

**DR. HARI SINGH GOUR VISHWAVIDYALAYA, SAGAR (M.P.)  
(A Central University)**



**RECRUITMENT RULES (Part-1)  
(NON-TEACHING EMPLOYEES), 2011**

## **DR. HARI SINGH GOUR VISHWAVIDYALAYA, SAGAR (MP)**

### **RECRUITMENT RULES (NON-TEACHING EMPLOYEES), 2011**

The Vice-Chancellor of Dr. Hari Singh Gour Vishwavidyalaya, Sagar (M.P.) in exercise of his powers conferred under section 28(2) read with statute 23(2) of the Central Universities Act, 2009, with the approval of the Executive Council of the University, hereby makes the following rules for regulating method of recruitment (Direct/Deputation/Absorption/Promotion) to non-teaching posts in the University.

#### **1. SHORT TITLE AND COMMENCEMENT:**

- (i) These rules will be called Recruitment Rules (Non-Teaching Employees), 2011 (Part-1).
- (ii) These rules shall be deemed to have come into force w.e.f.24-09-2011.

#### **2. DEFINITIONS:**

- (a) "Act" means the Central Universities Act, 2009 as amended from time to time.
- (b) "Departmental Candidate" means those employees working on regular basis in the University but does not include employees working on ad-hoc, daily wages or contract basis.
- (c) "Government" means the Central Government.
- (d) "Limited/Departmental Examination" or "Test" means a competitive test limited to certain category or categories of holders of posts conducted by the University for Promotion to a higher post specified in these Rules.
- (e) "Non-Teaching Employee" means employees of the University other than University teachers and such other employees as defined otherwise.
- (f) "On Probation" with relation to a person, means a person appointed to any post on probation as specified in these Rules.
- (g) "Regular Service" means service rendered by an employee in the cadre on regular basis other than the service on contract or daily wages but includes ad-hoc promotion.
- (h) "Statutes", "Ordinances" and "Regulations" mean, respectively, the Statutes, Ordinances and Regulations of the University made under the Central Universities Act, 2009.
- (i) "Selection Committee" means a composition of members of Selection Committee including Departmental Promotion Committee as specified in the Statues/Ordinances.
- (j) "University" means Dr. Hari Singh Gour Vishwavidyalaya, Sagar (Madhya Pradesh).

#### **3. AUTHORIZED PERMANENT STRENGTH AND TEMPORARY STRENGTH OF THE SERVICE:**

- (i) The authorized permanent strength of various grades of the service on the date of notification shall be as specified in these Recruitment Rules.
- (ii) After the notification of these Rules, the authorized permanent and temporary strength of various grades of the service shall be such as may, from time to time, be determined by or under the authority of the Dr. Hari Singh Gour University, and notified accordingly, after due approval.

Provided that the Vice Chancellor with the approval of the Executive Council may make temporary additions to any grade of the service as found necessary in the interest of the work of the University.

**4. FUTURE MAINTENANCE OF CADRE / POSTS:**

- i) All the appointments (Direct/Deputation/Absorption/Promotion) in the University after the notification of these Rules shall be made only in accordance with the provisions of these Rules. The Executive Council may add such other posts and/or Cadre after the notification of these Rules.
- ii) The seniority list of employees borne in each cadre of posts specified in these rules shall be maintained at the Establishment Branch of the University. Notwithstanding anything contained herein, any class or category of posts and incumbents thereof, shall be placed in any of the offices or establishments, as the case may be by general or specific orders of the Vice Chancellor or Registrar or any other officer authorized by the VC.
- (iii) Reservation to the posts in favour of SC/ST/OBC/PC etc. categories shall be provided in accordance with the guidelines/directives received from the Govt. of India / UGC in this regard.
- (iv) All appointments in Academic Staff College, EMMRC, Population Research Centre etc. shall be made as per the directives of the respective sponsoring authority.

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

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

**6. METHOD OF RECRUITMENT, AGE LIMIT AND OTHER QUALIFICATIONS:**

- (i) The method of recruitment, age-limit and qualification shall be as specified in these Rules.
- (ii) SC/ST/OBC/PC candidates shall be given relaxation in age, qualification, experience etc. as per the directives/policy of the Govt. of India/UGC.
- (iii) Promotions shall be given to the employees as per these Recruitment Rules / Promotion Policy / directives of the UGC.
- (iv) The upper age-limit prescribed for direct recruitment shall be relaxable in accordance with the Govt. of India/UGC directives. The upper age limit up to five years shall also be applicable to persons working in a temporary/contractual/permanent capacity in a Govt. depts./Universities/Autonomous Bodies/PSUs, provided he/she has rendered atleast three years continuous service.

Notwithstanding anything contained in these Rules, the Vice Chancellor may, in case of urgent need, permit appointment on deputation or on contract basis.

**7. PROBATION:**

Every person selected or appointed through direct recruitment or open selection to a post in the University shall be governed under these Recruitment Rules or guidelines issued by the Govt. of India/UGC.

**8. RESIDUARY MATTERS:**

Matters not specified or referred in these Rules, the employees in the posts specified in these Rules shall be governed by the Ordinance, Executive Council decisions/Regulations and other orders applicable to the non-teaching employees of the University, in general.

**9. POWER TO RELAX:**

When the Executive Council of the University, upon a recommendation made by the Vice Chancellor to that effect, is of the opinion that it is necessary or expedient to do so for reasons to be recorded in writing, relax any of the provisions of these Rules. All administrative orders/instructions providing for any relaxation/exemption etc. of the provisions of Recruitment Rules issued with the approval of the Executive Council prior to the notification of these Recruitment Rules shall stand superseded after notification of these Rules.

**10. REPEAL AND SAVINGS:**

All the guidelines/decisions of the Executive Council or any authority regarding the matters governing method of appointments in respect of the posts included in these Recruitment Rules shall stand repealed. However, anything done in accordance with the repealed guidelines shall not be affected by this repeal in any manner.

**11. INTERPRETATIONS:**

In any question relating to interpretation of these Rules, the decision of the Executive Council shall be final unless otherwise, specifically included in these rules.

**12. REMOVAL OF DIFFICULTY:**

If any difficulty arises in the implementation or operation of any of the provision of these Rules, the Vice Chancellor may, from time to time, issue with the approval of the Executive Council, such general or special directions but not inconsistent with the provisions of these Rules, which appeared to be necessary for the purpose of removing such difficulty.

