale Stenographer in the Grade Pay of Rs.4200/-. Persons having experience of working in Engineering Colleges/ Technical institutions will be preferred.</p> <p>ii) English Shorthand Speed @ 120 w.p.m. with transcription @ 20 w.p.m. with 4% mistakes admissible, Dictation of 600 words each in three different paragraphs.</p> <p>Desirable : Knowledge of Computers.</p> |
| 9. | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees. | | <ul style="list-style-type: none"> • No age bar for promotee • Minimum Graduation and English shorthand/ typing speed as per column 8 (ii) above. |
| 10. | Period of probation, if any | | Two Years for direct recruitment and one year for promotee. |
| 11. | Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods | | By Promotion on the basis of seniority-cum-fitness with Experience as prescribed by the G.O.I. DOPT vide O.M. No.AB.14017/61/2008-Estt.(RR) dated 24 th March, 2009 as amended from time to time as Senior Scale Stenographer in the Grade Pay of Rs.4200/-, failing which by deputation/contract/direct recruitment. |
| 12. | In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption to be made. | | <p>Promotion As prescribed above.</p> <p>Deputation / Contract Persons holding / held equivalent posts in Central/ State Government, Public Sector Undertaking, Autonomous organization, University, Deemed-to-be-University etc. OR persons fulfilling qualifications prescribed for direct recruitment.</p> |
| 13. | If a Departmental Promotion Committee exists what is its composition. | | DPC shall be constituted as approved in 29 th meeting of BOG vide Item No.29.03/1 st meeting of the Board of Management, which are available at Annexure-II. |
| 14. | Circumstances in which Union Public Service Commission to be consulted in making recruitments. | | Not applicable |

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|-----|---|--|--|
| 1. | Name of post | | Superintendent |
| 2. | Number of posts | | 02 |
| 3. | Classification | | Group-B Ministerial |
| 4. | Scale of Pay | | PB-2 Rs.9300-34800 Grade Pay : Rs. 4600/- |
| 5. | Whether selection post or non-selection post | | As applicable |
| 6. | Age limit for direct recruitments | | 45 years |
| 7. | Whether benefit of added years of service admissible under Rule 30 of the Central Civil Services (Pension) Rules, 1972 | | Not applicable |
| 8. | Educational and other qualifications required for direct recruits | | Graduate from a recognized University with Experience as prescribed by the G.O.I. DOPT vide O.M. No.AB.14017/61/2008-Estt.(RR) dated 24 th March, 2009 as amended from time to time as Senior Assistant/ Assistant/ Accountant/ Senior Scale Stenographer in Establishment/Academics/ Examination/ Accounts in the Grade Pay of Rs.4200/-. Desirable : Persons having experience of working in Engineering Colleges/Technical Institutions. Knowledge of Computers. |
| 9. | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees. | | <ul style="list-style-type: none"> • No age bar for promotee • Minimum qualification will be Graduation |
| 10. | Period of probation, if any | | Two Years for direct recruitment and one year for promotee. |
| 11. | Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods | | By Promotion on the basis of seniority-cum-fitness from amongst Senior Assistants / Assistants/Accountants/ Sr. Scale Stenographers/Head Cashier with Experience as prescribed by the G.O.I. DOPT vide O.M. No.AB.14017/61/2008-Estt.(RR) dated 24 th March, 2009 as amended from time to time in Establishment/Academics/Examination/Accounts in the Grade Pay of Rs.4200/-, failing which by deputation/contract/direct recruitment. |
| 12. | In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption to be made. | | Promotion As prescribed above. Deputation / Contract Persons holding / held equivalent posts in Central/ State Government, Public Sector Undertaking, Autonomous organization, University, Deemed-to-be-University etc. OR persons fulfilling qualifications prescribed for direct recruitment. |
| 13. | If a Departmental Promotion Committee exists what is its composition. | | DPC shall be constituted as approved in 29 th meeting of BOG vide Item No.29.03/1 st meeting of the Board of Management, which are available at Annexure-II. |
| 14. | Circumstances in which Union Public Service Commission to be consulted in making recruitments. | | Not applicable |

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|-----|---|---|
| 1. | Name of post | Assistant Librarian |
| 2. | Number of posts | 02 |
| 3. | Classification | Group-B Ministerial |
| 4. | Scale of Pay | PB-2 Rs.9300-34800 Grade Pay : Rs. 4200/- |
| 5. | Whether selection post or non-selection post | As applicable |
| 6. | Age limit for direct recruitments | 40 years. |
| 7. | Whether benefit of added years of service admissible under Rule 30 of the Central Civil Services (Pension) Rules, 1972 | Not applicable |
| 8. | Educational and other qualifications required for direct recruits | Master's Degree in Library Science / Information Science with at least 55% marks with 02 years experience in appropriate field / level. Desirable :- Knowledge of Computers and Qualifying in the National level test conducted for the purpose by the UGC or any other similar agency approved by the UGC. |
| 9. | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees. | Not applicable |
| 10. | Period of probation, if any | Two Years |
| 11. | Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods | Direct Recruitment, failing which on deputation / contract. |
| 12. | In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption to be made. | Deputation/Contract : Persons holding / held equivalent posts in Central/ State Government, Public Sector Undertaking, Autonomous organization, University, Deemed-to-be-University etc. OR persons fulfilling qualifications prescribed for direct recruitment. |
| 13. | If a Departmental Promotion Committee exists what is its composition. | Not applicable |
| 14. | Circumstances in which Union Public Service Commission to be consulted in making recruitments. | Not applicable |

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|-----|---|--|
| 1. | Name of post | Senior Technician |
| 2. | Number of posts | 18 |
| 3. | Classification | Group-B Technical |
| 4. | Scale of Pay | PB-2 Rs.9300-34800 Grade Pay : Rs. 4200/- |
| 5. | Whether selection post or non-selection post | As applicable |
| 6. | Age limit for direct recruitments | 40 Years |
| 7. | Whether benefit of added years of service admissible under Rule 30 of the Central Civil Services (Pension) Rules, 1972 | Not applicable |
| 8. | Educational and other qualifications required for direct recruits | <p>Qualifications for Engg./Tech. Disciplines: B.E./B.Tech. or three years diploma course in relevant discipline of Engineering/Technology or its equivalent with Experience as prescribed by the G.O.I. DOPT vide O.M. No.AB.14017/61/2008-Estt.(RR) dated 24th March, 2009 as amended from time to time as Technician or equivalent in the Grade Pay of Rs.2800/- in reputed Institutions/Industry/ITIs.</p> <p>Desirable :- Knowledge of Computers.</p> <p>Qualifications for Science Disciplines : B.Sc. in appropriate branch of Science having at least 55% marks or M.Sc. with Experience as prescribed by the G.O.I. DOPT vide O.M. No.AB.14017/61/2008-Estt.(RR) dated 24th March, 2009 as amended from time to time as Technician or equivalent in the Grade Pay of Rs.2800/2400/- in reputed Institutions/Industry/ITIs etc. .</p> |
| 9. | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees. | Diploma/ITI in relevant field. |
| 10. | Period of probation, if any | Two Years for direct recruitment and one year for promotee. |
| 11. | Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods | By Promotion on the basis of seniority-cum-fitness from amongst Technicians with Experience as prescribed by the G.O.I. DOPT vide O.M. No.AB.14017/61/2008-Estt.(RR) dated 24 th March, 2009 as amended from time to time, failing which by deputation/contract/direct recruitment. |
| 12. | In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption to be made. | <p>Promotion As prescribed above.</p> <p>Deputation / Contract Persons holding / held equivalent posts in Central/ State Government, Public Sector Undertaking, Autonomous organization, University, Deemed-to-be-University etc. OR persons fulfilling qualifications prescribed for direct recruitment.</p> |
| 13. | If a Departmental Promotion Committee exists what is its composition. | DPC shall be constituted as approved in 29 th meeting of BOG vide Item No.29.03/1 st meeting of the Board of Management, which are available at Annexure-II. |
| 14. | Circumstances in which Union Public Service Commission to be consulted in making recruitments. | Not applicable |

