

Delhi, the 26<sup>th</sup> September, 2013

NOTIFICATION

In partial modification of the notification of even number dated 30<sup>th</sup> December, 2008 and 14<sup>th</sup> February, 2013 the following amendments to the Recruitment Rules (Non-Teaching Employees) 2008 are hereby notified with the approval of the Executive Council in its meeting dated 17-08-2013:

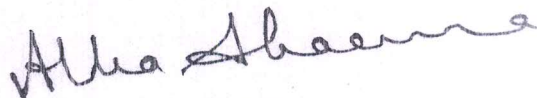
(a) Amendment in Rule 6 (ix) (a) of the Recruitment Rules (Non Teaching Employees) 2008. (Annexure A) (Page 1)

(b) The following post in Schedule-I to the Rules has been added. (Annexure B) (Page 2-3)

i. Manager (Press)

2 Revised Recruitment Rules of the following posts. (Annexure C) (Page 4 to 33).

- i. Internal Audit Officer
- ii. Joint Director-DHMI
- iii. Assistant Director-DHMI
- iv. Assistant Internal Audit Officer
- v. Technical Officer
- vi. Horticulturist
- vii. Senior Personal Assistant
- viii. Senior Assistant
- ix. Legal Assistant
- x. Senior Technical Assistant
- xi. Technical Assistant
- xii. Laboratory Assistant
- xiii. Junior Library Information & Assistant
- xiv. Driver (Ordinary Grade)
- xv. Despatch Rider
- xvi. M.T.S.-Laboratory
- xvii. Computer Laboratory-M.T.S.



REGISTRAR

Annexure: As above.

---

## ANNEXURE – A

### **Existing Provision**

Clause 6.IX(a) at page 3 of Recruitment Rules-2008 : “Wherever Council has specifically prescribed a lower qualifying service for promotion to a higher post, the same shall continue to apply to all the existing incumbents”

### **Amendment**

The provision of Clause 6.IX(a) at page 3 of Recruitment Rules-2008 is ‘DELETED’

## ANNEXURE – B

Contents	
1. Name of the Post	Manager (Press)
2. No. of posts	1
3. Classification	Group A
4. Scale of pay	<b>PB-3 Rs. 15600-39100 + G. P. Rs. 6600/- OR PB-3 Rs. 15600-39100 + G. P. Rs. 5400/-</b>
5. Whether Selection post or Non Selection post	Selection
6. Age limit for Recruitment	Preferably below 50 years
7. Educational and other qualification required.	<p><b><u>For Deputation/ Contractual</u></b> Essential:</p> <p>i) A Graduate Degree from a recognized University/institution. ii) Diploma/Certificate in printing technology from a recognized University/Institution. iii) A minimum of 8 years for the grade pay Rs. 6600/- and 5 years for the grade pay Rs. 5400/-, practical experience in a managerial position in a Government Press or Commercial Press or Publishing house of repute besides sound trade knowledge of printing processes, costing/estimation of typography/designing.</p> <p><b>Desirable:</b> i) P. G. Degree/Diploma in Business Administration. ii) Knowledge of Government administrative functioning</p>
8. Period or probation (if, any)	NA
9. Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	<b>By deputation/5 years contract</b>
10. In case of recruitment by promotion/ deputation, grades from which promotion/ deputation to be made	<p><b><u>For Deputation :</u></b> <b><u>(a) PB-3 Rs. 15600-39100 + G. P. Rs. 5400/-</u></b> i) Amongst the officers holding analogous posts on regular basis; or with five years regular service in the in PB-2 with Grade Pay 4800/4600 under Central/State Governments/UT Administration/</p>

	<p>Universities/ recognized Research Institutions/ Public Undertakings/ Autonomous Bodies.</p> <p><b><u>(b) PB-3 Rs. 15600-39100 + G. P. Rs. 6600/-</u></b></p> <p>i) Amongst the officers holding analogous posts on regular basis; or with five years regular service in the in PB-3 with Grade Pay <u>Rs. 5400/-</u> under Central/State Governments/UT Administration/ Universities/ recognized Research Institutions/ Public Undertakings/ Autonomous Bodies.</p> <p>Note:</p> <p>i) In the case of contractual appointment, the contractual fee shall be decided by the University from time to time, considering the work experience and qualification of the incumbent.</p>
--	---

## ANNEXURE – C

Contents	
1. Name of the Post	<b>Internal Audit Officer</b>
2. No. of posts	1
3. Classification	Group A, Ministerial, Ex Cadre
4. Scale of pay	<b>Rs. 37400-67000 + 8700 Grade Pay OR Rs. 15600-39100+7600 Grade Pay</b>
5. Whether Selection post or Non Selection post	N. A.
6. Age limit for Direct Recruitment	N.A.
7. Educational and other qualification required for direct recruitment.	N. A.
8. Period or probation (if, any)	N. A.
9. Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	<b>By Deputation/Contract:</b>
10. In case of recruitment by promotion/ deputation, grades from which promotion/ deputation to be made	<p><b>Deputation/Contract</b></p> <p><b>(a) <u>For the pay scale of Rs. 37400-67000 + 8700 Grade Pay</u></b></p> <p>From amongst the Officer of any of the Organized Account Cadre/Service <b><u>in the pay scale of Rs. 37400-67000 + 8700 Grade Pay</u></b></p> <p><b><u>Pay</u></b></p> <p>or</p> <p><b>in the pay scale of 15600-39100 + 7600 Grade pay and having minimum 3 year experience in 7600 Grade Pay</b></p> <p><b>(b) <u>for the pay scale 15600-39100 + 7600 Grade pay</u></b></p> <p>From amongst the Officer of any of the Organized Account Cadre/Service <b><u>in the pay scale of Rs. 15600-39100 + 7600 Grade pay</u></b></p> <p><b><u>pay</u></b></p> <p>or</p>