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**Selection Committees for Direct Recruitment**

**A) Selection Committees for the posts of Group 'A' (Other than Statutory posts):**

|   |   |                      |
|---|---|----------------------|
| 1 | Vice-Chancellor / Pro-Vice-Chancellor*<br>(* in the absence of Vice-Chancellor).  | Chairman             |
| 2 | One member of the Executive Council to be nominated by the Vice Chancellor.   | Member               |
| 3 | Two experts not in service of this University nominated by the Vice-Chancellor, for their special knowledge.  | Member               |
| 4 | One member who is a woman, a SC/ST category and one minority member to be co-opted if he/she is not in the Selection Committee (in case the candidates appearing belong to any of the above category) | Member               |
| 5 | Head of the Department concerned  | Member               |
| 6 | Registrar   | (Member - Secretary) |

**B) Selection Committees for the posts of Group 'B' & 'C':**

|   |   |                      |
|---|---|----------------------|
| 1 | Pro-Vice-Chancellor or a Dean or a Senior Professor nominated by the Vice Chancellor  | Chairman             |
| 2 | Two experts not in service of this University to be nominated by the Vice-Chancellor for their special knowledge  | Member               |
| 3 | One member who is a woman, a SC/ST category and one minority member to be co-opted if he / she is not in the Selection Committee (in case the candidates appearing belong to any of the above category) | Member               |
| 4 | Head of the Department concerned  | Member               |
| 5 | Registrar   | (Member - Secretary) |

**Summary of Posts**

| Sl. No. | Name of Post                       | Scale of Pay                         | Page No. |
|---------|------------------------------------|--------------------------------------|----------|
| 1       | Registrar                          | PB-4; ₹37400-67000 with GP ₹10000    | 7-8      |
| 2       | Deputy Registrar                   | PB-3; ₹15600-39100 with GP ₹7600     | 9-10     |
| 3       | Assistant Registrar                | PB-3; ₹15600-39100 with GP of ₹5400  | 11-12    |
| 4       | Section Officer                    | PB-2; ₹9300-34800 with GP of ₹4600   | 14-15    |
| 5       | Assistant                          | PB-2; ₹9300-34800 with GP of ₹4200   | 16-17    |
| 6       | Upper Division Clerk               | PB-1; ₹5200-20200 with GP of ₹2400   | 18       |
| 7       | Lower Division Clerk               | PB-1; ₹5200-20200 with GP of ₹1900   | 19-20    |
| 8       | Multi Tasking Staff                | PB-1; ₹5200-20200 with GP of ₹1800   | 21       |
| 9       | Personal Assistant                 | PB-2; ₹9300-34800 with GP of ₹4200   | 22       |
| 10      | Stenographer                       | PB-1; ₹5200-20200 with GP of ₹2400   | 23       |
| 11      | Finance Officer                    | PB-4; ₹37400-67000 with GP of ₹10000 | 24-25    |
| 12      | Internal Audit Officer             | PB-3; ₹15600-39100 with GP of ₹7600  | 26       |
| 13      | Controller of Examinations         | PB-4; ₹37400-67000 with GP of ₹10000 | 27-28    |
| 14      | Executive Engineer                 | PB-3; ₹15600-39100 with GP of ₹6600  | 29-30    |
| 15      | Assistant Engineer                 | PB-2; ₹9300-34800 with GP of ₹4600   | 31-32    |
| 16      | Junior Engineer (Civil/Electrical) | PB-2; ₹9300-34800 with GP of ₹4200   | 33-34    |
| 17      | Librarian                          | PB-4; ₹37400-67000 with AGP ₹10000   | 35-36    |
| 18      | Assistant Librarian                | PB-3; ₹15600-39100 with AGP of ₹6000 | 37-38    |
| 19      | Professional Assistant             | PB-2; ₹9300-34800 with GP of ₹4200   | 39       |
| 20      | Semi Professional Assistant        | PB-1; ₹5200-20200 with GP of ₹2800   | 40-41    |
| 21      | Library Assistant                  | PB-1; ₹5200-20200 with GP of ₹2000   | 42-43    |
| 22      | Library Attendant                  | PB-1; ₹5200-20200 with GP of ₹1800   | 44       |

## RECRUITMENT RULES FOR THE POST OF REGISTRAR

|   |  |  |
|---|--|--|
| 1 | Name of Post   | <b>Registrar</b>   |
| 2 | Number of Post(s)  | One (1)  |
| 3 | Classification   | Group 'A'  |
| 4 | Scale of Pay   | PB-4; ₹37400–67000 plus Grade Pay of ₹10000  |
| 5 | Whether selection or non-selection post  | Not Applicable   |
| 6 | Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972          | No   |
| 7 | Age Limit for direct recruits  | Not Applicable   |
| 8 | Educational and other qualifications required for direct recruits  | <b>Essential:</b><br>(i) A Master's degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC seven-point scale in any discipline from a recognized university/institute.<br><br>(ii) At least 15 years of experience as Assistant Professor in the AGP of ₹7000 and above or with 8 years' of service in the AGP of ₹8000 and above including as Associate Professor along with experience in educational administration; <b>or</b><br><br>Comparable experience in research establishment and/or other institutions of higher education; <b>or</b><br><br>15 years of administrative experience, of which 8 years as Deputy Registrar or in an equivalent post.<br><br>iii) Good working knowledge on Computer.<br><br><b>Desirable:</b><br>MBA / PG Diploma in Management / LL.B. / CA / ICWA / MCA / Ph.D. |
| 9 | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes | Not Applicable   |

|    |   |  |
|----|---|--|
| 10 | Period of probation, if any   | No probation   |
| 11 | Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods. | Deputation or on Contract (qualification same as mentioned above in case of contract) for a tenure of 5 years or till attaining the age of 62 years, whichever is earlier. (Can be renewed for similar terms). |
| 12 | In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation/absorption to be made                                   | Deputation or on Contract.   |
| 13 | Composition of DPC or Selection Committee   | Selection Committee as per Univ. Statutes/ Ordinances / Regulations  |

Note:

- The minimum requirement of 55% shall not be insisted upon for Registrars and Deputy Registrars, for the existing incumbents who are already in the University system. However, these marks should be insisted upon for those entering the system from outside and those at the entry point of Assistant Registrar.
- A relaxation of 5% shall be provided at the Master's level to the SC/ST category.