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|-----|---|--|---|
| 1. | Name of post | | Accountant |
| 2. | Number of posts | | 03 |
| 3. | Classification | | Group-B Ministerial |
| 4. | Scale of Pay | | PB-2 Rs.9300-34800 Grade Pay : Rs. 4200/- |
| 5. | Whether selection post or non-selection post | | As applicable |
| 6. | Age limit for direct recruitments | | 40 years. |
| 7. | Whether benefit of added years of service admissible under Rule 30 of the Central Civil Services (Pension) Rules, 1972 | | Not applicable |
| 8. | Educational and other qualifications required for direct recruits | | Bachelor Degree in Science / Commerce / Arts from a recognized University with Experience as prescribed by the G.O.I. DOPT vide O.M. No.AB.14017/61/2008-Estt.(RR) dated 24 th March, 2009 as amended from time to time in the Grade Pay of Rs.2800/- or Rs.2400/- , out of which 2 years experience must be in accounts. Desirable :- Knowledge of Computers. |
| 9. | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees. | | <ul style="list-style-type: none"> • Age no bar for promotee • Minimum Graduation |
| 10. | Period of probation, if any | | Two Years for direct recruitment and one year for promotee. |
| 11. | Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods | | By Promotion on the basis of seniority-cum-fitness from amongst Junior Accountants / Store Keepers / Store Assistants/DEO(EDP)/ Upper Division Clerks/ Data Entry Operators/ Care Takers/ Jr. Scale Stenographer in the Grade Pay of Rs.2800/- or Rs.2400/-, with experience as prescribed by the G.O.I. DOPT vide O.M. No.AB.14017/61/2008-Estt.(RR) dated 24 th March, 2009 as amended from time to time out of which 2 years experience must be in Accounts section, failing which by deputation/contract/direct recruitment. |
| 12. | In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption to be made. | | Promotion As prescribed above. Deputation / Contract Persons holding / held equivalent posts in Central/ State Government, Public Sector Undertaking, Autonomous organization, University, Deemed-to-be-University etc. OR persons fulfilling qualifications prescribed for direct recruitment. |
| 13. | If a Departmental Promotion Committee exists what is its composition. | | DPC shall be constituted as approved in 29 th meeting of BOG vide Item No.29.03/1 st meeting of the Board of Management, which are available at Annexure-II. |
| 14. | Circumstances in which Union Public Service Commission to be consulted in making recruitments. | | Not applicable |

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|-----|---|--|--|
| 1. | Name of post | | Head Cashier |
| 2. | Number of posts | | 01 |
| 3. | Classification | | Group-B Ministerial |
| 4. | Scale of Pay | | PB-2 Rs.9300-34800 Grade Pay : Rs. 4200/- |
| 5. | Whether selection post or non-selection post | | As applicable |
| 6. | Age limit for direct recruitments | | 40 years |
| 7. | Whether benefit of added years of service admissible under Rule 30 of the Central Civil Services (Pension) Rules, 1972 | | Not applicable |
| 8. | Educational and other qualifications required for direct recruits | | Graduate with Experience as prescribed by the G.O.I. DOPT vide O.M. No.AB.14017/61/2008-Estt.(RR) dated 24 th March, 2009 as amended from time to time, out of which one year must be as Cashier. Desirable:- Knowledge of Computers. |
| 9. | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees. | | Not applicable |
| 10. | Period of probation, if any | | Two Years for direct recruitment and one year for promotee. |
| 11. | Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods | | By Promotion on the basis of seniority-cum-fitness from amongst Cashiers/Jr. Scale Stenographer/Upper Division Clerk/Data Entry Operator/Care Takers in the Grade Pay of Rs.2800/- or Rs.2400/- with Experience as prescribed by the G.O.I. DOPT vide O.M. No.AB.14017/61/2008-Estt.(RR) dated 24 th March, 2009 as amended from time to time, out of which one year must be as Cashier, failing which by deputation/contract/direct recruitment. |
| 12. | In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption to be made. | | Promotion As prescribed above. Deputation / Contract Persons holding / held equivalent posts in Central/ State Government, Public Sector Undertaking, Autonomous organization, University, Deemed-to-be-University etc. OR persons fulfilling qualifications prescribed for direct recruitment. |
| 13. | If a Departmental Promotion Committee exists what is its composition. | | DPC shall be constituted as approved in 29 th meeting of BOG vide Item No.29.03/1 st meeting of the Board of Management, which are available at Annexure-II. |
| 14. | Circumstances in which Union Public Service Commission to be consulted in making recruitments. | | Not applicable |

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|-----|---|--|---|
| 1. | Name of post | | Assistant |
| 2. | Number of posts | | 05 |
| 3. | Classification | | Group-B Ministerial |
| 4. | Scale of Pay | | PB-2 Rs.9300-34800 Grade Pay : Rs. 4200/- |
| 5. | Whether selection post or non-selection post | | As applicable |
| 6. | Age limit for direct recruitments | | 40 years |
| 7. | Whether benefit of added years of service admissible under Rule 30 of the Central Civil Services (Pension) Rules, 1972 | | Not applicable |
| 8. | Educational and other qualifications required for direct recruits | | Graduate with Experience as prescribed by the G.O.I. DOPT vide O.M. No.AB.14017/61/2008-Estt.(RR) dated 24 th March, 2009 as amended from time to time in the Grade Pay of Rs.2800/- or Rs.2400/- in establishment/ academics/ examination/accounts. Desirable :- Knowledge of Computers. |
| 9. | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees. | | Not applicable |
| 10. | Period of probation, if any | | Two Years for direct recruitment and one year for promotee. |
| 11. | Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods | | By Promotion on the basis of seniority-cum-fitness from amongst Junior Accountants, Store Assistants, Store Keepers, Upper Division Clerks, Data Entry Operators, Care Takers & Jr. Scale Stenographers in the Grade Pay of Rs.2800/- or Rs.2400/- with Experience as prescribed by the G.O.I. DOPT vide O.M. No.AB.14017/61/2008-Estt.(RR) dated 24 th March, 2009 as amended from time to time in establishment/ academics/ examination/accounts, failing which by deputation/contract/direct recruitment. |
| 12. | In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption to be made. | | Promotion As prescribed above. Deputation / Contract Persons holding / held equivalent posts in Central/ State Government, Public Sector Undertaking, Autonomous organization, University, Deemed-to-be-University etc. OR persons fulfilling qualifications prescribed for direct recruitment. |
| 13. | If a Departmental Promotion Committee exists what is its composition. | | DPC shall be constituted as approved in 29 th meeting of BOG vide Item No.29.03/1 st meeting of the Board of Management, which are available at Annexure-II. |
| 14. | Circumstances in which Union Public Service Commission to be consulted in making recruitments. | | Not applicable |

