

# Recruitment Rules for Non-Teaching posts of the EFL University Hyderabad- 500 007

Sl No.	Name of the post	Scale of Pay	Recruitment Rule
<b>Group-A Posts</b>			
1	Registrar	Rs.37400-67000 + GP Rs.10000/- (Rs. 16400-22400/-)	As per UGC Rules
2	Finance Officer	Rs.37400-67000 + GP Rs.10000/- (Rs. 16400-22400/-)	-do-
3	Controller of Examinations	Rs.37400-67000 + GP Rs.10000/- (Rs. 16400-22400/-)	-do-
4	Librarian	Rs.37400-67000 + AGP Rs.10000/- (Rs. 16400-22400/-)	-do-
5	Director, EMMRC	Rs.37400-67000 + AGP Rs.10000/- (Rs. 16400-22400/-)	As per CEC Rule
6	Deputy Registrar/Deputy Registrar (Finance)	Rs.15600-39100 + GP Rs.7600/- (Rs. 12000-18300/-)	75% by Direct Recruitment, as per UGC Rules. and 25% by promotion from amongst the Asst. Registrar and its equivalent with 8 years service in the Sr. Scale of Rs.15600-39100+ AGP Rs.6600/- on a regular basis.
7	Internal Audit Officer	Rs.15600-39100 +	Deputation/Re-employment /Short term contract

		GP Rs.7600/- (Rs. 12000-18300/-)	(As per UGC direction)
8	Dy. Librarian	Rs.15600-39100+ AGP Rs.8000/- (Rs. 12000-18300/-)	<b>Direct Recruitment:</b> as per UGC Rules. <b>By Promotion:</b> As per the UGC Rules.
9	Assistant Registrar/ Assistant Registrar (Finance)	Rs.15600-39100 + GP Rs.5400/- (Rs. 8000-13500/-)	<b>50% by Direct Recruitment</b> as per UGC Rules Maximum age limit is - <b>45 Years</b>  <b>50% by Promotion:</b> From Section Officers, PS to VC, PS to Pro-VC, Sr. PA to Registrar and Private Secretary who are in the pre-revised scale of Rs.6500-10500/- on the basis of combined seniority of all the cadres: 1) A University degree; 2) Three years continuous service as Section Officer/ PS to VC, PS to Pro-VC, Sr. PA to Registrar and Private Secretary; or equivalent experience in an academic organization. 3) Satisfactory record of work.
10	Academic Secretary to VC	Rs.15600-39100 + GP Rs.5400/- (Rs. 8000-13500/-)	<b>Direct Recruitment or on Deputation:</b> Same as Asst. Registrar  Maximum age limit is - <b>45 Years</b>  Desirable qualifications - M.Phil/Ph.D.
11	Producer	Rs.15600-39100 + GP Rs.5400/- (Rs. 8000-13500/-)	<b>As per CEC Rules</b>
12	Assistant Librarian	Rs.15600-39100 + GP Rs.6000/- (Rs. 8000-13500/-)	<b>50% by Direct Recruitment as per UGC Rules</b> Maximum age limit is - <b>45 Years</b>  <b>50% by Promotion</b> from among the Professional Assistants on the basis of seniority-cum-fitness and qualifications as prescribed for Direct Recruitment.
13	Technical Officers	Rs.15600-39100 + GP	a) <b>50% by direct recruitment.</b>

		Rs.5400/- (Rs. 8000-13500/-)	<p>Essential Qualifications: A post-graduate degree in the relevant discipline.</p> <p>Maximum age limit is - <b>45 Years</b></p> <p>b) <b>50% promotion</b> from among the Senior Technical Assistants/Recordist on the basis of Seniority-cum-fitness subject to fulfilling the requirement of minimum qualification prescribed for Direct Recruitment:</p> <p>i) 8 years of continuous service as Senior Technical Assistant/Recordist;</p> <p>ii) Good service record of work.</p>
14	Medical Officers	Rs.15600-39100 + GP Rs.5400/- (Rs. 8000-13500/-)	<p>100% by direct recruitment</p> <p><b>Essential:</b></p> <ol style="list-style-type: none"> <li>1. M.B.B.S. Degree from a recognized University</li> <li>2. At least three years post qualification experience.</li> <li>3. Maximum age limit is - <b>45 Years</b></li> </ol> <p><b>Desirable:</b> Post-graduate qualifications/MBA (Hospital Administration) and/or hospital experience will preferred.</p>
15	Editor	Rs.15600-39100 + GP Rs.5400/- (Rs. 8000-13500/-)	<p><b>100% Direct recruitment:</b></p> <p><b>Essential Qualifications:</b> M.A. in English/Mass Communication/ Journalism with at least 55% marks or its equivalent grade B in the UGC seven point scale. At least 3 years experience in editing and publishing. Maximum age limit is - <b>45 Years</b></p>
16	Asst. Engineer	Rs.15600-39100 + GP	Same as Technical Officer.