**RECRUITMENT RULES FOR THE POST OF  
DEPUTY REGISTRAR**

|    |  |  |
|----|--|--|
| 1  | Name of Post   | <b>Deputy Registrar</b>  |
| 2  | Number of Post(s)  | Five (5) + One (1)*  |
| 3  | Classification   | Group 'A'  |
| 4  | Scale of Pay   | PB-3; ₹15600–39100 plus Grade Pay of ₹7600; and after completion of 5 years as Deputy Registrar, the officer will move into the Pay Band-4; ₹37400–67000 plus Grade Pay of ₹8700.  |
| 5  | Whether selection or non-selection post  | Selection and Non-Selection  |
| 6  | Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972          | No   |
| 7  | Age Limit for direct recruits  | 50 years   |
| 8  | Educational and other qualifications required for direct recruits  | <b>Essential:</b><br>(i) A Master's degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC seven point scale.<br><br>(ii) Nine years' of experience as Assistant Professor in the AGP of ₹6000 and above with experience in educational administration ; <b>or</b><br><br>Comparable experience in research establishment and/or other institutions of higher education ; <b>or</b><br><br>Five years' of administrative experience as Assistant Registrar or in an equivalent post.<br><br>iii) Good working knowledge on Computer.<br><br><b>Desirable:</b><br>MBA / PG Diploma in Management / LL.B. / CA / ICWA / MCA / Ph.D. |
| 9  | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes | No   |
| 10 | Period of probation, if any  | One Year (for direct recruits)   |

- 11 Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods. 75% by direct recruitment, failing which by deputation. 25% by promotion, failing which by deputation or direct recruitment.
- 12 In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation/absorption to be made **Promotion:-** 5 years in Senior Scale of Assistant Registrar.  
**Deputation:** Officers holding analogous posts on regular basis or with 3 years regular service in PB-3; GP of ₹6600 or 5 years regular service equivalent to Assistant Registrar (PB-3; GP of ₹5400) in the Central/State Government, Universities and other autonomous organizations.
- 13 Composition of DPC or Selection Committee Group 'A' Departmental Promotion Committee/ Selection Committee as per Univ. Statutes/ Ordinances /Regulations

**Note:**

- The minimum requirement of 55% shall not be insisted upon for, for the existing incumbents who are already in the University system. However, these marks should be insisted upon for those entering the system from outside and those at the entry point of Assistant Registrar.
- A relaxation of 5% shall be provided at the Master's level to the SC/ST category.

\*The University has a post of Secretary to the Vice Chancellor in the pay scale of ₹10000-15200 (pre-revised). It has been informed by the UGC that such post does not exist in the Central University system now; and the functions attached to the Vice Chancellor's Secretariat are performed either by the Assistant Registrar or Deputy Registrar depending upon the level of responsibilities to be performed.

In view of the above and the level of duties to be performed, the erstwhile post of Secretary to the Vice Chancellor has been rationalized as Deputy Registrar. After rationalization the total number of post of Deputy Registrar shall be six (6) in place of five (5).

**Note:**

The appointment of Deputy Registrar on deputation for Vice Chancellor's Secretariat will be co-terminus with the term of the Vice Chancellor.

**RECRUITMENT RULES FOR THE POST OF  
ASSISTANT REGISTRAR**

|    |   |   |
|----|---|---|
| 1  | Name of Post  | <b>Assistant Registrar</b>  |
| 2  | Number of Post(s)   | Seven (7)   |
| 3  | Classification  | Group 'A'   |
| 4  | Scale of Pay  | PB-3; ₹15600–39100 plus Grade Pay of ₹5400  |
| 5  | Whether selection or non-selection post   | Selection and Non-Selection   |
| 6  | Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972   | No  |
| 7  | Age Limit for direct recruits   | 40 years  |
| 8  | Educational and other qualifications required for direct recruits   | <b>Essential:</b><br>Good academic record plus Master's degree with at least 55% marks or its equivalent grade of B in the UGC seven point scale.<br><br><b>Desirable:</b><br><br>i) Three years experience in supervisory capacity in Government dep./ University / Autonomous Bodies.<br><br>ii) MBA / PG Diploma in Management / LL.B. / CA / ICWA / MCA / Ph.D. |
| 9  | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes  | Age : No;<br>Qualification : No, but must possess at least Graduate   |
| 10 | Period of probation, if any   | One Year (for direct recruits)  |
| 11 | Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods. | 50% by direct recruitment<br>50% by promotion failing which by deputation or direct recruitment.  |
| 12 | In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation/absorption to be made                                   | <b>Promotion:</b> - Section Officer with 5 years continuous regular service and according to seniority cum fitness.   |

**Deputation:-** Officers holding analogous posts on regular basis or with three years regular service in the Pay Band-2 (₹9300-34800 with GP of ₹4600) in the Central / State Government, Universities and Autonomous Bodies.

- 13 Composition of DPC or Selection Committee      Group 'A' Departmental Promotion Committee/ Selection Committee as per Univ. Statutes/ Ordinances /Regulations

## Administrative/Ministerial Cadre Structure in Govt. of India

The administrative/ministerial Cadre structure in the Govt. of India and other Central Universities is as under:-

| Name of the post     | Pay Scale (Pre-revised) | Pay Scale as per 6 <sup>th</sup> CPC |
|----------------------|-------------------------|--------------------------------------|
| Section Officer      | ₹6500-10500             | PB-2 plus GP of ₹4600                |
| Assistant            | ₹5500-9000              | PB-2 plus GP of ₹4200                |
| Upper Division Clerk | ₹4000-6000              | PB-2 plus GP of ₹2400                |
| Lower Division Clerk | ₹3050-4590              | PB-1 plus GP of ₹1900                |
| Multi Tasking Staff  | ₹2610-3540              | PB-1 plus GP of ₹1800                |

The existing Cadre structure in Dr. Hari Singh Gour University, Sagar (M.P.) is as under:-

| Name of the post                 | Pay Scale (Pre-revised) | Pay Scale as per 6 <sup>th</sup> CPC |
|----------------------------------|-------------------------|--------------------------------------|
| Section Officer                  | ₹6500-10500             | PB-2 plus GP of ₹4600                |
| Superintendent                   | ₹5500-9000              | PB-2 plus GP of ₹4200                |
| Upper Division Clerk-I (UDC-I)   | ₹5500-9000              | PB-2 plus GP of ₹4200                |
| Upper Division Clerk-II (UDC-II) | ₹4000-6000              | PB-2 plus GP of ₹2400                |
| Lower Division Clerk (LDC)       | ₹3050-4590              | PB-1 plus GP of ₹1900                |
| Daftri (Group 'D')               | ₹2610-3540              | -1S plus GP of ₹1400                 |
| Head Peon                        | ₹2610-3540              | -1S plus GP of ₹1400                 |
| Peon (Group 'D')                 | ₹2550-3200              | -1S plus GP of ₹1300                 |

- The post of UDC-1 and Superintendent are in the same pay scale i.e. ₹5500-9000 (pre-revised). The functions and duties of these two positions are also similar. In order to bring parity with the Govt. of India and other Central Universities, these two positions are rationalized as Assistant in the pay scale of ₹5500-9000 (pre-revised). The University was converted into a Central University w.e.f. 15-01-2009. Pre-revised scale of pay i.e. ₹5000-8000 and ₹5500-9000 have been merged in to one scale in pursuance of the 6<sup>th</sup> CPC (Part-B) i.e. PB-2 with GP ₹4200. Therefore, there is no additional financial liability on this account.
- The posts of Peon, Head Peon and Daftri have been rationalized as Multi Tasking Staff with Pay Band-1 (₹5200-20200) plus GP of ₹1800.