**in the pay scale of 15600-39100 + 6600 Grade pay and having minimum 3 year experience in 6600 Grade Pay**

**Note:**

The vacancy will be notified to all the Organized Account Service (viz. IA&AS, IRAS, ICAS, IDAS etc.) and advertised.

The Selection will be made on the basis of nomination/panel received from the Service/Cadre and applications in response to advertisement, quality of ACRs, Experience and interview.

Contents	
1. Name of the Post	<b>Joint Director, DHMI</b>
2. No. of posts	3
3. Classification	Group A, Non Ministerial
4. Scale of pay	Rs.15600-39100 + Grade Pay 7600 (PB-3)
5. Whether Selection post or Non Selection post	Selection
6. Age limit for Direct Recruitment	45 years
7. Educational and other qualification required.	<p><b>For Deputation/Absorption/Contractual Essential:</b></p> <p>1.</p> <p>i) A Master Degree in any subject with at least 55% marks (5% relaxation for SC/ST category)</p> <p>ii) Must have passed 12<sup>th</sup> or Graduated with Hindi as one of the paper.</p> <p>iii) Adequate knowledge of English &amp; Hindi.</p> <p>2. At least eight years of teaching and/or Post-Doctoral Research or Publication/Publishing and/or Translation work.</p> <p><b>Desirable:</b></p> <p>Experience in a responsible position in one or more of the following fields/areas:</p> <p>1. Book Promotion, Printing &amp; Publication in promotion of Hindi language for higher education.</p> <p>2. Research Experience in promotion of Hindi literature in a University or Institution of Higher Learning.</p> <p>3. Proficiency in translation work from English to Hindi and vetting of standard scientific and technical texts.</p> <p><b>Note:</b></p> <p>Preference will be given to candidates who are holding additional Master degree in Hindi.</p>
8. Period or probation (if, any)	NA
9. Method of Recruitment, whether by direct recruitment or by promotion or by	By Deputation/Absorption/5 years contract.

<p>deputation and percentage of the posts to be filled by various methods.</p> <p>10. In case of recruitment by promotion/ deputation, grades from which promotion/ deputation to be made</p>	<p><b>Deputation:</b> Among the Persons holding analogous post in a University/ Educational Institution/Government body. OR Officers working in the pay scale of PB-3 Grade Pay 6600/5400 with 4/8 years of regular service.</p> <p><b>Note:</b> i) If an existing the Assistant Director, DHMI is selected for Deputation for the post, it will be treated as Promotion.  ii) In the case of contractual appointment, the contractual fee shall be decided by the University from time to time, considering the work experience and qualification of the incumbent.</p>
---	--



Contents	
1. Name of the Post	<b>Assistant Director, DHMI</b>
2. No. of posts	3
3. Classification	Group A, Non-Ministerial
4. Scale of pay	<b>Rs.15600-39100 + Grade Pay 5400 (PB-3)</b>
5. Whether Selection post or Non Selection post	Selection
6. Age limit for Direct Recruitment	45 years
7. Educational and other qualification required.	<p><b>For Deputation/Absorption/Contractual Essential:</b></p> <p>1.  i) A Master's Degree in any subject with at least 55% marks (5% relaxation for SC/ST category)  ii) Must have passed 12<sup>th</sup> or Graduated with Hindi as one of the paper.  iii) Adequate knowledge of English &amp; Hindi.</p> <p>2. At least three years' teaching and/or research work relating to the field of promotion of Hindi language/high standard translation/book publishing work in Hindi.</p> <p><b>Desirable:</b></p> <p>1. M.Phil or Ph.D in Hindi with published work.  2. Experience in Book Promotion, Printing &amp; Publication in promotion of Hindi language for higher education.</p> <p>Note:  Preference will be given to candidates who are holding additional Master degree in Hindi.</p>
8. Period or probation (if, any)	N/A
9. Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage	By deputation/Absorption/5 year contract

of the posts to be filled by various methods.

10. In case of recruitment by promotion/ deputation, grades from which promotion/ deputation to be made

**Deputation:**

1. Among the Persons holding analogous post in a University/ Educational Institution/Government body.

OR

Officers working in the pay scale of PB-2 Grade Pay 4800/4600 with 3/5 years of regular service.

Note:

In the case of contractual appointment, the contractual fee shall be decided by the University from time to time, considering the work experience and qualification of the incumbent.