	/Technical Officer	<b>Rs.5400/- (Rs. 8000-13500/-)</b>	Maximum age limit is - <b>45 Years</b>
17	Public Relation Officer	<b>Rs.15600-39100 + GP</b> <b>Rs.5400/- (Rs. 8000-13500/-)</b>	<b>100% by Direct Recruitment:</b> <b>Essential:</b> a. Second class Master's degree (55%) in any one of the following: English/Sociology/Psychology/Public Administration/Journalism/Mass Communication /Human Relations and allied subjects with proficiency in English from any recognized University.  Maximum age limit is - <b>45 Years</b>
18	Asst. Physical Director	<b>Rs.15600-39100 + GP</b> <b>Rs.5400/-(Rs. 8000-13500/-)</b>	100% Direct recruitment as per UGC rule.
19	Manager, Publications	<b>Rs.15600-39100 + GP</b> <b>Rs.5400/-(Rs. 8000-13500/-)</b>	100% by Direct Recruitment: <b>Essential:</b> 1) A degree in Printing and Allied subjects with special knowledge of Photolithography from a recognized Institution or equivalent OR A degree in Photolithography Offset Printing from a recognized University/Institution or equivalent; 2) Five years' practical experience of Photolithography in a Printing Press with latest technologies. Maximum age limit is - <b>45 Years</b>
20	Electronics Engineer, School of Communication Studies	<b>Rs.15600-39100 + GP</b> <b>Rs.5400/-</b> <b>(Rs.8000-13500/-)</b>	Same as Technical Officer.  Maximum age limit is - <b>45 Years</b>
21	Engineer (Civil),	<b>Rs.15600-39100 + GP</b>	<b>100% Direct Recruitment/Deputation:</b>

	Works Section	<b>Rs.5400/-</b> <b>(Rs.8000-13500/-)</b>	A degree in Civil Engineering with 55% marks and 5 years experience in the pre-revised scale of Rs. 6500-10500/- in a Government organization a well established reputed private company. Maximum age limit is - <b>45 Years</b>
22	Asst. Engineer (EMMRC)	<b>Rs.15600-39100 + GP</b> <b>Rs.5400/-</b> <b>(Rs.8000-13500/-)</b>	As per CEC Rules
23	Junior Research Officer (EMMRC)	<b>Rs.15600-39100 + GP</b> <b>Rs.5400/-</b> <b>(Rs.8000-13500/-)</b>	As per CEC Rules

<b>Group-B Posts</b>			
1	Section Officers	<b>Rs.9300-34800 + GP 4200</b> <b>(Rs. 6500-10500)</b>	<p><b>25% by Direct Recruitment</b></p> <p><b>Essential Qualifications:</b></p> <ol style="list-style-type: none"> <li>1. Post Graduate with at least second division.</li> <li>2. At least three years post qualification experience in handling Educational Administration/General Admn./Purchase /Accounts &amp; Finance in a University/Research Institution/ Government department/ bodies/PSU or any other reputed commercial establishment.</li> <li>3. Maximum Age limit is <b>45 Years</b>.</li> </ol> <p><b>Desirable:</b> Experience in Computer Applications.</p> <p><b>75% by Promotion:</b></p> <ol style="list-style-type: none"> <li>i. 75% of the 75% from Sr. Assistants on the basis of seniority cum fitness: <ol style="list-style-type: none"> <li>a) 5 years' continuous service in the cadres concerned; and</li> <li>b) Satisfactory record of work.</li> </ol> </li> </ol>