## RECRUITMENT RULES FOR THE POST OF SECTION OFFICER

|    |   |   |
|----|---|---|
| 1  | Name of Post  | <b>Section Officer</b>  |
| 2  | Number of Post(s)   | Twenty One (21)   |
| 3  | Classification  | Group 'B'   |
| 4  | Scale of Pay  | PB-2; ₹9300 – 34800 with GP of ₹4600  |
| 5  | Whether selection or non-selection post   | Selection and Non-Selection   |
| 6  | Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972   | No  |
| 7  | Age Limit for direct recruits   | 40 years  |
| 8  | Educational and other qualifications required for direct recruits   | <b>Essential:</b><br><br>i) Degree of a recognized university with working knowledge of computer applications.<br><br>ii) Eight years' experience in relevant filed (i.e. Administration / Finance & Accounts/ Purchase /Personnel / Legal etc.) in Central / State Governments, University, Research Institution or Autonomous Organization of which three years in the PB-2 (₹9300-34800) with GP of ₹4200.<br><br><b>Desirable:</b><br>Master's Degree/PG Diploma in Business Administration/PGDCA or LLB. |
| 9  | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes  | No  |
| 10 | Period of probation, if any   | Two Years   |
| 11 | Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods. | 50% by Direct Recruitment (based on written test, skill test and interview) of which 10% shall be filled on deputation/absorption basis to meet the special requirement of the university;<br>25% by Promotion from the cadre of Assistants according to seniority-cum-fitness;<br>25% through limited departmental competitive   |

examination from among those Assistants who have put in at least four years' service in the PB-2 (₹9300-34800) with GP of ₹4200.

- 12 In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation/absorption to be made
- Promotion:** Assistants with six years continuous regular service in the PB-2 (₹9300-34800) with GP of ₹4200.
- Deputation/Absorption:** Officers holding analogous post on regular basis or with three years regular service in the Pay Band-2 (₹9300-43800) with GP of ₹4200 or equivalent in the Central/State Governments, Universities or autonomous organizations and possess the qualifications and experience prescribed for direct recruits under Col. 8.
- 13 Composition of DPC or Selection Committee
- Group 'B' Departmental Promotion Committee/ Selection Committee as per Univ. Statutes/ Ordinances /Regulations

## RECRUITMENT RULES FOR THE POST OF ASSISTANT

|    |   |  |
|----|---|--|
| 1  | Name of Post  | <b>Assistant</b>   |
| 2  | Number of Post(s)   | Seventy two (72)   |
| 3  | Classification  | Group 'B'  |
| 4  | Scale of Pay  | PB-2; ₹9300 – 34800 plus Grade Pay of ₹4200  |
| 5  | Whether selection or non-selection post   | Selection and Non-Selection  |
| 6  | Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972   | No   |
| 7  | Age Limit for direct recruits   | 30 years   |
| 8  | Educational and other qualifications required for direct recruits   | <b>Essential:</b><br>i) Degree of a recognized university with working knowledge of computer applications.<br><br>ii) 5 years' experience in relevant filed (i.e. Administration/Finance & Accounts/ Purchase/ Personnel/ Legal/ etc.) in Central/State Governments, Universities, Research Institutions, Autonomous Organizations or organizations of repute.<br><br><b>Desirable:</b><br>Master's Degree/PG Diploma in Business Administration/PGDCA or LLB.         |
| 9  | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes  | Not Applicable   |
| 10 | Period of probation, if any   | Two years  |
| 11 | Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods. | 50% by Direct Recruitment (based on written test, skill test and interview), of which 10% shall be filled on deputation/absorption basis to meet the special requirement of the University.<br>25% by Promotion from the cadre of UDCs according to seniority-cum-fitness.<br>25% through limited departmental competitive examination from among those Upper Division Clerks who have put in at least Five (5) years' service in the scale of pay of ₹4000-6000 (pre- |



- 12 In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation/absorption to be made revised)/ PB-1 with GP of ₹2400. **Promotion:** UDC with Seven (7) years continuous regular service in the pay scale of ₹4000-6000 (pre-revised)/ PB-1 with GP of ₹2400.
- 13 Composition of DPC or Selection Committee Group 'B' Departmental Promotion Committee/ Selection Committee as per Univ. Statutes/ Ordinances /Regulations

## RECRUITMENT RULES FOR THE POST OF UPPER DIVISION CLERK

|    |   |  |
|----|---|--|
| 1  | Name of Post  | Upper Division Clerk   |
| 2  | Number of Post(s)   | Fifty Five (55)  |
| 3  | Classification  | Group 'C'  |
| 4  | Scale of Pay  | PB-1; ₹5200 – 20200 plus Grade Pay of ₹2400  |
| 5  | Whether selection or non-selection post   | Non-Selection  |
| 6  | Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules,1972  | No   |
| 7  | Age Limit for direct recruits   | Not Applicable   |
| 8  | Educational and other qualifications required for direct recruits   | Not Applicable   |
| 9  | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes  | Not applicable   |
| 10 | Period of probation, if any   | Not Applicable   |
| 11 | Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods. | By Promotion from the cadre of LDCs.<br>50% by promotion on the basis of seniority-cum-fitness.<br>50% through limited departmental competitive examination from among those LDCs who have put in at least five years of regular service and possess graduation degree from a recognized university. |
| 12 | In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation/absorption to be made                                   | <b>Promotion:</b> Lower Division Clerk with eight (8) years continuous regular service in the scale of pay ₹3050-4590 (pre-revised)/PB-1 GP ₹1900.   |
| 13 | Composition of DPC or Selection Committee   | Group 'C' Departmental Promotion Committee as per Univ. Statutes/ Ordinances /Regulations  |

## RECRUITMENT RULES FOR THE POST OF LOWER DIVISION CLERK

|    |   |   |
|----|---|---|
| 1  | Name of Post  | <b>Lower Division Clerk</b>   |
| 2  | Number of Post(s)   | One Hundred and Twenty Four (124)   |
| 3  | Classification  | Group 'C'   |
| 4  | Scale of Pay  | PB-1; ₹5200 – 20200 plus Grade Pay of ₹1900   |
| 5  | Whether selection or non-selection post   | Selection and Non-Selection   |
| 6  | Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972   | No  |
| 7  | Age Limit for direct recruits   | Between 18 and 27 years   |
| 8  | Educational and other qualifications required for direct recruits   | <b>Essential :</b><br>(i) 10+2 or equivalent from a recognized Board or University.<br>(ii) A minimum typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on computer. (10500KDPH/9000KDPH on an average of 5 key depression for each word).<br>(iii) Excellent knowledge of computer applications like MS-Office, Internet etc.<br><br><b>Desirable:</b><br>Graduate from a recognized University and working experience in government or organization of repute. |
| 9  | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes  | Age : No<br>Qualification : No, but must be matriculate or equivalent.  |
| 10 | Period of probation, if any   | 2 years   |
| 11 | Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods. | (i) 85% by direct recruitment (based on written test, skill and interview) *<br>(ii) 10% of vacancies shall be filled from amongst Multi Tasking Staff who possess Matriculation or equivalent qualifications and have rendered five years regular service as Multi Tasking   |

Staff, on the basis of a Departmental qualifying Examination. The maximum age limit for eligibility for examination is 45 years (50 years of age for the SC/ST).