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|-----|---|--|--|
| 1. | Name of post | | Senior Scale Stenographer |
| 2. | Number of posts | | 03 |
| 3. | Classification | | Group-B Ministerial |
| 4. | Scale of Pay | | PB-2 Rs.9300-34800 Grade Pay : Rs. 4200/- |
| 5. | Whether selection post or non-selection post | | As applicable |
| 6. | Age limit for direct recruitments | | 40 years |
| 7. | Whether benefit of added years of service admissible under Rule 30 of the Central Civil Services (Pension) Rules, 1972 | | Not applicable |
| 8. | Educational and other qualifications required for direct recruits | | 1. Graduation from a recognized University and English Shorthand Speed @ 100 w.p.m. with transcription @ 20 w.p.m. with 4% mistakes admissible, Dictation of 500 words each in three different paragraphs. 2. Working knowledge of Computers. |
| 9. | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees. | | Must have to qualify English Shorthand Test at the Speed of 100 w.p.m. and must have knowledge of computers. |
| 10. | Period of probation, if any | | Two Years for direct recruitment and one year for promotee. |
| 11. | Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods | | By Promotion on the basis of seniority-cum-fitness from amongst Junior Scale Stenographers/JDCs/Care Takers/DEOs/Cashier/Junior Accountants/Store Keepers/Store Assistant/DEOs(EDP) in Grade Pay of Rs.2800/- or Rs.2400/- with Experience as prescribed by the G.O.I. DOPT vide O.M. No.AB.14017/61/2008-Est.(RR) dated 24 th March, 2009 as amended from time to time, failing which by deputation/contract/direct recruitment. |
| 12. | In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption to be made. | | Promotion As prescribed above. Deputation / Contract Persons holding / held equivalent posts in Central/ State Government, Public Sector Undertaking, Autonomous organization, University, Deemed-to-be-University etc. OR persons fulfilling qualifications prescribed for direct recruitment. |
| 13. | If a Departmental Promotion Committee exists what is its composition. | | DPC shall be constituted as approved in 29 th meeting of BOG vide Item No.29.03/1 st meeting of the Board of Management, which are available at Annexure-II. |
| 14. | Circumstances in which Union Public Service Commission to be consulted in making recruitments. | | Not applicable |

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|-----|---|--|--|
| 1. | Name of post | | Staff Nurse |
| 2. | Number of posts | | 02 |
| 3. | Classification | | Group-B Technical |
| 4. | Scale of Pay | | PB-2 Rs.9300-34800 Grade Pay : Rs. 4200/- |
| 5. | Whether selection post or non-selection post | | As applicable |
| 6. | Age limit for direct recruitments | | 40 years. |
| 7. | Whether benefit of added years of service admissible under Rule 30 of the Central Civil Services (Pension) Rules, 1972 | | Not applicable |
| 8. | Educational and other qualifications required for direct recruits | | i) Matric with Science ii) Course of Staff Nurse of 3½ years and above. iii) 3 years experience as Nurse. |
| 9. | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees. | | Not applicable |
| 10. | Period of probation, if any | | Two Years |
| 11. | Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods | | Direct Recruitment failing which on deputation/contract. |
| 12. | In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption to be made. | | Deputation/Contract : Persons holding / held equivalent posts in Central/ State Government, Public Sector Undertaking, Autonomous organization, University, Deemed-to-be-University etc. OR persons fulfilling qualifications prescribed for direct recruitment. |
| 13. | If a Departmental Promotion Committee exists what is its composition. | | Not applicable |
| 14. | Circumstances in which Union Public Service Commission to be consulted in making recruitments. | | Not applicable |

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|-----|---|--|--|
| 1. | Name of post | | Teacher (Primary School) |
| 2. | Number of posts | | 05 |
| 3. | Classification | | Group-B Teaching |
| 4. | Scale of Pay | | PB-2 Rs.9300-34800 Grade Pay : Rs. 4200/- |
| 5. | Whether selection post or non-selection post | | As applicable |
| 6. | Age limit for direct recruitments | | 40 Years |
| 7. | Whether benefit of added years of service admissible under Rule 30 of the Central Civil Services (Pension) Rules, 1972 | | Not applicable |
| 8. | Educational and other qualifications required for direct recruits | | <ul style="list-style-type: none"> • Higher Secondary with JBT (Two years) OR • Intermediate/Senior Secondary with JBT (One year). Preference should, however, be given to trained graduates. |
| 9. | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees. | | Not applicable |
| 10. | Period of probation, if any | | Two Years |
| 11. | Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods | | Direct Recruitment failing which on deputation/contract. |
| 12. | In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption to be made. | | Deputation/Contract : Persons holding / held equivalent posts in Central/ State Government, Public Sector Undertaking, Autonomous organization, University, Deemed-to-be-University etc. OR persons fulfilling qualifications prescribed for direct recruitment. |
| 13. | If a Departmental Promotion Committee exists what is its composition. | | Not applicable |
| 14. | Circumstances in which Union Public Service Commission to be consulted in making recruitments. | | Not applicable |