			<ul style="list-style-type: none"> <li>ii. 25% of 75% by promotion from the cadre of Stenographer seniority-cum-fitness. <ul style="list-style-type: none"> <li>a) 5 years' continuous service in the cadres concerned; and</li> <li>b) Satisfactory record of work.</li> </ul> </li> </ul>
2	Professional Assistant	<b>Rs.9300-34800 + GP 4200</b> <b>(Rs. 5500-9000/-)</b>	<ul style="list-style-type: none"> <li>i) 75% of posts be filled by promotion through Departmental Promotion Committee from amongst Junior/Semi-Professional Assistants having at least a Bachelor's degree and B.LI.Sc., with 5 years of continuous service in the grade, on the basis of seniority-cum-fitness.</li> <li>ii) 25% to be filled through direct recruitment with at least a second class post-graduate degree with a second class B.LI.Sc. or a second class Bachelors degree with a second class M.LI.Sc., or at least with 5 years relevant experience as SPA. Maximum age limit is - <b>45 Years</b></li> </ul>
3	Asst. Engineer (Civil) <b>(The Committee recommended to name the post as Engineer in view of the Pay Band of the post)</b>	<b>Rs.9300-34800 + GP 4200</b> <b>(Rs. 6500-10500)</b>	<p><b>100% by Direct Recruitment</b></p> <p><b>Essential:</b></p> <ol style="list-style-type: none"> <li>1. A Degree in Civil/Electrical Engineering from a recognized University/ Institution.</li> <li>2. At least two years post qualification experience in a government body/commercial establishment of repute as a Junior Engineer or in a similar capacity.</li> </ol> <p><b>Note:</b> Candidates applying for the post of AE(Civil) should be able to design RCC work efficiently</p> <p>Maximum age limit is - <b>45 Years</b></p>
4	Junior Engineer Gr-I <b>(The Committee recommended to name the post as</b>	<b>Rs.9300-34800 + GP 4200</b> <b>(Rs. 5500-9000/-)</b>	<p><b>100% By Direct Recruitment</b></p> <p><b>Essential:</b></p> <ol style="list-style-type: none"> <li>1. Degree or Diploma in Civil Engineering/ Electrical Engineering of a recognized University/ Institute.</li> </ol>

	<b>Engineer in view of the Pay Band of the post)</b>		<p>2. At least two years post qualification experience as Junior Engineer or Works Assistant in a University/Research Institution/PSU engaged in construction activities/private organization of repute.</p> <p>Maximum age limit is - <b>45 Years</b></p>
5	Security Officer	<b>Rs.9300-34800 + GP 4200 (Rs. 6500-10500)</b>	<p><b>100% by Direct Recruitment</b></p> <p><b>Essential:</b></p> <ol style="list-style-type: none"> <li>1. A Graduate or an equivalent qualification from a recognized University.</li> <li>2. At least 15 years experience in Police/Para-Military Forces/ Armed Forces of the Union and not below the rank of Sub-Inspector (Exe)/Subedar or an equivalent position with exemplary service.</li> <li>3. Holding a valid Driving License to ride a Jeep/ Motor Cycle.</li> </ol> <p>Maximum age limit is - <b>50 Years</b></p> <p><b>Desirable:</b></p> <ol style="list-style-type: none"> <li>1. Completion of a course in Fire Fighting or Unarmed Combat Course in Army or Para-Military Force.</li> <li>2. Good working knowledge of English and the local language.</li> </ol>
6	Sr. Technical Assistant	<b>Rs. 9300-34800 + GP Rs. 4200 (Rs.5500-9000/-)</b>	<p><b>25% by Direct Recruitment</b></p> <p>Minimum qualification and also experience: A good B.E. degree in Electronics/ Telecommunication Engg. with one year experience Or M.Sc. (Physics) with Electronics as a specialization from a recognized University or an equivalent qualification</p> <p>Maximum age limit is - <b>45 Years</b></p>

			<p><b>75% by Promotion</b></p> <p>On combined seniority from Technical Assistant, Subject to 'Good' record of work, six years' continuous service and fulfilling minimum educational/technical qualification i.e. at least a Diploma in Electronics &amp; Telecommunications with training experience in laboratory techniques of the subject concerned. If suitable persons are not available the post will be filled through open recruitment and quota deemed as consumed.</p>
7	Technical Assistant (EMMRC)	Rs. 9300-34800 + GP Rs. 4200 (Rs.5500-9000/-)	As per CEC Rule
8	Camera Persons (EMMRC)	Rs.9300-34800 + GP 4200 (Rs. 6500-10500)	As per CEC Rule
9	Sr. Artist (The Committee recommended to name the post as Artist in view of the Pay Band of the post and may be treated the sanctioned posts as two Artists)	Rs. 9300-34800 + GP Rs. 4200 (Rs.5500-9000/-)	<p><b>100% by Direct Recruitment:</b></p> <ul style="list-style-type: none"> <li>i) A degree/diploma in Fine Arts or equivalent.</li> <li>ii) 2 years' experience in graphics/computer graphics</li> <li>iii) Knowledge of printing press work</li> <li>iv) Experience in illustrating books.</li> </ul> <p>Maximum age limit is - <b>45 Years</b></p>
10	Hostel Supervisor (The Committee recommended to name the post as Supervisor of Hostels as the incumbent needs to supervise all the hostels of the University)	Rs. 9300-34800 + GP Rs. 4200 (Rs.5500-9000/-)	<p><b>100% by Direct Recruitment:</b></p> <p>A Master's degree with a second class and 5 years supervisory experience in a Hostel/ Guest House (reputed)</p> <p>Maximum age limit is - <b>45 years.</b></p>
11	Graphic Artist	Rs. 9300-34800 + GP Rs. 4200	As per CEC Rule