(iii) 5% of the vacancies shall be filled on seniority-cum-fitness basis from Multi Tasking Staff who possess matriculation or equivalent qualification and have rendered a minimum of eight years regular service in the grade.

\* Direct recruitment should be through an appropriate mechanism i.e. written test, typing test, computer aptitude/trade test and interview.

- |    |   |  |
|----|---|--|
| 12 | In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation/absorption to be made | As stated in Column No.11 above.   |
| 13 | Composition of DPC or Selection Committee   | Group 'C' Departmental Promotion Committee/ Selection Committee as per Univ. Statutes/ Ordinances /Regulations |

**RECRUITMENT RULES FOR THE POST OF  
MULTI TASKING STAFF**

|    |   |   |
|----|---|---|
| 1  | Name of Post  | <b>Multi Tasking Staff</b>  |
| 2  | Number of Post(s)   | One Hundred Sixty One (166)   |
| 3  | Classification  | Group 'C'   |
| 4  | Scale of Pay  | PB-1; ₹5200-20200 plus Grade Pay of ₹1800   |
| 5  | Whether selection or non-selection post   | Selection   |
| 6  | Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules,1972  | No  |
| 7  | Age Limit for direct recruits   | Between 18 and 27 years   |
| 8  | Educational and other qualifications required for direct recruits   | <b>Essential:</b><br>Matriculation or equivalent.<br><br><b>Desirable:</b><br>Working experience in government or organization of repute. |
| 9  | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes  | Not Applicable  |
| 10 | Period of probation, if any   | Two Years   |
| 11 | Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods. | 100% by Direct Recruitment;   |
| 12 | In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation/absorption to be made                                   | Not applicable  |
| 13 | Composition of DPC or Selection Committee   | Selection Committee as per Univ. Statutes/ Ordinances /Regulations.   |

Note: The post of Peon, Head Peon and Daftri have been rationalized as Multi Tasking Staff.

**RECRUITMENT RULES FOR THE POST OF  
PERSONAL ASSISTANT**

|    |  |  |
|----|--|--|
| 1  | Name of Post   | <b>Personal Assistant</b>  |
| 2  | Number of Post(s)  | Three (3)  |
| 3  | Classification   | Group 'B'  |
| 4  | Scale of Pay   | PB-2; ₹9300-34800 plus Grade Pay of ₹4200  |
| 5  | Whether selection or non-selection post  | Non-Selection  |
| 6  | Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972                          | No   |
| 7  | Age Limit for direct recruits  | Not applicable   |
| 8  | Educational and other qualifications required for direct recruits  | Not applicable   |
| 9  | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes                 | Not Applicable   |
| 10 | Period of probation, if any  | Two Years  |
| 11 | Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts | 100% By Promotion  |
| 12 | Recruitment by promotion/ deputation/ absorption, grades from which promotion/deputation/ absorption to be made              | Promotion according to seniority cum fitness and qualifying of stenography test in English with the speed of 100/40 w.p.m.<br><br>Note: In case of Stenographer (Hindi), eligibility for promotion as Personal Assistant will be subject to proficiency in English Stenography to be determined by a suitable test.<br><br>Promotion from Stenographer with Five (5) years regular service in the PB-1; GP of ₹2400. |
| 13 | Composition of DPC or Selection Committee  | Group 'B' Selection Committee as per Univ. Statutes/ Ordinances/Regulations  |

## RECRUITMENT RULES FOR THE POST OF STENOGRAPHER

|    |  |   |
|----|--|---|
| 1  | Name of Post   | <b>Stenographer</b>   |
| 2  | Number of Post(s)  | Five (5)  |
| 3  | Classification   | Group 'C'   |
| 4  | Scale of Pay   | ₹5200-20200 with GP of ₹2400  |
| 5  | Whether selection or non-selection post  | Selection   |
| 6  | Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972                          | No  |
| 7  | Age Limit for direct recruits  | 30 years  |
| 8  | Educational and other qualifications required for direct recruits  | <b>Essential:</b><br>i) 10 + 2 from a recognized Board.<br>ii) A speed of 80/40 w.p.m. in English Stenography <b>Or</b> 80/30 w.p.m. in Hindi Stenography.<br>iii) Knowledge of Computer Applications.<br><br><b>Desirable:</b><br>i) Preference will be given to Graduates.<br>ii) Diploma / Certificate in Stenography.<br>iii) Working experience and bilingual. |
| 9  | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes                 | Not Applicable  |
| 10 | Period of probation, if any  | Two Years   |
| 11 | Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts | Direct recruitment based on written test, proficiency test and interview.   |
| 12 | Recruitment by promotion/ deputation/ absorption, grades from which promotion/deputation/ absorption to be made              | Not Applicable  |
| 13 | Composition of DPC or Selection Committee  | Group 'C' Selection Committee as per Univ. Statutes/ Ordinances/Regulations   |

## RECRUITMENT RULES FOR THE POST OF FINANCE OFFICER

|   |   |   |
|---|---|---|
| 1 | Name of Post  | <b>Finance Officer</b>  |
| 2 | Number of Post(s)   | 1 (one)   |
| 3 | Classification  | Group 'A'   |
| 4 | Scale of Pay  | PB-4; ₹37400–67000 plus Grade Pay of ₹10000   |
| 5 | Whether selection or non-selection post   | Not Applicable  |
| 6 | Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972 | No  |
| 7 | Age Limit for direct recruits   | Not Applicable  |
| 8 | Educational and other qualifications required for direct recruits                                   | <b>Essential:</b><br>(i) A Master's degree with at least 55% of the marks or its equivalent grade of B in the UGC seven-point scale in any discipline from a recognized university/institute.<br><br>(ii) At least 15 years' of experience as Assistant Professor in the AGP of ₹7000 and above or with 8 years' of service in the AGP of ₹8000 and above including as Associate Professor along with experience in educational administration, <b>or</b><br><br>Comparable experience in research establishment and /or other institutions of higher education, <b>or</b><br><br>15 years of administrative experience of which 8 years as Deputy Registrar or in an equivalent post in Finance and Accounts.<br><br>iii) Good working knowledge on Computer.<br><br><b>Desirable:</b><br>MBA / PG Diploma in Management / LL.B. / CA / ICWA / MCA / Ph.D. |
| 9 | Whether age and educational qualifications prescribed for direct recruits will apply in the case of | Not Applicable  |



promotes

- |    |   |  |
|----|---|--|
| 10 | Period of probation, if any   | No Probation   |
| 11 | Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods. | Deputation by drawing officers belonging to the Audit and Accounts services or other similar organized services or on Contract for a period of maximum 5 years or till attaining the age of 62 years, whichever is earlier.  |
| 12 | In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation/absorption to be made                                   | <b>Deputation:</b><br>Officers holding analogous posts on regular basis <b>or</b> with three (3) years regular service in PB-IV plus GP of ₹8700 <b>or</b> with five (5) years regular service in PB-3 plus GP of ₹7600; in Audit and Accounts departments in the Central / State Government, Universities and other autonomous organizations. |
| 13 | Composition of DPC or Selection Committee   | Group 'A' Selection Committee as per Univ. Statutes/ Ordinances/Regulations  |

Note:

- The minimum requirement of 55% shall not be insisted upon for the existing incumbents who are already in the University system. However, these marks should be insisted upon for those entering the system from outside and those at the entry point of Assistant Registrar.
- A relaxation of 5% shall be provided at the Master's level to the SC/ST category.