Contents	
1. Name of the Post	<b>Assistant Internal Audit Officer</b>
2. No. of posts	1
3. Classification	Group A, Ministerial, Ex Cadre
4. Scale of pay	<b>Rs.15600-39100+6600 Grade Pay OR Rs. 15600-39100+5400 Grade Pay</b>
5. Whether Selection post or Non Selection post	N. A.
6. Age limit for Direct Recruitment	N. A.
7. Educational and other qualification required for direct recruitment.	N. A.
8. Period or probation (if, any)	N. A.
9. Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	<b>By Deputation/Contract:</b>
10. In case of recruitment by promotion/ deputation, grades from which promotion/ deputation to be made	<p><b>Deputation/Contract</b></p> <p><b>(a) <u>For the pay scale of Rs. 15600-39100+6600 Grade Pay</u></b></p> <p>From amongst the Officer of any of the Organized Account Cadre/Service <b><u>in the pay scale of Rs. 15600-39100+6600 Grade Pay</u></b></p> <p>or</p> <p><b>in the pay scale of 15600-39100 + 5400 Grade pay and having minimum 2 year experience in 5400 Grade Pay</b></p> <p><b>(b) <u>for the pay scale 15600-39100 + 5400 Grade pay</u></b></p> <p>From amongst the Officer of any of the Organized Account Cadre/Service <b><u>in the pay scale of Rs. 15600-39100 + 5400 Grade pay</u></b></p> <p>or</p>

	<b>in the pay scale of 9300-34800+ 5400 Grade pay or in the pay scale of 9300-34800+ 4800/4600 Grade pay having minimum 3 year experience in 4600/4800 Grade Pay</b>
--	--

Contents	
1. Name of the Post	Technical Officer
2. No. of posts	20(One post of Scientific Officer in PMB Department added)
3. Classification	Group A
4. Scale of pay	<b>i) PB-3 Rs. 15600-39100 + GP Rs.5400 (for Direct Recruitment) (Gp.A) ii) PB -2 Rs. 9300-34800 + GP Rs. 5400 (For Promotee (Gp. B))</b>
5. Whether Selection post or Non Selection post	Selection
6. Age limit for Direct Recruitment	35 years
7. Educational and other qualification required for direct recruitment.	Essential: (a) A Post graduate degree with at least 55% marks in the relevant field of specialization. (b) Three years' experience as Research Assistant/Research Fellow/Research Associate or its equivalent, Scientific Officer or Research Officer in the relevant field.  Desirable: PG Diploma in Computers or Management.
8. Period or probation (if, any)	One year
9. Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	50% by direct recruitment, 50% by promotion failing which by deputation. Note: <b>All the candidates for direct recruitment will be required to appear in a written test to adjudge their professional knowledge as per the requirement of the post. The selection will be based on their performance in written test and interview as prescribed by the University.</b>
10. In case of recruitment by promotion/ deputation, grades from which promotion/ deputation to be made	Eligibility conditions for Promotion: Amongst Senior Technical Assistant/Junior Scientific Officer with at least five years experience in regular service in the grade in the university and possessing at least B. Sc. degree.  Note:- 1. Their selection will be based on their performance at interview, service record/APAR, seniority and written test etc. 2. The Scheme of examination and weightage of marks for written test, service records and interview etc. will be as prescribed by the University from time to time with the approval of the Executive Council.

Eligibility conditions for Deputation

Amongst the officers holding analogous posts on regular basis; or with five years regular service in the Pay Band-2 [Rs.9300-34800] with Grade Pay of Rs. 4200/- or more under Central/State Governments / UT Administrations/ Universities/ recognized Research Institutions/ Public Undertakings/ Autonomous Bodies/ and possessing qualification at Sr.No.7 above.

(\* ) Distribution of posts are given below

Department	No. of Posts	Remarks
Physics	3	Includes one erstwhile post of Electronics Engineer
Chemistry	2	
Geology	1	
Zoology	2	
Botany	3	
Anthropology	1	
Linguistics	1	
PMB	4	
Electronics Science	1	
International Relations	1	
USIC	1	Erstwhile one post of Scientific Officer

Contents	
1. Name of the Post	Horticulturist
2. No. of posts	1
3. Classification	<b>Group B, Non-Ministerial</b>
4. Scale of pay	<b>PB-2 - Rs. 9300-34,800 + G.P Rs.4600</b>
5. Whether Selection post or Non Selection post	Selection
6. Age limit for Direct Recruitment	35 years
7. Educational and other qualification required for direct recruitment.	<p>Essential:</p> <ol style="list-style-type: none"> <li><b>B.Sc. in Agriculture/ Horticulture.</b></li> <li>At least three years experience as Horticulturist or an equivalent position preferably in a Government Establishment e.g. bodies like MCD, NDMC, DDA, PWD etc. , Educational Institute or commercial establishment of repute.</li> </ol> <p>Desirable:</p> <p>Experience in landscaping</p>
8. Period or probation (if, any)	1 year for direct recruits.
9. Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	By direct recruitment failing which by short term contract/Deputation basis.
10. In case of recruitment by promotion/ deputation, grades from which promotion/ deputation to be made	<p><b>Deputation/Short terms contract:</b></p> <p>Among the persons holding analogous post in a government/semi government body and fulfill the qualification and experience at serial No. 7</p>