	(EMMRC)	(Rs.5500-9000/-)	
12	Programme Assistant (Photography)	Rs. 9300-34800 + GP Rs. 4200 (Rs.5500-9000/-)	<p><b>100% by Direct Recruitment:</b></p> <p><b>Essential:</b></p> <ol style="list-style-type: none"> <li>1. At least a second class degree from a recognized university with higher level competence in English</li> <li>2. A Diploma from the Film and Television Institute of India, Poona or a Certificate from a TV Training Centre, or a Degree/Diploma from the National School of Drama or specialized training in English and Foreign Language teaching through mass media in a recognized institution.</li> <li>3. At least two years' experience as Radio/TV Production Asst.</li> <li>4. Maximum age limit is - <b>45 Years</b></li> </ol> <p><b>Desirable:</b></p> <ol style="list-style-type: none"> <li>1. At least 3 years' teaching experience in a School or College.</li> <li>2. Proficiency in one or more Indian and Foreign Languages.</li> </ol>
13	Private Secretary to VC	Rs.9300-34800+GP Rs.4200/- (Pre-revised scale: Rs.6500-10500/-)	<p><b>100% by Promotion</b></p> <p>On the basis of a competitive test restricted to the University employees (Stenographers) subject to the fulfillment of conditions of:</p> <ol style="list-style-type: none"> <li>a) A University Degree</li> <li>b) Proficiency in Typewriting with a speed of 40 w.p.m. and in shorthand of 120 w.p.m.</li> <li>c) Experience of at least 5 years as Stenographer and proficiency in computer skills</li> <li>d) Satisfactory record of work.</li> </ol>
14	Private Secretary to Pro-VC (The Committee)	Rs.9300-34800+GP Rs.4200/- (Pre-revised scale: Rs.6500-10500/-)	<p><b>100% by Promotion:</b></p> <p><b>Same As Private Secretary to VC</b></p>

	<b>recommended to differ the selection as it is advertised to fill by Direct Recruitment)</b>		
15	Sr. Personal Assistant (PA to the Registrar)	Rs.9300-34800+GP Rs.4200/- (Pre-revised scale: Rs.6500-10500/-)	<b>100% by promotion</b> Same as Private Secretary to VC and Pro-VC.
16	Private Secretary	Rs.9300-34800+GP Rs.4200/- (Pre-revised scale: Rs.6500-10500/-)	<b>100% by Promotion</b>  Same as Private Secretary to VC , Pro-VC and Sr. PA to Registrar.
17	Production Assistant (EMMRC)	Rs.9300-34800+GP Rs.4200/- (Pre-revised scale: Rs.6500-10500/-)	<b>As per CEC Rule.</b>
18	Coach (sports) to work under Physical Director	Rs. 9300-34800 + GP Rs. 4200 (Rs.5500-9000/-)	<b>100% by Direct Recruitment:</b> <b>Essential:</b>  <ol style="list-style-type: none"> <li>1. A Masters' degree in Physical Education with 55% marks.</li> <li>2. A Diploma in coaching from NIS, Patiala or an equivalent qualification from a recognized Institution. Maximum age limit is - <b>45 Years</b></li> </ol> <b>Desirable:</b>  <ol style="list-style-type: none"> <li>1. Competence in Coaching in at least any two games at National/ International standard in sports.</li> <li>2. Two years Coaching experience.</li> </ol>