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|-----|---|--|---|
| 1. | Name of post | | Junior Accountant |
| 2. | Number of posts | | 03 |
| 3. | Classification | | Group-C Ministerial |
| 4. | Scale of Pay | | PB-1 Rs.5200-20200 Grade Pay : Rs. 2800/- |
| 5. | Whether selection post or non-selection post | | As applicable |
| 6. | Age limit for direct recruitments | | 35 Years. |
| 7. | Whether benefit of added years of service admissible under Rule 30 of the Central Civil Services (Pension) Rules, 1972 | | Not applicable |
| 8. | Educational and other qualifications required for direct recruits | | Bachelor Degree in Science/Commerce/Arts from a recognized university with an experience as prescribed by G.O.I. DOPT vide O.M. No.AB.14017/61/2008-Estt.(RR) dated 24 th March, 2009 as amended from time to time in accounts in a Govt. or public sector undertaking in Grade Pay of Rs.2400/-. Desirable:- Knowledge of Computers. |
| 9. | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees. | | 1. Graduation. 2. Knowledge of Computer. 3. Experience of minimum two year in Accounts Section. |
| 10. | Period of probation, if any | | Two Years |
| 11. | Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods | | By promotion on the basis of seniority –cum-fitness from amongst Upper Division Clerks, Care Takers, Cashier, Data Entry Operators with Grade Pay of Rs.2400/-. Experience as prescribed by G.O.I. DOPT vide O.M. No.AB.14017/61/2008-Estt.(RR) dated 24 th March, 2009 as amended from time to time, out of which minimum two years in accounts section, failing which by deputation/contract/direct recruitment. |
| 12. | In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption to be made. | | Promotion As prescribed above. Deputation/Contract : Persons holding / held equivalent posts in Central/ State Government, Public Sector Undertaking, Autonomous organization, University, Deemed-to-be-University etc. OR persons fulfilling qualifications prescribed for direct recruitment. |
| 13. | If a Departmental Promotion Committee exists what is its composition. | | Not applicable |
| 14. | Circumstances in which Union Public Service Commission to be consulted in making recruitments. | | Not applicable |

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

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|-----|---|--|
| 1. | Name of post | Technician |
| 2. | Number of posts | 45 |
| 3. | Classification | Group-C Technical |
| 4. | Scale of Pay | PB-1 Rs.5200-20200 Grade Pay : Rs. 2800/- |
| 5. | Whether selection post or non-selection post | As applicable |
| 6. | Age limit for direct recruitments | 35 Years. |
| 7. | Whether benefit of added years of service admissible under Rule 30 of the Central Civil Services (Pension) Rules, 1972 | Not applicable |
| 8. | Educational and other qualifications required for direct recruits | <p>Qualifications for Engineering/Technology Disciplines : Three years diploma course or equivalent in relevant trade of Engineering/Technology with professional/industrial Experience as prescribed by the G.O.I. DOPT vide O.M. No.AB.14017/61/2008-Estt.(RR) dated 24th March, 2009 as amended from time to time in relevant field after acquiring the minimum qualifications. (OR) Certificate Course in relevant trade of Engineering/Technology from an ITI and with professional/industrial Experience as prescribed by the G.O.I. DOPT vide O.M. No.AB.14017/61/2008-Estt.(RR) dated 24th March, 2009 as amended from time to time in relevant field after acquiring the minimum qualifications in Grade Pay of Rs.2400/1900/-.</p> <p>Qualification for Science Disciplines : B.Sc. in appropriate branch of Science with professional/industrial Experience as prescribed by the G.O.I. DOPT vide O.M. No.AB.14017/61/2008-Estt.(RR) dated 24th March, 2009 as amended from time to time in relevant field after acquiring the minimum qualifications in Grade Pay of Rs.2400/1900/-.</p> <p>Desirable : Knowledge of Computers for all disciplines.</p> |
| 9. | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees. | <ul style="list-style-type: none"> • No age bar for promotee. • Minimum ITI course or equivalent in relevant field. |
| 10. | Period of probation, if any | Two Years for direct recruitment and one year for promotee. |
| 11. | Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods | <ul style="list-style-type: none"> • 75% by Direct Recruitment • 25% by Promotion on the basis of seniority-cum-fitness from amongst Lab Attendants in Grade Pay of Rs.1900/- with Experience as prescribed by the G.O.I. DOPT vide O.M. No.AB.14017/61/2008-Estt.(RR) dated 24th March, 2009 as amended from time to time, failing which by deputation/contract/direct recruitment. |
| 12. | In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption to be made. | <p>Promotion As prescribed above.</p> <p>Deputation / Contract Persons holding / held equivalent posts in Central/ State Government, Public Sector Undertaking, Autonomous organization, University, Deemed-to-be-University etc. OR persons fulfilling qualifications prescribed for direct recruitment.</p> |
| 13. | If a Departmental Promotion Committee exists what is its composition. | DPC shall be constituted as approved in 29 th meeting of BOG vide Item No.29.03/1 st meeting of the Board of Management, which are available at Annexure-II. |
| 14. | Circumstances in which Union Public Service Commission to be consulted in making recruitments. | Not applicable |

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|-----|---|--|---|
| 1. | Name of post | | Store Assistant |
| 2. | Number of posts | | 01 |
| 3. | Classification | | Group-C Ministerial |
| 4. | Scale of Pay | | PB-1 Rs.5200-20200 Grade Pay : Rs. 2800/- |
| 5. | Whether selection post or non-selection post | | As applicable |
| 6. | Age limit for direct recruitments | | 35 years. |
| 7. | Whether benefit of added years of service admissible under Rule 30 of the Central Civil Services (Pension) Rules, 1972 | | Not applicable |
| 8. | Educational and other qualifications required for direct recruits | | Graduation with experience in store as prescribed by G.O.I. DOPT vide O.M. No.AB.14017/61/2008-Estt.(RR) dated 24 th March, 2009 as amended from time to time, failing which on deputation/contract. Desirable :- Knowledge of Computers. |
| 9. | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees. | | Not applicable |
| 10. | Period of probation, if any | | Two Years for direct recruitment and one year for promotee. |
| 11. | Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods | | By Promotion on the basis of seniority-cum-fitness from amongst Upper Division Clerks, Care-Takers, Cashiers, Data Entry Operators, Junior Scale Stenographers with experience as prescribed by the G.O.I. DOPT vide O.M. No.AB.14017/61/2008-Estt.(RR) dated 24 th March, 2009 as amended from time to time in the Grade Pay of Rs.2400/- out of which minimum two years in Store, failing which by deputation/contract/direct recruitment. |
| 12. | In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption to be made. | | Deputation/Contract : Persons holding / held equivalent posts in Central/ State Government, Public Sector Undertaking, Autonomous organization, University, Deemed-to-be-University etc. OR persons fulfilling qualifications prescribed for direct recruitment. |
| 13. | If a Departmental Promotion Committee exists what is its composition. | | Not applicable |
| 14. | Circumstances in which Union Public Service Commission to be consulted in making recruitments. | | Not applicable |