**RECRUITMENT RULES FOR THE POST OF  
INTERNAL AUDIT OFFICER**

|    |   |  |
|----|---|--|
| 1  | Name of Post  | <b>Internal Audit Officer</b>  |
| 2  | Number of Post(s)   | 1(one)   |
| 3  | Classification  | Group 'A'  |
| 4  | Scale of Pay  | PB-3; ₹15600–39100 plus Grade Pay of ₹7600   |
| 5  | Whether selection or non-selection post   | Not Applicable (To be filled up on deputation for a maximum period of 5 years).  |
| 6  | Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules,1972  | No   |
| 7  | Age Limit for direct recruits   | Not Applicable   |
| 8  | Educational and other qualifications required for direct recruits   | Not applicable   |
| 9  | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes  | Not Applicable   |
| 10 | Period of probation, if any   | No Probation   |
| 11 | Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods. | On deputation by drawing officers belonging to Audit and Accounts Services or other similar services.  |
| 12 | In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation/absorption to be made                                   | <b>Deputation:</b> officers holding analogous posts <b>or</b> with three (3) years of regular service in the scale of pay of ₹10000–15200 (pre-revised)/PB-3; GP of ₹6600 <b>or</b> five (5) years in the scale of pay of ₹8000-13500 (pre-revised)/PB-3; GP of ₹5400 in the Central / State Governments, Universities and other Autonomous Organizations. |
| 13 | Composition of DPC or Selection Committee   | Selection Committee as per Univ. Statutes/ Ordinances/Regulations  |

## RECRUITMENT RULES FOR THE POST OF CONTROLLER OF EXAMINATIONS

|   |   |   |
|---|---|---|
| 1 | Name of Post  | <b>Controller of Examinations (*)</b>   |
| 2 | Number of Post(s)   | 1 (one)   |
| 3 | Classification  | Group 'A'   |
| 4 | Scale of Pay  | PB-4; ₹37400 – 67000 plus Grade Pay of ₹10000   |
| 5 | Whether selection or non-selection post   | Not Applicable  |
| 6 | Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972 | No  |
| 7 | Age Limit for direct recruits   | Not Applicable  |
| 8 | Educational and other qualifications required for direct recruits                                   | <b>Essential:</b><br>(i) A Master's degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC seven-point scale.<br><br>(ii) At least 15 years of experience as Assistant Professor in the AGP of ₹7000 and above or with 8 years' of service in the AGP of ₹8000 and above including as Associate Professor along with experience in educational administration; <b>or</b><br><br>Comparable experience in research establishment and/or other institutions of higher education; <b>or</b><br><br>15 years of administrative experience, of which 8 years as Deputy Registrar or in an equivalent post.<br><br>iii) Good working knowledge on Computer.<br><br><b>Desirable:</b><br>i) MBA / LL.B. / MCA / Ph.D.<br>ii) Adequate experience in the pre and post conduct of University examinations or other comparable examinations. |

|    |   |   |
|----|---|---|
| 9  | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes  | Not Applicable  |
| 10 | Period of probation, if any   | No Probation  |
| 11 | Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods. | Deputation or on contract for a tenure of 5 years or till attaining the age of 62 years, whichever is earlier. (Can be renewed for similar terms) |
| 12 | In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation/absorption to be made                                   | Deputation or on Contract.<br>As indicated in Col. 8  |
| 13 | Composition of DPC or Selection Committee   | Group 'A' Selection Committee as per Univ. Statutes / Ordinances /Regulations.  |

Note:

- The minimum requirement of 55% shall not be insisted upon for the existing incumbents who are already in the University system. However, these marks should be insisted upon for those entering the system from outside and those at the entry point of Assistant Registrar.
- A relaxation of 5% shall be provided at the Master's level to the SC/ST category.

\* The University has two posts of Registrar i.e. Registrar (Admin.) and Registrar (Examinations) in the pay scale of ₹16400-22400 (pre-revised). The post of Registrar (Examinations) has now been rationalized as Controller of Examinations, as the post of Registrar (Examinations) does not exist in the Central University System. After rationalization there will be one post each of Registrar and Controller of Examinations.

## RECRUITMENT RULES FOR THE POST OF EXECUTIVE ENGINEER

|    |   |  |
|----|---|--|
| 1  | Name of Post  | <b>Executive Engineer*</b>   |
| 2  | Number of Post(s)   | One (1)  |
| 3  | Classification  | Group 'A'  |
| 4  | Scale of Pay  | PB-3; ₹15600–39100 plus Grade Pay of ₹6600   |
| 5  | Whether selection or non-selection post   | Not Applicable   |
| 6  | Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972   | No   |
| 7  | Age Limit for direct recruits   | 40 years   |
| 8  | Educational and other qualifications required for direct recruits   | <b>Essential :</b><br><br>i) A Degree in Engineering from a recognized university/Institution or equivalent in relevant area.<br><br>ii) Eight years regular services as Assistant Engineer in the pay scale of ₹6500-10500 (pre-revised) / PB-2; GP of ₹4600 in CPWD / State PWD/ Central/State Govt. Dept./ Semi Govt./ PSU/ Statutory or Autonomous Organizations/University.<br><br><b>Desirable:</b><br>Working knowledge of AUTOCAD, other relevant softwares. |
| 9  | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes  | Not Applicable   |
| 10 | Period of probation, if any   | One year   |
| 11 | Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods. | Direct recruitment   |

- 12 In case of recruitment by promotion / deputation/ absorption, grades from which promotion / deputation/ absorption to be made Not applicable
- 13 Composition of DPC or Selection Committee Group 'A' Selection Committee as per Univ. Statutes/ Ordinances / Regulations

\* Recently, sanctioned by the UGC vide letter Letter No. F.63-1/2010(CU) dated 12-11-2010.