19	Recordist	Rs. 9300-34800 + GP Rs. 4200 (Rs.5500-9000/-)	<p><b>25% by Direct Recruitment</b></p> <p>Minimum qualification and also experience: A good B.E. degree in Electronics/ Telecommunication Engg. with one year experience Or M.Sc. (Physics) with Electronics as a specialization from a recognized University or an equivalent qualification Or a Diploma in Radio/Telecommunication/ Electronics/Sound Engg. with 5 years experience in a laboratory.</p> <p>Maximum age limit is - <b>45 Years</b></p> <p><b>75% by Promotion</b> On combined seniority from Technical Assistant/ Technician Grade-III, Subject to 'Good' record of work, six years' continuous service and fulfilling minimum educational/ technical qualification to be prescribed by the School/ Centre with training experience in laboratory techniques of the subject concerned. If suitable persons are not available, the post will be filled up by open recruitment and the quota deemed as consumed.</p>
20	Media Librarian (EMMRC)	Rs. 9300-34800 + GP Rs. 4200 (Rs.5500-9000/-)	<b>As per CEC Rule</b>

<b>Group-C Posts</b>			
1	Sr. Assistant <b>(The designation may be rationalized as Assistant)</b>	Rs.9300-34800+GP Rs.4200/- (Pre-revised scale: Rs.5000- 8000/-)	<p><b>25% by direct recruitment</b></p> <p><b>Essential:</b> Graduate or Post Graduate Degree and a working knowledge of computers with three years</p>

	<b>(The Committee recommended to merge the post of Statistical Assistant in the cadre of Senior Assistants and one of the Sr. Asst. may be assigned the job related to Statistics)</b>		<p>experience. Maximum age limit is - <b>45 Years</b></p> <p><b>Desirable:</b></p> <ol style="list-style-type: none"> <li>1. Experience in Educational Administration, General Administration / Accounts &amp; Finance/Purchase/ Personnel/ HR/Legal etc. in a University/Research Institution/ Government department/bodies / PSU or reputed commercial establishment.</li> <li>2. Professional qualification like LL.B or PG Diploma in Business Administration or MCA/ PGDCA or CA(Inter)/ICWA(Inter).</li> </ol> <p><b>75% by promotion</b> among the Office Assistants, Junior Stenographers with a minimum period of <b>5 years</b> regular service in the cadre. The selection is based on the basis of combined seniority (seniority-cum-fitness).</p>
2	Stenographer/ Personal Assistant	<b>Rs.9300-34800+GP Rs.4200/- (Pre-revised scale: Rs.5000-8000/-)</b>	<p><b>50% by Direct Recruitment:</b></p> <ol style="list-style-type: none"> <li>1. A University degree</li> <li>2. Proficiency in Typewriting with a speed of 40 w.p.m. and in shorthand with a speed of 120 w.p.m.</li> <li>3. Maximum age limit is - <b>45 Years</b></li> </ol> <p><b>50% By Promotion:</b></p> <ol style="list-style-type: none"> <li>a) <b>25% by promotion</b> from the category of Junior Stenographers (Stenographer) working in the pay scale of Rs.1200-2040 on the basis of seniority with not less than 5 years of continuous service in the cadre and a satisfactory record(first preference):</li> <li>b) <b>25% on the basis of competitive test</b> restricted to the University employees working in the pay scale of Rs. <b>Rs. 5200-20200+ GP Rs.2400/-</b> and <b>Rs.9300-34800+GP Rs.4200/-</b> subject to</li> </ol>

			fulfillment of the conditions stipulated for the purpose.
3	Jr. Stenographer (Stenographer)	Rs. 5200-20200+ GP Rs.2400/- (Pre-revised scale: Rs.4000-6000/-)	<p><b>50% by Direct recruitment:</b></p> <ol style="list-style-type: none"> <li>1) 10+2 or HSC or equivalent.</li> <li>2) Proficiency in Computer Skills with a speed of 40 words per minute</li> <li>3) A Certificate in Shorthand with a speed of 80 words per minute in English from a Technical Board of either the State or Central Govt.</li> <li>4) Maximum age limit is - <b>35 Years</b></li> </ol> <p><b>50% on the basis of a competitive test</b> (with the qualifications prescribed for direct recruitment) restricted to employees in the pay scales of <b>Rs.5200-20200+ GP Rs.1900/-</b>, who have</p> <ol style="list-style-type: none"> <li>i) HSC or equivalent</li> <li>ii) 3 years continuous service in the pay scales referred to and</li> <li>iii) Satisfactory record of work. If enough suitable candidates are not available, the remaining vacancies will be filled by direct recruitment.</li> </ol>
4	Statistical Assistant (As recommended by the Committee, the post may be merged with Sr. Assistants)	Rs. 9300-34800 + GP Rs. 4200	<b>100% by Promotion Merged with Sr. Assistants.</b>
5	Receptionist-cum-Telephone Oprt.	Rs. 5200-20200+ GP Rs.2400/- (Pre-revised scale: Rs.4000-6000/-)	<p><b>100% by Direct Recruitment</b></p> <p>A University Degree, fluency in English, computer skills and three years' experience in operating PBX/PABX boards and of working as Receptionist in a recognized institution or organization.</p>