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A.COE, Panjabi University,
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|-----|---|--|--|
| 1. | Name of post | | Store Keeper |
| 2. | Number of posts | | 05 |
| 3. | Classification | | Group-C Ministerial |
| 4. | Scale of Pay | | PB-1 Rs.5200-20200 Grade Pay : Rs. 2800/- |
| 5. | Whether selection post or non-selection post | | As applicable |
| 6. | Age limit for direct recruitments | | 35 years. |
| 7. | Whether benefit of added years of service admissible under Rule 30 of the Central Civil Services (Pension) Rules, 1972 | | Not applicable |
| 8. | Educational and other qualifications required for direct recruits | | Graduation with experience as prescribed by the G.O.I. DOPT vide O.M. No.AB.14017/61/2008-Estt.(RR) dated 24 th March, 2009 as amended from time to time in Store. Desirable:- Knowledge of Computers. |
| 9. | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees. | | Not applicable |
| 10. | Period of probation, if any | | Two Years |
| 11. | Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods | | By Promotion on the basis of seniority-cum-fitness from amongst Upper Division Clerks, Care-Takers, Cashier, Data Entry Operators, Junior Scale Stenographers with experience as prescribed by the G.O.I. DOPT vide O.M. No.AB.14017/61/2008-Estt.(RR) dated 24 th March, 2009 as amended from time to time in the Grade Pay of Rs.2400/- out of which minimum two years in Store, failing which by deputation/contract/direct recruitment. |
| 12. | In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption to be made. | | Deputation/Contract : Persons holding / held equivalent posts in Central/ State Government, Public Sector Undertaking, Autonomous organization, University, Deemed-to-be-University etc. OR persons fulfilling qualifications prescribed for direct recruitment. |
| 13. | If a Departmental Promotion Committee exists what is its composition. | | Not applicable |
| 14. | Circumstances in which Union Public Service Commission to be consulted in making recruitments. | | Not applicable |

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|-----|---|--|---|
| 1. | Name of post | | Pharmacist |
| 2. | Number of posts | | 02 |
| 3. | Classification | | Group-C Technical |
| 4. | Scale of Pay | | PB-1 Rs.5200-20200 Grade Pay : Rs. 2800/- |
| 5. | Whether selection post or non-selection post | | As applicable |
| 6. | Age limit for direct recruitments | | 35 years. |
| 7. | Whether benefit of added years of service admissible under Rule 30 of the Central Civil Services (Pension) Rules, 1972 | | Not applicable |
| 8. | Educational and other qualifications required for direct recruits | | (i) 10+2 with medical group (Physics, Chemistry and Biology) with 1(one) year Diploma in Pharmacy & Dressers course from the recognized Institute OR Matric with Physics and Chemistry and 2 (Two) years Diploma in Pharmacy & Dressers course from the recognized Institute. (ii) 750 hours practical training in a institution approved by the Pharmacy Council. (iii) Registered as Pharmacist with the Punjab Pharmacy Council. Desirable : Knowledge of Computers. |
| 9. | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees. | | Not applicable |
| 10. | Period of probation, if any | | Two Years |
| 11. | Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods | | Direct Recruitment failing which on deputation/contract. |
| 12. | In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption to be made. | | Deputation/Contract : Persons holding / held equivalent posts in Central/ State Government, Public Sector Undertaking, Autonomous organization, University, Deemed-to-be-University etc. OR persons fulfilling qualifications prescribed for direct recruitment. |
| 13. | If a Departmental Promotion Committee exists what is its composition. | | Not applicable |
| 14. | Circumstances in which Union Public Service Commission to be consulted in making recruitments. | | Not applicable |

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|-----|---|--|--|
| 1. | Name of post | | Supervisor Maintenance |
| 2. | Number of posts | | 02 |
| 3. | Classification | | Group-C Technical |
| 4. | Scale of Pay | | PB-1 Rs.5200-20200 Grade Pay : Rs. 2800/- |
| 5. | Whether selection post or non-selection post | | As applicable |
| 6. | Age limit for direct recruitments | | 35 Years. |
| 7. | Whether benefit of added years of service admissible under Rule 30 of the Central Civil Services (Pension) Rules, 1972 | | Not applicable |
| 8. | Educational and other qualifications required for direct recruits | | i) Three years Diploma in Civil Engineering or its equivalent. ii) Must have worked as Supervisor Maintenance/repairs for a period of 5 (Five) years. Desirable :- Knowledge of Computers. |
| 9. | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees. | | Not applicable |
| 10. | Period of probation, if any | | Two Years |
| 11. | Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods | | Direct Recruitment failing which on deputation/contract. |
| 12. | In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption to be made. | | Deputation/Contract : Persons holding / held equivalent posts in Central/ State Government, Public Sector Undertaking, Autonomous organization, University, Deemed-to-be-University etc. OR persons fulfilling qualifications prescribed for direct recruitment. |
| 13. | If a Departmental Promotion Committee exists what is its composition. | | Not applicable |
| 14. | Circumstances in which Union Public Service Commission to be consulted in making recruitments. | | Not applicable |

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|-----|---|--|
| 1. | Name of post | Data Entry Operator (EDP) |
| 2. | Number of posts | 02 |
| 3. | Classification | Group-C Technical |
| 4. | Scale of Pay | PB-1 Rs.5200-20200 Grade Pay : Rs. 2800/- |
| 5. | Whether selection post or non-selection post | As applicable |
| 6. | Age limit for direct recruitments | 35 years. |
| 7. | Whether benefit of added years of service admissible under Rule 30 of the Central Civil Services (Pension) Rules, 1972 | Not applicable |
| 8. | Educational and other qualifications required for direct recruits | <ul style="list-style-type: none"> • 03 (Three) years Diploma in Computer Science & Engineering or equivalent with 60% marks from recognized Institute or Board or B.E./B.Tech. in Computer Science. • 02 (Two) years experience in the relevant field for Diploma holders only. |
| 9. | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees. | Not applicable |
| 10. | Period of probation, if any | Two Years |
| 11. | Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods | Direct Recruitment failing which on deputation/contract. |
| 12. | In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption to be made. | Deputation/Contract : Persons holding / held equivalent posts in Central/ State Government, Public Sector Undertaking, Autonomous organization, University, Deemed-to-be-University etc. OR persons fulfilling qualifications prescribed for direct recruitment. |
| 13. | If a Departmental Promotion Committee exists what is its composition. | Not applicable |
| 14. | Circumstances in which Union Public Service Commission to be consulted in making recruitments. | Not applicable |

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|-----|---|--|---|
| 1. | Name of post | | Cashier |
| 2. | Number of posts | | 01 |
| 3. | Classification | | Group-C Ministerial |
| 4. | Scale of Pay | | PB-1 Rs.5200-20200 Grade Pay : Rs. 2400/- |
| 5. | Whether selection post or non-selection post | | As applicable |
| 6. | Age limit for direct recruitments | | 35 years. |
| 7. | Whether benefit of added years of service admissible under Rule 30 of the Central Civil Services (Pension) Rules, 1972 | | Not applicable |
| 8. | Educational and other qualifications required for direct recruits | | Graduate with one year experience in Cash Branch in Government / Semi Government / Autonomous Body. Desirable:- Knowledge of Computers. |
| 9. | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees. | | Not applicable |
| 10. | Period of probation, if any | | Two Years for direct recruitment and one year for promotee. |
| 11. | Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods | | By Promotion on the basis of seniority-cum-fitness from amongst Clerks/Lower Division Clerks/ Typists/ Telephone Operator in the Grade Pay of Rs.1900/- with Experience as prescribed by the G.O.I. DOPT vide O.M. No.AB.14017/61/2008-Estt.(RR) dated 24 th March, 2009 as amended from time to time, out of which minimum one year in Cash Branch, failing which by deputation/ contract/direct recruitment. |
| 12. | In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption to be made. | | Promotion As prescribed above. Deputation / Contract Persons holding / held equivalent posts in Central/ State Government, Public Sector Undertaking, Autonomous organization, University, Deemed-to-be-University etc. OR persons fulfilling qualifications prescribed for direct recruitment. |
| 13. | If a Departmental Promotion Committee exists what is its composition. | | DPC shall be constituted as approved in 29 th meeting of BOG vide Item No.29.03/1 st meeting of the Board of Management, which are available at Annexure-II. |
| 14. | Circumstances in which Union Public Service Commission to be consulted in making recruitments. | | Not applicable |