Contents	
1. Name of the Post	<b>Senior Personal Assistant</b>
2. No. of posts	13
3. Classification	Group B, Ministerial
4. Scale of pay	<b>PB-2 - Rs. 9300-34,800 + G.P Rs.4600</b>
5. Whether Selection post or Non Selection post	Non-Selection
6. Age limit for Direct Recruitment	<b>35 years</b>
7. Educational and other qualification required for direct recruitment or by promotion or by deputation and percentage of the post to be filled by various methods:	<p><b>For Direct Recruitment:</b>  <b>Essential:</b></p> <ol style="list-style-type: none"> <li><b>1. A Bachelor Degree from a recognized University.</b></li> <li><b>2. At least three years post qualification experience working as Private Secretary/Personal Assistant / Stenographer/ Executive Assistant/ Executive Secretary in a Government Department/ Universities/Autonomous Bodies/ PSUs/ Educational Institution recognized by the Government.</b></li> </ol> <p><b>3. Skill test norms</b></p> <ol style="list-style-type: none"> <li><b>(a) Dictation: 10 mts @ 100 w.p.m.</b></li> <li><b>(b) Transcription: 40 mts. (English) or 55 mts. (Hindi) on computer.</b></li> <li><b>(c) Computer proficiency viz. Typing Skill, Word Processing, spread sheet, Internet, E-mail communication etc.</b></li> </ol> <p><b>Desirable:</b></p> <ol style="list-style-type: none"> <li><b>1. Degree/Diploma in Computer Application/Science.</b></li> <li><b>2. Diploma in Office Management and Secretarial Practice.</b></li> <li><b>3. Knowledge of service rules applicable for Central Government establishments.</b></li> </ol> <p><b>Note:</b></p> <ol style="list-style-type: none"> <li>1. All the candidates for direct recruitment will be required to appear in a written test to adjudge their ability of expression and knowledge relating to their work. The selection being based on the performance of the candidates in written test, skill test and interview.</li> <li>2. The scheme of the examination including weightage of marks for written test and interview etc., as prescribed by the University from time to time.</li> <li>3. The incumbent is expected to provide secretarial support services and other duties as may be assigned. He/She will keep the officer free from routine nature of work by mailing correspondence, filing papers, making appointments, arranging meeting and collecting information so as to give the officer more time to</li> </ol>



<p>8. Period or probation (if, any)</p> <p>9. Method of Recruitment, whetherby direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.</p> <p>10. In case of recruitment by promotion/ deputation, grades from which promotion/ deputation to be made</p>	<p>devote himself to the work in which he has specialized. He/She will maintain the confidentiality and secrecy of confidential and secret papers entrusted to him. He/She will exercise his skill in human relations and be cordial with the persons who come in contact with his boss officially or who are helpful to his boss or who have dealings with the boss as professional persons.</p> <p>4. Some of the more specific functions are enumerated in the Manual of Office procedure of Government of India.</p> <p><b>One year for direct recruits</b></p> <p>100% by promotion failing which by deputation.</p> <p><b>Promotion:</b> Amongst the Personal Assistants with <b>5 years</b> of regular service in the cadre and on the basis of quality of ACRs.</p> <p><b>Deputation:</b> Officers working in analogous post in the pay scale of Rs.6500-10500/- or equivalent with atleast 2 years of regular service Or Personal Assistant or Stenographers working in the core pay scale of Rs. 5000-8000/5500-9000/- or equivalent with atleast 5 years of regular service in Central government department/Statutory or Autonomous bodies or Universities or Institution of Higher Learning.</p> <p><b>Note:</b> Persons who are on direct line of promotion in the cadre are not eligible for appointment on deputation basis. Similarly deputationist is not eligible for absorption. The selection will be made on the basis of quality of ACRs and interview.</p>
--	--

Contents	
1. Name of the Post	<b>Senior Assistant</b>
2. No. of posts	162
3. Classification	Group C, Ministerial
4. Scale of pay	<b>PB-2 Rs.9300-34800 + 4200(GP)</b>
5. Whether Selection post or Non Selection post	N. A.
6. Age limit for Direct Recruitment	30 yege limit for direct recruits
7. Educational and other qualification required for direct recruitment.	<p><b>Essential:</b>  Graduate with minimum 50% marks or Post Graduate with minimum 50% marks from a recognized University in any discipline with working knowledge of computers, and  Diploma/Certificate of minimum 6 months duration in Computer Application/Office Management/Secretarial Practice/Financial Management / Accounts or equivalent discipline.  Or  Graduate Degree with minimum 50% marks in computer application/office Management/Secretarial Practice/Financial Management / Accounts or equivalent discipline from a recognized University.</p> <p>2. Minimum 4 years of Administrative Experience</p> <p><b>Note:</b>  1. The incumbent is expected to work under the supervision of Section Officer or Assistant Registrar/Assistant Controller of Examinations. He should possess an aptitude for drafting/noting in English and office procedure in a computerized environment and is expected to handle one or more functions related to Educational Administration/ Examinations/General Administration/House Keeping/ Establishment/ HR/Legal/Purchase/Accounts &amp; Finance/ Project management/Public Relations.  2. All the candidates for direct recruitment will be required to appear in a written test to adjudge their ability of expression and knowledge relating to their work. The selection being based on the performance of the candidates in written test and interview.  3. The scheme of the examination including weightage of marks for written test and interview etc., as prescribed by the University from time to time with the approval of the Executive Council in this regard.  4. All direct recruits are expected to work in a computerized</p>