			Maximum age limit is - <b>35 Years</b>
6	Technician (EMMRC)	Rs. 5200-20200+ GP Rs.2400/- (Pre-revised scale: Rs.4000-6000/-)	As per CEC Rules
7	Graphic Assistant	Rs. 5200-20200+ GP Rs.2800/- (Pre-revised scale: Rs.4500-125-7000/-)	As per CEC Rules
8	Office Assistants (The designation may be rationalized as UDC)	Rs. 5200-20200+ GP Rs.2400/- (Pre-revised scale: Rs.4000-6000/-)	<p><b>75% by promotion failing which by direct recruitment</b></p> <p><b>Promotion:</b> On seniority basis. From amongst the Junior Assistants working in the pay scale of Rs.3050-4590/- with a minimum period of <b>8 years</b> regular service in the cadre.</p> <p><b>25% by Limited Departmental Examination failing which by direct recruitment.</b> Maximum age limit is - <b>35 Years</b></p> <p><b>Limited Departmental Examinations:</b> From amongst the Junior Assistants, Caretaker working in the pay scale of Rs.3050-4590/- with minimum period of <b>3 years</b> regular service in the cadre.</p>
9	Semi-Professional Assistant	Rs. 5200-20200+ GP Rs.2800/- (Pre-revised scale: Rs.4500-125-7000/-)	<p><b>i) 50% by direct recruitment</b> from among those having at least a second class degree both at the Bachelor's and B.Library Science levels with some relevant experience. Maximum age limit is - <b>35 Years</b></p>

			<p><b>ii) 50% of posts be filled by promotion</b> through Departmental Promotion Committee from among Junior Library Assistants having at least a certificate in Library Science with 6 years' continuous service as Junior Library Assistant on the basis of seniority-cum-fitness.</p>
10	Junior Office Assistant <b>(The designation may be rationalized as LDC)</b>	<b>Rs. 5200-20200+ GP Rs.1900/- (Pre-revised scale: Rs.3050-4590/-)</b>	<p><b>75% by Direct Recruitment:</b> <b>Essential:</b> Minimum qualifications of H.S.C. with basic Computer Skills viz. MS Office (MS-Word, MS-Excel and Power Point).  Graduation with Computer skills as a preferable qualification. Maximum age limit is - 35 Years</p> <p><b>25% by promotion through Limited Departmental Test failing which by direct recruitment.</b></p> <p><b>Limited Departmental Examinations:</b> Group D employees working in the University with a minimum period of 8 years regular service in the cadre with the minimum qualifications prescribed for direct recruitment.</p>
11	Library Assistant	<b>Rs. 5200-20200+ GP Rs.2000/- (Pre-revised scale: Rs. 3200-85-4900/-)</b>	<p><b>75% by Direct Recruitment:</b> A minimum qualification of B.LI.Sc., &amp; 5 years experience Maximum age limit is - 35 Years</p> <p><b>25% by Promotion:</b> On seniority basis from amongst Junior Library Assistants having the minimum qualification of Certificate in Library</p>

			Science with 8 years experience.
12	Junior Library Assistant	Rs. 5200-20200+ GP Rs.1900/- (Pre-revised scale: Rs. 3050-85-4590/-)	<p>i) 50% of posts be filled by promotion through the Departmental promotion Committee from amongst those having a certificate in Library Science with SSC/Intermediate with 4/3 years service as Library Attendants on the basis of seniority-cum-fitness.</p> <p>ii) 50% of the posts by direct recruitment with a minimum qualification of Second Class Intermediate with Certificate in Library Science. Maximum age limit is - 35 Years</p>
13	Jr. Engineer Gr-II (Estate Officer) Civil (The Committee recommended to change the name of the post as Asst. Engineer in view of the pay band as per VI Pay Commission)	Rs. 9300-34800 + GP Rs. 4200/- (Pre-revised scale: Rs.5000-150-8000/-)	<p><b>100% by Direct Recruitment:</b> A degree in Civil Engineering with at least one year experience or a Diploma in Civil Engineering with three year's experience in supervision of construction/maintenance of civil works. Maximum age limit is - 45 Years</p>
14	Jr. Engineer Gr-II (Estate Officer) Electrical (The Committee recommended to change the name of the post as Asst. Engineer in view of the pay band as per VI Pay Commission)	Rs. 9300-34800 + GP Rs. 4200/- (Pre-revised scale: Rs.5000-150-8000/-)	<p><b>100% by Direct Recruitment:</b> A Degree in Electrical Engineering with at least one year experience or a Diploma in Electrical Engineering with at least three year's experience in supervision of erection/maintenance of electrical works.  Maximum age limit is - 45 Years</p>
15	Electrician	Rs. 5200-20200+ GP Rs.1900/- (Pre-revised scale: Rs. 3050-	<p><b>100% by Direct Recruitment:</b> SSC and 5 years experience with an Electrician's</p>