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|-----|---|--|---|
| 1. | Name of post | | Junior Scale Stenographer |
| 2. | Number of posts | | 13 |
| 3. | Classification | | Group-C Ministerial |
| 4. | Scale of Pay | | PB-1 Rs.5200-20200 Grade Pay : Rs. 2400/- |
| 5. | Whether selection post or non-selection post | | As applicable |
| 6. | Age limit for direct recruitments | | 35 years |
| 7. | Whether benefit of added years of service admissible under Rule 30 of the Central Civil Services (Pension) Rules, 1972 | | Not applicable |
| 8. | Educational and other qualifications required for direct recruits | | 1. Graduation from a recognized University 2. English Shorthand speed @ 80 w.p.m. Transcription @ 15 w.p.m. Mistakes allowed 8%. Dictation of 400 words each of two different paragraphs. 3. Working Knowledge of Computers. |
| 9. | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees. | | Must have to qualify English Shorthand Test at the Speed of 80 w.p.m. and must have knowledge of computers. |
| 10. | Period of probation, if any | | Two Years for direct recruitment and one year for promotee. |
| 11. | Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods | | (i) 50% by Direct recruitment (ii) 50% by promotion on the basis of seniority-cum-fitness from amongst Clerks/Lower Division Clerks/Typists in the Grade Pay of Rs.1900/- with Experience as prescribed by the G.O.I. DOPT vide O.M. No.AB.14017/61/2008-Estt.(RR) dated 24 th March, 2009 as amended from time to time, failing which by direct recruitment/deputation/contract. |
| 12. | In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption to be made. | | Promotion As prescribed above. Deputation / Contract Persons holding / held equivalent posts in Central/ State Government, Public Sector Undertaking, Autonomous organization, University, Deemed-to-be-University etc. OR persons fulfilling qualifications prescribed for direct recruitment. |
| 13. | If a Departmental Promotion Committee exists what is its composition. | | DPC shall be constituted as approved in 29 th meeting of BOG vide Item No.29.03/1 st meeting of the Board of Management, which are available at Annexure-II. |
| 14. | Circumstances in which Union Public Service Commission to be consulted in making recruitments. | | Not applicable |

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|-----|---|--|---|
| 1. | Name of post | | Upper Division Clerk |
| 2. | Number of posts | | 05 |
| 3. | Classification | | Group-C Ministerial |
| 4. | Scale of Pay | | PB-1 Rs.5200-20200 Grade Pay : Rs. 2400/- |
| 5. | Whether selection post or non-selection post | | As applicable |
| 6. | Age limit for direct recruitments | | 35 years |
| 7. | Whether benefit of added years of service admissible under Rule 30 of the Central Civil Services (Pension) Rules, 1972 | | Not applicable |
| 8. | Educational and other qualifications required for direct recruits | | 1. Graduation with Experience as prescribed by the G.O.I. DOPT vide O.M. No.AB.14017/61/2008-Estt.(RR) dated 24 th March, 2009 as amended from time to time as Clerk/ Lower Division Clerk (LDC)/ Typist in the G.P. of Rs.1900/- 2. Working knowledge of Computers. |
| 9. | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees. | | 1. Typing Speed @ 30 W.P.M. 2. Working Knowledge of Computer. |
| 10. | Period of probation, if any | | Two Years for direct recruitment and one year for promotee. |
| 11. | Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods | | By Promotion on the basis of seniority-cum-fitness from amongst Clerks/Lower Division Clerks/Typists/ Telephone Operator in the Grade Pay of Rs.1900/- with Experience as prescribed by the G.O.I. DOPT vide O.M. No.AB.14017/61/2008-Estt.(RR) dated 24 th March, 2009 as amended from time to time, failing which by deputation/contract/direct recruitment. |
| 12. | In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption to be made. | | Promotion As prescribed above. Deputation / Contract Persons holding / held equivalent posts in Central/ State Government, Public Sector Undertaking, Autonomous organization, University, Deemed-to-be-University etc. OR persons fulfilling qualifications prescribed for direct recruitment. |
| 13. | If a Departmental Promotion Committee exists what is its composition. | | DPC shall be constituted as approved in 29 th meeting of BOG vide Item No.29.03/1 st meeting of the Board of Management, which are available at Annexure-II. |
| 14. | Circumstances in which Union Public Service Commission to be consulted in making recruitments. | | Not applicable |

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|-----|---|--|---|
| 1. | Name of post | | Data Entry Operator |
| 2. | Number of posts | | 05 |
| 3. | Classification | | Group-C Ministerial |
| 4. | Scale of Pay | | PB-1 Rs.5200-20200 Grade Pay : Rs. 2400/- |
| 5. | Whether selection post or non-selection post | | As applicable |
| 6. | Age limit for direct recruitments | | 35 years |
| 7. | Whether benefit of added years of service admissible under Rule 30 of the Central Civil Services (Pension) Rules, 1972 | | Not applicable |
| 8. | Educational and other qualifications required for direct recruits | | Bachelor of Computer Application (BCA) / Three years Diploma in Computers or equivalent from recognized Institute / Board with one year professional experience of Data Entry. OR Certificate in Data Entry from recognized Institute / Board with 03 (Three) years professional experience of Data Entry. Desirable:- Working knowledge of English typing. |
| 9. | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees. | | <ul style="list-style-type: none"> • No age bar for promotee • 6 months training course in computer and clearance of computer test of certificate level. |
| 10. | Period of probation, if any | | Two Years for direct recruitment and one year for promotee. |
| 11. | Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods | | By Promotion on the basis of seniority-cum-fitness from amongst Clerks/Lower Division Clerks/Typists in the Grade Pay of Rs.1900/- with Experience as prescribed by the G.O.I. DOPT vide O.M. No.AB.14017/61/2008-Est.(RR) dated 24 th March, 2009 as amended from time to time, failing which by deputation/contract/direct recruitment. |
| 12. | In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption to be made. | | Promotion As prescribed above. Deputation / Contract Persons holding / held equivalent posts in Central/ State Government, Public Sector Undertaking, Autonomous organization, University, Deemed-to-be-University etc. OR persons fulfilling qualifications prescribed for direct recruitment. |
| 13. | If a Departmental Promotion Committee exists what is its composition. | | DPC shall be constituted as approved in 29 th meeting of BOG vide Item No.29.03/1 st meeting of the Board of Management, which are available at Annexure-II. |
| 14. | Circumstances in which Union Public Service Commission to be consulted in making recruitments. | | Not applicable |