## RECRUITMENT RULES FOR THE POST OF ASSISTANT ENGINEER

|    |   |   |
|----|---|---|
| 1  | Name of Post  | <b>Assistant Engineer *</b>   |
| 2  | Number of Post(s)   | Three (3)   |
| 3  | Classification  | Group 'B'   |
| 4  | Scale of Pay  | PB-2; ₹9300–34800 plus Grade Pay of ₹4600   |
| 5  | Whether selection or non-selection post   | Not applicable  |
| 6  | Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972   | No  |
| 7  | Age Limit for direct recruits   | 35 years  |
| 8  | Educational and other qualifications required for direct recruits   | <b>Essential:</b><br>A Degree in Engineering in the relevant area from a recognized University / Institute with two years post qualification experience in relevant filed <b>or</b> Diploma in relevant area from a recognized University/Institute with five years post qualification experience; in an organization of repute, Centre/State Government, Universities, and Autonomous Organizations.<br><br><b>Desirable:</b><br>Working knowledge of AUTOCAD, other relevant softwares. |
| 9  | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes  | Not Applicable  |
| 10 | Period of probation, if any   | Two years   |
| 11 | Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods. | (i) 50% by Direct recruitment failing which by deputation,<br>(ii) 50% by promotion according to seniority-cum-fitness.   |
| 12 | In case of recruitment by promotion / deputation/ absorption, grades from which promotion/  | <b>Promotion:</b><br>Junior Engineers who have put in five years regular satisfactory service in the scale of pay   |

deputation/absorption to be made ₹9300- 34800 with GP of ₹4200.

**Deputation:**

Officers of the CPWD/State Govt. PWD services or similar organized services/Semi Govt./PSU/Statutory or Autonomous Organizations/University System holding analogous post on regular basis or two (2) years regular services as Junior Engineer possessing a degree in Engineering in the relevant area or five (5) years regular services as Junior Engineer possessing Diploma in Engineering in the relevant area.

- 13 Composition of DPC or Selection Committee Group 'B' Selection Committee as per Univ./ Departmental Promotion Committee as per Statutes/ Ordinances/Regulations.

\*One post recently sanctioned by the UGC vide letter Letter No. F.63-1/2010(CU) dated 12-11-2010.



## RECRUITMENT RULES FOR THE POST OF JUNIOR ENGINEER

|    |   |   |
|----|---|---|
| 1  | Name of Post  | <b>Junior Engineer</b>  |
| 2  | Number of Post(s)   | Two (2) + (4)*  |
| 3  | Classification  | Group 'B'   |
| 4  | Scale of Pay  | PB-2; ₹9300–34800 plus Grade Pay of ₹4200   |
| 5  | Whether selection or non-selection post   | Not applicable  |
| 6  | Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972   | No  |
| 7  | Age Limit for direct recruits   | 30 years  |
| 8  | Educational and other qualifications required for direct recruits   | <b>Essential:</b><br>Degree in Engineering in the relevant area from a recognized University /Institute or equivalent <b>Or</b><br>Diploma in Engineering in the relevant area from a recognized University / Institute or equivalent having two (2) years post qualification experience in relevant filed from an organization of repute, Centre/State Government, Universities, and Autonomous Organizations.<br><br><b>Desirable:</b><br>Working knowledge of AUTOCAD, other relevant softwares. |
| 9  | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes  | Not Applicable  |
| 10 | Period of probation, if any   | Two years   |
| 11 | Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods. | 100% Direct Recruitment   |
| 12 | In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation/absorption to be made                                   | Not applicable  |

- 13 Composition of DPC or Selection Committee Group 'B' Selection Committee as per Univ./ Departmental Promotion Committee as per Statutes/ Ordinances/Regulations.

\* In Central University System there is no post of Sub-Engineer. Hence, the same is rationalized as Junior Engineer.

## RECRUITMENT RULES FOR THE POST OF LIBRARIAN

|    |   |  |
|----|---|--|
| 1  | Name of Post  | <b>Librarian</b>   |
| 2  | Number of Post(s)   | 1(one)   |
| 3  | Classification  | Group 'A'  |
| 4  | Scale of Pay  | PB-4; ₹37400 – 67000 plus AGP of ₹10000  |
| 5  | Whether selection or non-selection post   | Not Applicable   |
| 6  | Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules,1972  | No   |
| 7  | Age Limit for direct recruits   | 55 years   |
| 8  | Educational and other qualifications required for direct recruits   | <b>Essential:</b><br>i) A Master's Degree in Library Science /Information Science/documentation with at least 55% marks or its equivalent grade of B in the UGC seven points scale and consistently good academic record.<br><br>ii) At least thirteen years as a Deputy Librarian (AGP ₹8000/-) in a university library or eighteen years' experience as a College Librarian (AGP of ₹6000/).<br><br>iii) Evidence of innovative library service and organization of published work.<br><br><b>Desirable:</b> M.Phil./Ph.D. Degree in library science/ information science / Documentation / archives and manuscript-keeping. |
| 9  | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes  | Not Applicable   |
| 10 | Period of probation, if any   | One year (for direct recruits)   |
| 11 | Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods. | Direct recruitment or on Contract for a period of 5 years or till the age of 62 years, whichever is earlier.   |
| 12 | In case of recruitment by promotion   | Not applicable   |

/ deputation/ absorption, grades  
from which promotion/  
deputation/absorption to be made

- 13 Composition of DPC or Selection Committee Group 'A' Selection Committee as per Univ. Statutes/ Ordinances/Regulations

Note:

- The minimum requirement of 55% shall not be insisted upon for the existing incumbents who are already in the University system. However, these marks should be insisted upon for those entering the system from outside and those at the entry point of Assistant Registrar.
- A relaxation of 5% shall be provided at the Master's level to the SC/ST category.

## RECRUITMENT RULES FOR THE POST OF ASSISTANT LIBRARIAN

|   |   |   |
|---|---|---|
| 1 | Name of Post  | <b>Assistant Librarian</b>  |
| 2 | Number of Post(s)   | Two (2)   |
| 3 | Classification  | Group 'A'   |
| 4 | Scale of Pay  | PB-3; ₹15600 – 39100 plus AGP of ₹6000  |
| 5 | Whether selection or non-selection post   | Selection   |
| 6 | Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972 | No  |
| 7 | Age Limit for direct recruits   | 40 years  |
| 8 | Educational and other qualifications required for direct recruits                                   | <b>Essential:</b><br>i.) Master's degree in Library Science / Information Science / Documentation or an equivalent professional degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC seven point scale and consistently good academic record with knowledge of computerization of library.<br><br>ii) Qualifying in the national-level test (NET) in Library Science conducted for the purpose by the UGC or any other agency approved by the UGC.<br><br>iii) Holders of Ph.D. degrees as on the date of notification of these regulations, along with those candidates who are awarded a Ph.D. degree though a process of admission, registration, course work and external evaluation as have been/or may be laid down by UGC through its regulations, and so adopted by the university shall be exempted from NET.<br><br><b>Desirable:</b><br>i) Three years supervisory experience in Library of Govt. Dept./ University / Autonomous Bodies.<br>ii) PG Diploma in Library Automation and Networking or PGDCA or equivalent. |