		85-4590/-)	License or an ITI Certificate. Maximum age limit is - 35 Years
16	Carpenter	Rs. 5200-20200+ GP Rs.1900/- (Pre-revised scale: Rs. 3050-85-4590/-)	<b>100% Direct Recruitment</b> Essential Qualification: 1. SSC 2. Should possess a certificate of having passed the examination in Carpentry from a recognized Institute / at least 5 years experience as a Carpenter in a recognized establishment. 3. Maximum age limit is - 35 Years
17	Plumber	Rs. 5200-20200+ GP Rs.1900/- (Pre-revised scale: Rs. 3050-85-4590/-)	<b>100% Direct Recruitment</b> Essential Qualification: 1. SSC 2. Should possess a certificate of having passed the examination in Plumber trade from a recognized Institute / at least 5 years experience as Plumber in a recognized organization. 3. Maximum age limit is - 35 Years
18	Generator-cum-Pumpset Oprt. (Newly sanctioned post)	Rs. 5200-20200+ GP Rs.1900/- (Pre-revised scale: Rs. 3050-85-4590/-)	<b>100% Direct Recruitment</b> Essential Qualification: 1. SSC with ITI 2. At least three years experience in the operation and maintenance of Diesel Generating Sets and Electrical Pumpsets etc., 3. Maximum age limit is - 35 Years
19	Staff Nurse	Rs. 9300-34800 + GP Rs. 4200/- (Pre-revised scale: Rs.5000-150-8000/-)	<b>100% by Direct Recruitment</b> a) B.Sc., Nursing Degree. b) 2 years' experience for Diploma holders in Nursing from a recognized Institution or a reputed Hospital or Clinic. c) Maximum age limit is - 45 Years

20	Pharmacist	Rs. 5200-20200+ GP Rs.2800/- (Pre-revised scale: Rs.4500-125-7000/-)	<b>100% by Direct Recruitment:</b> <b>Essential Qualifications:</b> a) Possessing an Intermediate Certificate with a Diploma in Pharmacy. b) Experience: 5 years' experience as a Pharmacist in a reputed Dispensary or Hospital. c) Maximum age limit is - <b>35 Years</b>
21	Security Inspector (post sanctioned against XI Plan proposal)	Rs. 5200-20200+ GP Rs.2800/- (Pre-revised scale: Rs.4500-125-7000/-)	<b>100% by Direct Recruitment:</b> A graduate with at least three years of Security/ Supervisory experience in large organizations of repute /University/Police/Defence service. Maximum age limit is - <b>45 Years</b>
22	Security Inspector (Watch and Ward Officer)	Rs. 5200-20200+ GP Rs.2800/- (Pre-revised scale: Rs.4500-125-7000/-)	<b>100% by Direct Recruitment:</b> Same as Security Inspector. Maximum age limit is - <b>45 Years</b>
23	Offset Machine Oprt. Gr-I	Rs. 9300-34800 + GP Rs. 4200/- (Pre-revised scale: Rs.5000-150-8000/-)	<b>50% by Direct Recruitment:</b> <b>Essential Qualifications:</b> (i) Diploma in Printing Technology (Offset) from a recognized institution. (ii) Five years work experience on Offset Machines doing single and multi colour work. (iii) Maximum age limit is - <b>45 Years</b> <b>50% by Promotion</b> Having 8 years experience as Offset Machine Oprt. Gr-II.
24	Offset Machine Oprt. Gr-II	Rs. 5200-20200 + GP Rs. 2400/- (Pre-revised Scale Rs. 4000-6000/-)	<b>100% by Direct Recruitment:</b> <b>Diploma in Printing Technology with 1 year experience:</b> 1. Must be able to run a fully automatic offset machine. 2. Must be able to adjust and set timings of various parts of a fully automatic machine.