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|-----|---|--|--|
| 1. | Name of post | | Caretaker |
| 2. | Number of posts | | 08 |
| 3. | Classification | | Group-C Ministerial |
| 4. | Scale of Pay | | PB-1 Rs.5200-20200 Grade Pay : Rs. 2400/- |
| 5. | Whether selection post or non-selection post | | As applicable |
| 6. | Age limit for direct recruitments | | 35 years |
| 7. | Whether benefit of added years of service admissible under Rule 30 of the Central Civil Services (Pension) Rules, 1972 | | Not applicable |
| 8. | Educational and other qualifications required for direct recruits | | i) Graduation ii) Experience as prescribed by the G.O.I. DOPT vide O.M. No.AB.14017/61/2008-Estt.(RR) dated 24 th March, 2009 as amended from time to time as Clerks/LDCs/Typist in the Grade Pay of Rs.1900/- . Desirable :- Knowledge of Computers. |
| 9. | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees. | | Not applicable |
| 10. | Period of probation, if any | | Two Years for direct recruitment and one year for promotee. |
| 11. | Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods | | By Promotion on the basis of seniority-cum-fitness from amongst Lower Division Clerks / Clerks / Typists/Telephone Operator in Grade Pay of Rs.1900/- with Experience as prescribed by the G.O.I. DOPT vide O.M. No.AB.14017/61/2008-Estt.(RR) dated 24 th March, 2009 as amended from time to time, failing which by deputation/contract/direct recruitment. |
| 12. | In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption to be made. | | Promotion As prescribed above. Deputation / Contract Persons holding / held equivalent posts in Central/ State Government, Public Sector Undertaking, Autonomous organization, University, Deemed-to-be-University etc. OR persons fulfilling qualifications prescribed for direct recruitment. |
| 13. | If a Departmental Promotion Committee exists what is its composition. | | DPC shall be constituted as approved in 29 th meeting of BOG vide Item No.29.03/1 st meeting of the Board of Management, which are available at Annexure-II. |
| 14. | Circumstances in which Union Public Service Commission to be consulted in making recruitments. | | Not applicable |

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|-----|---|--|---|
| 1. | Name of post | | Receptionist |
| 2. | Number of posts | | 01 |
| 3. | Classification | | Group-C Ministerial |
| 4. | Scale of Pay | | PB-1 Rs.5200-20200 Grade Pay : Rs. 2400/- |
| 5. | Whether selection post or non-selection post | | As applicable |
| 6. | Age limit for direct recruitments | | 35 years |
| 7. | Whether benefit of added years of service admissible under Rule 30 of the Central Civil Services (Pension) Rules, 1972 | | Not applicable |
| 8. | Educational and other qualifications required for direct recruits | | <ul style="list-style-type: none"> • Graduation with 03 (Three) years experience as Receptionist and must be fluent in English/Hindi. • Working knowledge of Computers. |
| 9. | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees. | | Communication skill test is necessary. |
| 10. | Period of probation, if any | | Two Years for direct recruitment and one year for promotee. |
| 11. | Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods | | By Promotion on the basis of seniority-cum-fitness from amongst Clerks/Lower Division Clerks/Typists/ Telephone Operator in the Grade Pay of Rs.1900/- with Experience as prescribed by the G.O.I. DOPT vide O.M. No.AB.14017/61/2008-Estt.(RR) dated 24 th March, 2009 as amended from time to time, failing which by deputation/contract/direct recruitment. |
| 12. | In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption to be made. | | Promotion : As prescribed above. Deputation/Contract : Persons holding / held equivalent posts in Central/ State Government, Public Sector Undertaking, Autonomous organization, University, Deemed-to-be-University etc. OR persons fulfilling qualifications prescribed for direct recruitment. |
| 13. | If a Departmental Promotion Committee exists what is its composition. | | DPC shall be constituted as approved in 29 th meeting of BOG vide Item No.29.03/1 st meeting of the Board of Management, which are available at Annexure-II. |
| 14. | Circumstances in which Union Public Service Commission to be consulted in making recruitments. | | Not applicable |

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|-----|---|--|--|
| 1. | Name of post | | Teacher (Nursery) |
| 2. | Number of posts | | 02 |
| 3. | Classification | | Group-C Teaching |
| 4. | Scale of Pay | | PB-1 Rs.5200-20200 Grade Pay : Rs. 2400/- |
| 5. | Whether selection post or non-selection post | | As applicable |
| 6. | Age limit for direct recruitments | | 35 years |
| 7. | Whether benefit of added years of service admissible under Rule 30 of the Central Civil Services (Pension) Rules, 1972 | | Not applicable |
| 8. | Educational and other qualifications required for direct recruits | | <ul style="list-style-type: none"> • Higher Secondary with JBT (Two years) OR • Intermediate/Senior Secondary with JBT (One year). Preference should, however, be given to trained graduates. |
| 9. | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees. | | Not applicable |
| 10. | Period of probation, if any | | Two Years |
| 11. | Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods | | Direct Recruitment failing which on deputation/contract. |
| 12. | In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption to be made. | | Deputation/Contract : Persons holding / held equivalent posts in Central/ State Government, Public Sector Undertaking, Autonomous organization, University, Deemed-to-be-University etc. OR persons fulfilling qualifications prescribed for direct recruitment. |
| 13. | If a Departmental Promotion Committee exists what is its composition. | | Not applicable |
| 14. | Circumstances in which Union Public Service Commission to be consulted in making recruitments. | | Not applicable |

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|-----|---|--|--|
| 1. | Name of post | | Clerk / Lower Division Clerk / Typist |
| 2. | Number of posts | | 30 |
| 3. | Classification | | Group-C Ministerial |
| 4. | Scale of Pay | | PB-1 Rs.5200-20200 Grade Pay : Rs. 1900/- |
| 5. | Whether selection post or non-selection post | | As applicable |
| 6. | Age limit for direct recruitments | | 30 years. |
| 7. | Whether benefit of added years of service admissible under Rule 30 of the Central Civil Services (Pension) Rules, 1972 | | Not applicable |
| 8. | Educational and other qualifications required for direct recruits | | 1. Matriculation with first class or Graduation 2. English typing speed of 30 w.p.m. 3. Working knowledge of Computers |
| 9. | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees. | | <ul style="list-style-type: none"> • Minimum Matric • Must have to qualify English typing test at the Speed of 30 w.p.m. |
| 10. | Period of probation, if any | | Two Years for direct recruitment and one year for promotee. |
| 11. | Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods | | (i) 75% by Direct recruitment (ii) 25% by promotion on the basis of seniority-cum-fitness from amongst Multi Tasking Staff with Experience as prescribed by the G.O.I. DOPT vide O.M. No.AB.14017/61/2008-Estt.(RR) dated 24 th March, 2009 as amended from time to time, failing which by deputation / contract / direct recruitment. |
| 12. | In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption to be made. | | Promotion As prescribed above. Deputation / Contract Persons holding / held equivalent posts in Central/ State Government, Public Sector Undertaking, Autonomous organization, University, Deemed-to-be-University etc. OR persons fulfilling qualifications prescribed for direct recruitment. |
| 13. | If a Departmental Promotion Committee exists what is its composition. | | DPC shall be constituted as approved in 29 th meeting of BOG vide Item No.29.03/1 st meeting of the Board of Management, which are available at Annexure-II. |
| 14. | Circumstances in which Union Public Service Commission to be consulted in making recruitments. | | Not applicable |