<p>8. Period or probation (if, any)</p> <p>9. Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.</p> <p>10. In case of recruitment by promotion/ deputation, grades from which promotion/ deputation to be made</p>	<p>environment and required to qualify a skill test in handling computers within one year from their appointment before completion of probation period.</p> <p>1 year for Direct Recruit</p> <p><b>25% by promotion failing which by direct recruitment</b> <b>25% by direct recruitment</b> <b>50% by Limited Departmental Examination failing which by direct</b></p> <p>Promotion: Amongst the Assistants working in the pay scale of Rs.4000-6000/- with minimum period of <b>5 years</b> regular service in the cadre.</p> <p>Limited Departmental Examinations: Amongst the Assistants, Hindi Assistant, Assistant Archivist working in the pay scale of Rs.4000-6000/- or Rs.4500-7000/- with minimum period of <b>3 years</b> regular service in the cadre.</p>
---	---

Contents	
1. Name of the Post	Legal Assistant
2. No. of posts	2
3. Classification	<b>Group B, Ministerial</b>
4. Scale of pay	<b>PB-2 Rs.9300-34800 + 4200(GP)</b>
5. Whether Selection post or Non Selection post	N. A.
6. Age limit for Direct Recruitment	<b>35 years</b>
7. Educational and other qualification required for direct recruitment.	<p>Essential:</p> <ol style="list-style-type: none"> <li>1. Degree in Law (Professional) from a recognized University with at least second division</li> <li>2. At least 3years experience in handling court cases in a government/semi government organization and/or practice before High Court or Lower Court in Civil/Labour matters.</li> </ol> <p><b>3. Professionals who have worked in Central Universities/ Universities/ Autonomous Bodies with two to three years' experience will be given preference.</b></p> <ol style="list-style-type: none"> <li>4. Hands on experience in computers.</li> </ol> <p>Desirable:</p> <ol style="list-style-type: none"> <li>1. P.G. degree with high second division (55% marks)</li> <li>2. Diploma in IPR or Labour Laws</li> <li>3. Good drafting and noting skills and knowledge of service rules applicable to Central Government Employees</li> </ol> <p>Duties:</p> <p>The person so selected is required to assist the Assistant Registrar/ Deputy Registrar (Legal) in his day to day duties in the Legal Branch.</p> <p>He is expected to attend all kind of legal matters, writ petitions, preparation of parawise comments on the writ petitions/ draft replies, drafting of contract agreements/MOUs with various bodies on academic matters, liaison with Standing Counsel/ Panel Advocates before the High Court of Delhi and Lower Courts.</p> <p><b>Note:</b>  <b>The persons so appointed will not be allowed to do private practice.</b></p>

<p>8. Period or probation (if, any)</p> <p>9. Method of Recruitment, whetherby direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.</p> <p>10. In case of recruitment by promotion/ deputation, grades from which promotion/ deputation to be made</p>	<p>N.A.</p> <p><b>Short term contract or by deputation</b></p> <p><b>Deputation:</b>  Officers working in a government and semi government bodies and working on regular basis in the pay scale of Rs.4000-6000/5000-8000 with at least 5/3 years of regular service and having the educational qualification and experience prescribed at S.No.7 above.</p> <p><b>Note:</b>  The selection will be made on the basis of open advertisement through written test and/or interview.</p>
--	--

Contents	
1. Name of the Post	Driver (Ordinary Grade)
2. No. of posts	28
3. Classification	Group C, Non Ministerial
4. Scale of pay	<b>PB-1 Rs. 5200-20200 +1900(GP)</b>
5. Whether Selection post or Non Selection post	N.A.
6. Age limit for Direct Recruitment	30 years
7. Educational and other qualification required for direct recruitment.	<p>Essential:</p> <ol style="list-style-type: none"> <li>1. Passed <b>Matriculation (10<sup>th</sup>)</b> from a recognized Board/ University/ Institution</li> <li>2. Possession of a valid driving license of the motor vehicle, knowledge of motor mechanism ( The candidates should be able to remove minor defects in vehicle)</li> <li>3. Experience of driving a motor vehicle for atleast three year.</li> </ol> <p><b>Desirable:</b>  <b>Possessing a valid license for Heavy vehicles</b></p> <p><b>Note:</b>  <b>A driving test will be conducted through an Agency identified by the University.</b></p>
8. Period or probation (if, any)	One year
9. Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	By direct recruitment or short term contract.
10. In case of recruitment by promotion/ deputation, grades from which promotion/ deputation to be made	N. A.