- |    |   |   |
|----|---|---|
| 9  | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes  | Age : No<br>Qualification : No, but at least should be M.Lib.                     |
| 10 | Period of probation, if any   | One year  |
| 11 | Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods. | 50% by Direct Recruitment<br>50% by Promotion according to seniority cum fitness. |
| 12 | In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation/absorption to be made                                   | Professional Assistant with 8 years regular service in PB-2 with GP of ₹4200.     |
| 13 | Composition of DPC or Selection Committee   | Group 'A' Selection Committee as per Univ. Statutes/ Ordinances/Regulations       |

## RECRUITMENT RULES FOR THE POST OF PROFESSIONAL ASSISTANT

|    |   |   |
|----|---|---|
| 1  | Name of Post  | <b>Professional Assistant</b>   |
| 2  | Number of Post(s)   | One (1)   |
| 3  | Classification  | Group 'B'   |
| 4  | Scale of Pay  | PB-4; ₹9300-34800 plus Grade Pay of ₹4200   |
| 5  | Whether selection or non-selection post   | NA  |
| 6  | Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972   | No  |
| 7  | Age Limit for direct recruits   | 40 years  |
| 8  | Educational and other qualifications required for direct recruits   | <b>Essential:</b><br>Master's Degree in Library & Information Science or equivalent with five years relevant experience in Govt. dept./ University / Autonomous Bodies or organization of repute.<br><br><b>Desirable:</b><br>PG Diploma in Library Automation and Networking or PGDCA or equivalent. |
| 9  | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes  | Not applicable  |
| 10 | Period of probation, if any   | Two Years (for direct recruits)   |
| 11 | Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods. | 25% Direct Recruitment,<br>75% by promotion according to seniority cum fitness.   |
| 12 | In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation/absorption to be made                                   | Promotion from Semi Professional Assistant With Five (5) years regular service in the PB-1 plus GP of ₹2800.  |
| 13 | Composition of DPC or Selection Committee   | Group 'B' Selection Committee/ Departmental Promotion Committee as per Univ. Statutes/ Ordinances /Regulations.   |

**RECRUITMENT RULES FOR THE POST OF  
SEMI PROFESSIONAL ASSISTANT**

|    |   |   |
|----|---|---|
| 1  | Name of Post  | <b>Semi Professional Assistant</b>  |
| 2  | Number of Post(s)   | Six (6)   |
| 3  | Classification  | Group 'C'   |
| 4  | Scale of Pay  | PB-1; ₹5200-20200 plus Grade Pay of ₹2800   |
| 5  | Whether selection or non-selection post   | Selection and Non Selection   |
| 6  | Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972   | No  |
| 7  | Age Limit for direct recruits   | 35 years  |
| 8  | Educational and other qualifications required for direct recruits   | <b>Essential:</b><br>i) B. Lib. I. Sc. or equivalent with five years experience. <b>Or</b> M. Lib Sc. with three years experience. Experience means in Govt. dept./ University/ Autonomous Bodies or organization of repute.<br>ii) Good working knowledge on Computer.<br><br><b>Desirable:</b><br>PG Diploma in Library Automation and Networking or PGDCA or equivalent. |
| 9  | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes  | Age : No<br>Qualification : Yes   |
| 10 | Period of probation, if any   | Two Years (for direct recruits)   |
| 11 | Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods. | 50% by promotion according to seniority cum fitness<br>50% by direct recruitment.   |
| 12 | In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation/absorption to be made                                   | Promotion from Library Assistant with seven (7) years regular service in PB-1 plus GP of ₹2000.   |



- 13 Composition of DPC or Selection Committee Group 'C' Selection Committee/ Departmental Promotion Committee as per Univ. Statutes/ Ordinances /Regulations.

Note: The post of Assistant Library Gr.1 is rationalized as Semi Professional Assistant.

**RECRUITMENT RULES FOR THE POST OF  
LIBRARY ASSISTANT**

|    |  |   |
|----|--|---|
| 1  | Name of Post   | <b>Library Assistant</b>  |
| 2  | Number of Post(s)  | Three (3)   |
| 3  | Classification   | Group 'C'   |
| 4  | Scale of Pay   | PB-1; ₹5200-20200 plus Grade Pay of ₹2400*  |
| 5  | Whether selection or non-selection post  | Not Applicable  |
| 6  | Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972                          | No  |
| 7  | Age Limit for direct recruits  | 30 years  |
| 8  | Educational and other qualifications required for direct recruits  | <b>Essential:</b><br>i) Graduate from a recognized University with working knowledge of computer applications.<br>ii) Diploma or Certificate in Library Science.<br><br><b>Desirable:</b><br>Working experience in a computerized Library of Govt. dept. / University or Autonomous Organization or Organization of repute. |
| 9  | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes                 | Not Applicable  |
| 10 | Period of probation, if any  | Two Years   |
| 11 | Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts | 50% by Promotion according to seniority cum fitness.<br>50% Direct Recruitment.   |
| 12 | Recruitment by promotion/ deputation/ absorption, grades from which promotion/deputation/ absorption to be made              | Library Attendant with five (5) years regular service in the GP of Rs.1800 and possess Certificate in Library Science.  |

- 13 Composition of DPC or Selection Group 'C' Selection Committee as per  
Committee Univ. Statutes/ Ordinances/Regulations

Note: The post of Cataloguer is rationalized as Library Assistant.

\*The post will be advertised and filled in future in PB-1 with GP of Rs.2000 in line with the other Central Universities.

**RECRUITMENT RULES FOR THE POST OF  
LIBRARY ATTENDANT**

|    |   |   |
|----|---|---|
| 1  | Name of Post  | <b>Library Attendant</b>  |
| 2  | Number of Post(s)   | Twenty One (21)   |
| 3  | Classification  | Group 'C'   |
| 4  | Scale of Pay  | PB-1; ₹5200-20200 plus Grade Pay of ₹1800   |
| 5  | Whether selection or non-selection post   | Not Applicable  |
| 6  | Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972   | No  |
| 7  | Age Limit for direct recruits   | 30 years  |
| 8  | Educational and other qualifications required for direct recruits   | <b>Essential:</b> 10+2 or equivalent.<br><b>Desirable:</b> Certificate course in Library Science from a recognized Institution. |
| 9  | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes  | Not Applicable  |
| 10 | Period of probation, if any   | Two Years   |
| 11 | Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods. | 100 % by Direct Recruitment   |
| 12 | Recruitment by promotion/ deputation /absorption, grades from which promotion/deputation/ absorption to be made   | Not applicable  |
| 13 | Composition of DPC or Selection Committee   | Group 'C' Selection Committee as per Univ. Statutes/ Ordinances/Regulations   |

Note: The post of Book Lifter, Assistant Binder and Machine Operator are rationalized as Library Attendant.