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|-----|---|--|--|
| 1. | Name of post | | Telephone Operator |
| 2. | Number of posts | | 01 |
| 3. | Classification | | Group-C Technical |
| 4. | Scale of Pay | | PB-1 Rs.5200-20200 Grade Pay : Rs. 1900/- |
| 5. | Whether selection post or non-selection post | | As applicable |
| 6. | Age limit for direct recruitments | | 30 years. |
| 7. | Whether benefit of added years of service admissible under Rule 30 of the Central Civil Services (Pension) Rules, 1972 | | Selection |
| 8. | Educational and other qualifications required for direct recruits | | Matriculation with first class or Graduation, with 01 (One) year experience as Telephone Operator. Desirable:- Knowledge of Computers. |
| 9. | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees. | | Not applicable |
| 10. | Period of probation, if any | | Two Years |
| 11. | Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods | | Direct Recruitment, failing which on deputation/contract. |
| 12. | In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption to be made. | | Deputation/Contract : Persons holding / held equivalent posts in Central/ State Government, Public Sector Undertaking, Autonomous organization, University, Deemed-to-be-University etc. OR persons fulfilling qualifications prescribed for direct recruitment. |
| 13. | If a Departmental Promotion Committee exists what is its composition. | | Not applicable |
| 14. | Circumstances in which Union Public Service Commission to be consulted in making recruitments. | | Not applicable |

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|-----|---|--|--|
| 1. | Name of post | | Driver |
| 2. | Number of posts | | 07 |
| 3. | Classification | | Group-C Ministerial |
| 4. | Scale of Pay | | PB-1 Rs.5200-20200 Grade Pay : Rs. 1900/- |
| 5. | Whether selection post or non-selection post | | As applicable |
| 6. | Age limit for direct recruitments | | 30 years |
| 7. | Whether benefit of added years of service admissible under Rule 30 of the Central Civil Services (Pension) Rules, 1972 | | Not applicable |
| 8. | Educational and other qualifications required for direct recruits | | (i) Matric (ii) Driving License (Both LTV & HTV) (iii) 5 (Five) years experience in driving (LTV & HTV) (iv) Driving Test required to be qualified. (v) Skill test |
| 9. | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees. | | No applicable |
| 10. | Period of probation, if any | | Two Years |
| 11. | Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods | | By Direct Recruitment, failing which by deputation/contract basis. |
| 12. | In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption to be made. | | Deputation / Contract Persons fulfilling qualifications prescribed for direct recruitment. |
| 13. | If a Departmental Promotion Committee exists what is its composition. | | Not applicable |
| 14. | Circumstances in which Union Public Service Commission to be consulted in making recruitments. | | Not applicable |

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| | | | |
|-----|---|--|---|
| 1. | Name of post | | Cook |
| 2. | Number of posts | | 01 |
| 3. | Classification | | Group-C Ministerial |
| 4. | Scale of Pay | | PB-1 Rs.5200-20200 Grade Pay : Rs. 1900/- |
| 5. | Whether selection post or non-selection post | | As applicable |
| 6. | Age limit for direct recruitments | | 30 Years. |
| 7. | Whether benefit of added years of service admissible under Rule 30 of the Central Civil Services (Pension) Rules, 1972 | | Not applicable |
| 8. | Educational and other qualifications required for direct recruits | | Matric and three years experience in cooking of Indian & Continental Food in a reputed Hotel / Restaurant / Organization. |
| 9. | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees. | | Not applicable |
| 10. | Period of probation, if any | | Two Years |
| 11. | Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods | | By Direct recruitment basis. |
| 12. | In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption to be made. | | Deputation / Contract Persons fulfilling qualifications prescribed for direct recruitment. |
| 13. | If a Departmental Promotion Committee exists what is its composition. | | Not applicable |
| 14. | Circumstances in which Union Public Service Commission to be consulted in making recruitments. | | Not applicable |

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|-----|---|--|---|
| 1. | Name of post | | Multi Tasking Staff |
| 2. | Number of posts | | 74 |
| 3. | Classification | | Group-C Auxillary |
| 4. | Scale of Pay | | PB-1 Rs.5200-20200 Grade Pay Rs.1800/- |
| 5. | Whether selection post or non-selection post | | As applicable |
| 6. | Age limit for direct recruitments | | 30 years. |
| 7. | Whether benefit of added years of service admissible under Rule 30 of the Central Civil Services (Pension) Rules, 1972 | | Not applicable |
| 8. | Educational and other qualifications required for direct recruits | | Matric |
| 9. | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees. | | Not applicable |
| 10. | Period of probation, if any | | Two Years |
| 11. | Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods | | Direct Recruitment. |
| 12. | In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption to be made. | | Not applicable |
| 13. | If a Departmental Promotion Committee exists what is its composition. | | Not applicable |
| 14. | Circumstances in which Union Public Service Commission to be consulted in making recruitments. | | Not applicable |

NOTE:-

1. The un-revised pay scale of Rs.3050-4590/- (now Grade Pay of Rs.1900/-) is personal to the previously directly recruited 08 Nos. Lab Attendants. As and when these posts fall vacant, the same will be recruited in Grade Pay of Rs.1800/- with the designation as Multi Tasking Staff.
2. Due to change in designation of various Group "D" employees on the recommendations of the 6th CPC Viz. as Multi Tasking Staff, the duties, earlier approved for these employees in the institute shall be substituted according to G.I., Dept. of Posts, O.M. No.1-20/2008-PCC, dated 24/09/2010, as amended from time to time.

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ANNEXURE-II

CONSTITUTIONS OF DEPARTMENTAL PROMOTION COMMITTEES FOR PROMOTION OF NON-TEACHING STAFF AS APPROVED IN THE 29TH MEETING OF BOG (ITEM NO.29.03)/1ST MEETING OF BOM.**(I) GROUP A & B ADMINISTRATIVE & MINISTERIAL POSTS**

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

(II) GROUP C MINISTERIAL POSTS

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

(III) GROUP A & B TECHNICAL/SUPPORTING POSTS

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

(IV) GROUP C TECHNICAL/SUPPORTING POSTS

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

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

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