Contents	
1. Name of the Post	<u>Despatch Rider</u>
2. No. of posts	6
3. Classification	Group C, Non Ministerial
4. Scale of pay	<b>PB-1 Rs. 5200-20200 +1900(GP)</b>
5. Whether Selection post or Non Selection post	N.A.
6. Age limit for Direct Recruitment	30 years
7. Educational and other qualification required for direct recruitment.	<p>Essential:</p> <ol style="list-style-type: none"> <li>1. Passed <b>Matriculation(10<sup>th</sup>)</b> from a recognised Board/University/ Institution</li> <li>2. Possession of a valid driving license for Motor Cycle/ Auto-rickshaw</li> <li>3. Two year experience in Motor cycle/auto-rickshaw</li> <li>4. Knowledge of Motor Cycle/Auto Rickshaw mechanism ( The candidates should be able to remove minor defects in vehicle)</li> </ol> <p><b>Desirable:</b> <b>Possessing a valid license for LMV</b></p> <p><b>Note:</b> <b>A driving test will be conducted through an Agency identified by the University.</b></p>
8. Period or probation (if, any)	One year.
9. Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	100% by direct recruitment
10. In case of recruitment by promotion/ deputation, grades from which promotion/ deputation to be made	N. A.

Contents	
1. Name of the Post	Junior Library & Information Assistant (RR- dated 14/02/2013)
2. No. of posts	22
3. Classification	Group C Non Ministerial
4. Scale of pay	PB-1 Rs. 5200-20200+ Rs.1900(GP)
5. Whether Selection post or Non Selection post	N. A.
6. Age limit for Direct Recruitment	30 year
7. Educational and other qualification required for direct recruitment.	<p>Essential:</p> <ol style="list-style-type: none"> <li>1. Passed Sr. Secondary or equivalent examination conducted by State Board of Education/University/Govt. recognized institutions.</li> <li>2. Certificate in Library Science/Library and Information Science from a recognized institution;</li> <li>3. Computer Course at Sr. Secondary Level or Basic Course in Computer Science/Word Processing from a recognized Institution.</li> </ol> <p>Note: The incumbent in generally expected to undertake the following duties: -</p> <ol style="list-style-type: none"> <li>1. Secretarial Jobs: Performing the administrative and financial jobs in respective units, sections(e.g. secretarial jobs, dairy, dispatch, recording of files, maintenance of files and records; typing and cutting of stencils, data entry work, and attending to jobs at Banks, Post Offices, Departments, Administrations, Finance etc.)</li> <li>2. Display: books, newspapers, periodicals (both loose and bound volumes) and new arrivals, documents in other media.</li> <li>3. Shelf rectification: Putting and rectifying books, periodicals (both loose and bound volumes), and documents in other media, according to classification scheme followed in the Library.</li> <li>4. Performing the Data Entry Operation;</li> <li>5. Assist users in searching books and periodicals (both loose and bound volumes), and documents in other media and findi/tracing of misplaced books and periodicals (both loose and bound volumes).</li> <li>6. Library services for users with special needs;</li> <li>7. Preparation of books, periodicals, newspapers and other documents including searching out the damaged books and periodicals for binding;</li> <li>8. Physical preparation of books, bound volumes of periodicals, newspaper, and documents in other media: Depending on the requirements, writing on the book plate, book tag, due date slip, spine tag etc.</li> <li>9. Performing the job of Xeroxing, preparing sets of</li> </ol>



<p>8. Period or probation (if, any)</p> <p>9. Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.</p> <p>10. In case of recruitment by promotion/ deputation, grades from which promotion/ deputation to be made</p>	<p>cyclostyled/Xeroxed copies of sets documents for circulation:</p> <ol style="list-style-type: none"> <li>10. Performing the Scanning work and attending to e-mails;</li> <li>11. Printing of bar code labels and magnetic ships etc.</li> <li>12. Covering and removing the dust covers from the computer while closing and opening the Library Unit, section respectively.</li> <li>13. Performing other library oriented jobs such as printing multiple library catalogue cards, charging/discharging books and periodicals manually and through Integrated Online Membership and Circulation System, recording overdue books, issue of reader's tickets and cards writing work and other jobs related to library books and journals.</li> <li>14. Performing holiday and weekend and shift duties.</li> <li>15. All other such jobs as may be assigned from time to time.</li> </ol> <p>One year</p> <p><b>25% by direct recruitment.</b>  <b>50% by Limited Departmental Test/skill test failing which by direct recruitment.</b>  <b>25% by promotion</b></p> <p>By promotion:  Amongst the Library Attendants working in the University with at least five year regular service in the grade and should have attended one computer Training Programme of a duration of two weeks and Library Attendant, conducted by DULS or training of comparable duration from recognized/accredited institution</p>
---	--

Contents	
1. Name of the Post	<b>Senior Technical Assistant</b>
2. No. of posts	68*
3. Classification	Group B Non-Ministerial
4. Scale of pay	PB 2-Rs.9300-34800/-+GP Rs.4200
5. Whether Selection post or Non Selection post	Selection
6. Age limit for Direct Recruitment	30 years.
7. Educational and other qualification required for direct recruitment.	<p><b>Essential:</b>  A Postgraduate degree in the relevant subject with two years' experience in relevant field  Or  A Bachelor degree in the relevant subject with three years' experience as Technical Assistant or Scientific Assistant or in an equivalent position in laboratory of a University or a College/R&amp;D Institution under State/Central Government. <b>3 year</b> Diploma in relevant subject with 7 years' experience in laboratory of a University or a College/R&amp;D Institution under State/Central Government.</p>
8. Period or probation (if, any)	One year
9. Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	<p><b>25% by direct recruitment</b>  <b>25% by promotion failing which by direct recruitment</b>  <b>50% by limited departmental examination failing which by direct recruitment.</b></p> <p>Note:  All the direct recruits will be required to appear in a written/ practical test to adjudge their professional/ technical knowledge as per the requirement of the post. The selection shall be based on the performance of the candidates in the written/practical test and interview.</p>
10. In case of recruitment by promotion/ deputation, grades from which promotion/ deputation to be	<p>Promotion:  Amongst the Technical Assistant working in the department concerned with at least five years regular service in the grade.</p>

made

**Limited Departmental Test:**  
**Amongst the Technical Assistants/Instrument Mechanics working in the concerned Department with at least three years regular service in the grade.**  
**and**  
**Technical Assistants working in the University (Other than the concerned department) with at least three years regular service in the grade and possessing the Bachelor's degree in relevant subject.**

(\*) Distribution of posts are given below:

Department	No . of posts	Remarks
Physics	13	This includes erstwhile one post of STA (Photographer-cum-Artist), (Workshop Technician), (LSR), Network System Operator, STA (Telescope), Technician (LHP) 5 posts
Botany	8	This includes erstwhile one post each of STA(Photographer), STA (Herbarium)/STA (Technician)/STA (Artist)
Chemistry	10	This includes one post of STA (NMR)
Zoology	13	This includes erstwhile one post each of STA (Radio Immunoassay), STA (GLC Counter) STA Photographer cum Artist and STA (GC Mass)
Geology	3	STA (Scintillation)/STA (SEM) and STA (Photographer cum Artist)
PMB	1	
Electronic Science	3	This includes erstwhile one post each of Workshop Technician
Graphic Arts Centre	1	
East Asian Studies	1	
Psychology	2	Includes one Technician
Linguistics	1	
USIC	8	This includes erstwhile 3 posts of STA (Elect), 2 posts of STA (Instrumentation) one post each of STA (Glass Blowing), (Workshop Technician) and (Electronic ),
CPDHE	1	
Anthropology	1	STA (Photographer-cum-Artist)
Education	2	Workshop Instructor

Contents	
1. Name of the Post	<b>Technical Assistant</b>
2. No. of posts	81*
3. Classification	Group C Non-Ministerial
4. Scale of pay	PB 2-Rs.5200-20200 +GP Rs.2800
5. Whether Selection post or Non Selection post	Non-Selection
6. Age limit for Direct Recruitment	30 years.
7. Educational and other qualification required for direct recruitment.	<p><b>Essential:</b> Graduate having studied relevant subjects with two years' experience in the relevant field. Or Post Graduate degree in relevant subject</p> <p><b>Note:</b> All the direct recruits will be required to appear in a written/skill test to adjudge their professional/technical knowledge as per the requirement of the post. The selection shall be based on the performance of the candidates in the written/skill test and interview</p>
8. Period or probation (if, any)	One year
9. Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	<p><b>75% by promotion failing which by direct recruitment.</b></p> <p><b>25% by Limited Departmental Test and Skill Test failing which by direct recruitment</b></p>
10. In case of recruitment by promotion/ deputation, grades from which promotion/ deputation to be made	<p><b>Limited Departmental Examination:</b></p> <p>Amongst the Laboratory Assistants working in the concerned Department with at least three years regular service in the grade. and Laboratory Assistants working in the University (Other than the</p>

concerned department) with at least three years regular service in the grade and possessing the essential qualification at S. No. 7 above

Promotion :

**Amongst the Laboratory Assistants working in the department concerned with at least five years regular service in the grade and possessing the essential qualification at S. No. 7 above.**

(\*) Distribution of posts are given below:

Department	No. of posts	Remarks
Physics	8	
Botany	11	Includes erstwhile one post of TA (Museum)
Chemistry	5	
Zoology	13	
Geology	3	Includes erstwhile one post of TA (Museum)
PMB	1	
Electronic Science	4	
Graphic Arts Centre	1	
Fac. Of Inter Disciplinary & Applied Sc.	3	
Health Centre	4	
Music	1	
East Asian Studies	1	
Adult Education	3	
Fac. Of Mgt. Studies	1	
Linguistics	1	
Geography	2	Erstwhile TA (Cartographer)
USIC	6	
Computer Science	1	
CEMEDE	2	
ACBR	5	
Anthropology	3	Includes erstwhile one post of TA (Museum)
History	1	Erstwhile one post of TA (Museum)
Psychology	1	

Contents	
1. Name of the Post	Laboratory Assistant
2. No. of posts	92*
3. Classification	Group C Non-Ministerial)
4. Scale of pay	PB 1-Rs.5200-20200 +G.P Rs.2000
5. Whether Selection post or Non Selection post	Selection
6. Age limit for Direct Recruitment	30 years
7. Educational and other qualification required for direct recruitment.	Essential: <b>Should have passed Senior Secondary (10+2) or an equivalent examination with Science subjects with 50 % marks.</b> <b>OR</b> <b>B. Sc. Graduates</b>
8. Period or probation (if, any)	One year.
9. Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	<b>25% by direct recruitment.</b> <b>50% by Limited Departmental Test/skill test failing which by direct recruitment.</b> <b>25% by promotion failing which by direct recruitment.</b>
10. In case of recruitment by promotion/ deputation, grades from which promotion/ deputation to be made	<b>Note:</b> All the recruits will be required to appear in a written/skill test to adjudge their basic knowledge as per the requirement of the post. The selection shall be based on the performance of the candidates in the written/skill test and interview  <b>Promotion through Limited Departmental Examination:</b> Amongst the Laboratory Attendant with 3 years regular service in the grade.  {Amendment to be carried out under rule 6(ix): (b) In the case of Colleges, where the number of sanctioned posts in the cadre of <b>Laboratory Assistant</b> is less than two, there will be no direct recruitment and the posts shall be filled by promotion. Where there is no qualified person with minimum number of years service available in the feeder grade, the post shall be filled by direct recruitment.}  <b>Promotion:</b> Amongst the existing Laboratory Attendants with at least five years regular service in the grade.

(\*) Distribution of posts are given below:

Department	No. of posts	Remarks
Physics	21	
Botany	12	
Chemistry	22	
Zoology	13	
Geology	5	This includes erstwhile 2 posts of Sr. Lab. Assistant (Section Cutter)
O.R.	1	
Psychology	3	
Geography	1	
Mathematical Statistics	2	
Anthropology	7	
Education	2	
Health Centre	1	
Fac. Of Inter Disciplinary & Applied Science	2	

Contents	
1. Name of the Post	<b>M.T. S. - Laboratory</b>
2. No. of posts	144*
3. Classification	Group C Non-Ministerial
4. Scale of pay	PB -1 Rs. 5200-20200 + G.P Rs.1800
5. Whether Selection post or Non Selection post	Not applicable
6. Age limit for Direct Recruitment	27 years
7. Educational and other qualification required for direct recruitment.	<p>Essential:  <b>Should have passed Matriculation (10<sup>th</sup>) or an equivalent examination with science subjects from recognised Board .</b></p> <p>Note:  All the direct recruits will be required to appear in a written test to adjudge the basic knowledge as per the requirement of the post. The selection shall be based on the performance of the candidates in the written test and interview.</p> <p>The existing incumbents as on date of the notification of the Schedule shall continue to remain in their respective department till their promotion as Laboratory Assistant in the common cadre.</p>
8. Period or probation (if, any)	One year
9. Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	By direct recruitment.
10. In case of recruitment by promotion/ deputation, grades from which promotion/ deputation to be made	N.A.



(\*) Distribution of posts are given below:

Department	No. of posts	Remarks
Physics	27	This includes erstwhile two posts of Workshop Mate & Attendant A/C Refrigeration
Botany	15	
Chemistry	30	This includes erstwhile two posts of Mate
Zoology	18	
Geology	5	This includes erstwhile two post of Field Attendant
Anthropology	7	
Computer Science	3	
ACBR	6	This includes one post of Cell Culture Room Attendant
CEMDE	2	This includes one post of Field Attendant
PMB	2	Plant Growth room Attendant
	3	This includes erstwhile one post each of Workshop Attendant, Attendant (AC), and Attendant (M/W).
Music	1	Music Attendant
History	1	This includes erstwhile one post of LA (Museum)
Electronic Science	2	
Fac. of Inter Disciplinary & Applied Sciences	9	
East Asian Studies	2	
Operational Research	1	
Psychology	2	
Linguistics	1	
Geography	1	
Mathematical. Statistics.	2	
Engineering	1	Attendant A/C Refrigeration
Education	3	Erstwhile 2 posts of Workshop Attendant and one post of Attendant (Art Room & Visual)
	144	

Contents	
1. Name of the Post	<b>Computer Laboratory - M. T. S.</b>
2. No. of posts	For Colleges only
3. Classification	Group C Non-Ministerial
4. Scale of pay	PB -1 Rs. 5200-20200 + G.P Rs.1800
5. Whether Selection post or Non Selection post	Not applicable
6. Age limit for Direct Recruitment	Upto 27 years
7. Educational and other qualification required for direct recruitment.	<p><b>Essential:</b> Should have passed <b>Matriculation (10<sup>th</sup>) or an equivalent</b> examination with science subjects from recognised Board .</p> <p>Note: All the direct recruits will be required to appear in a written test to adjudge the basic knowledge as per the requirement of the post. The selection shall be based on the performance of the candidates in the written test and interview.</p> <p>The existing incumbents as on date of the notification of the Schedule shall continue to remain in their respective department till their promotion as Laboratory Assistant in the common cadre. <b>Computer Laboratory MTS shall also perform all duties of MTS.</b></p>
8. Period or probation (if, any)	One year
9. Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	By direct recruitment.
10. In case of recruitment by promotion/ deputation, grades from which promotion/ deputation to be made	N.A.