			<p>3. Must have knowledge of Inks, Varnishes and Chemicals etc.,</p> <p>4. Must be able to print multi-colour or single colour Line and Half-tone jobs.</p> <p>Maximum age limit is - <b>45 Years</b></p>
25	Sr. Printer	Rs. 9300-34800 + GP Rs. 4200/- (Pre-revised scale: Rs.5000-150-8000/-)	<p><b>50% by Direct Recruitment:</b></p> <p><b>Essential Qualifications:</b></p> <p>i. Diploma in Printing Technology from a recognized institution.</p> <p>ii. Five years work experience in printing doing multi colour work.</p> <p>iii. Maximum age limit is - <b>45 Years</b></p> <p><b>50% by Promotion:</b> On seniority basis. Having 8 years experience as Printer.</p>
26	Printer	Rs. 5200-20200 + GP Rs. 2400/- (Pre-revised Scale Rs. 4000-6000/-)	<p>100% by Promotion from Junior Printer- 8 years satisfactory service as Junior Printer on seniority basis.</p> <p><b>a) By direct recruitment if no suitable departmental candidate is available:</b></p> <p>HSC/SSC or equivalent with a Certificate from ITI with 3 years experience Maximum age limit is - <b>35 Years</b></p>
27	Junior Printer	Rs. 5200-20200 + GP Rs. 1900/- (Pre-revised Scale Rs. 3050-4590/-)	<p><b>100% by Direct Recruitment:</b></p> <p>HSC/SSC or equivalent with a Certificate from ITI with 3 years experience in a reputed firm/organization.</p> <p>Maximum age limit is - <b>35 Years</b></p>

28	Soundman	Rs. 5200-20200 + GP Rs. 2400/- (Pre-revised Scale Rs. 4000-6000/-)	<b>By Direct Recruitment</b> ITI Certificate in Radio/Television + 1 year experience OR Diploma in Sound Recording/Electronics and Communication Engg. From a recognized institute. Maximum age limit is - 35 Years
29	Sr. Compositor	Rs. 5200-20200 + GP Rs. 2400/- (Pre-revised Scale Rs. 4000-6000/-)	<b>100% by Promotion from amongst Compositors:</b> On seniority basis. 5 years satisfactory service as a Compositor. <b>By Direct Recruitment</b> if no suitable departmental candidate is available Diploma in Printing Technology with 1 year experience Maximum age limit is - 35 Years <b>Desirable:</b> Knowledge of English and Hindi.
30	Compositor	Rs. 5200-20200 + GP Rs. 1900/- (Pre-revised Scale Rs. 3050-4590/-)	<b>100% By Direct Recruitment:</b> HSC/SSC or equivalent with certificate ITI with 2 years experience. Maximum age limit is - 35 Years <b>Desirable:</b> Knowledge of English and Hindi.
31	Sr. Binder	Rs. 5200-20200 + GP Rs. 2400/- (Pre-revised Scale Rs. 4000-6000/-)	<b>a) By Promotion from amongst Binders:</b> On seniority basis. 5 years satisfactory service as a Binder <b>b) By Direct Recruitment</b> if no suitable departmental candidate is available HSC/SSC or equivalent with ITI certificate and 3 years experience. Maximum age limit is - 35 Years

32	Binder	Rs. 5200-20200 + GP Rs. 1900/- (Pre-revised Scale Rs. 3050-4590/-)	<b>By Direct Recruitment:</b> SSC with 3 years experience OR HSC/SSC or equivalent with ITI Certificate and 1 year experience Maximum age limit is - <b>35 Years</b>
33	Sr. Proof Reader	Rs. 5200-20200+ GP Rs.2800/- (Pre-revised scale: Rs.4500-125-7000/-)	<b>100% By Promotion</b> from the cadre of Proof Reader. 5 years experience
34	Proof Reader	Rs. 5200-20200 + GP Rs. 2400/- (Pre-revised Scale Rs. 4000-6000/-)	<b>100% by Direct Recruitment</b> <b>Essential:</b> Graduate from a recognized University with 3 years experience in Proof Reading. Maximum age limit is - <b>35 Years</b> <b>Desirable:</b> 1. Knowledge of English and Hindi 2. Knowledge of Computers
35	Sr. Duplicator Operator	Rs. 5200-20200 + GP Rs. 2400/- (Pre-revised Scale Rs. 4000-6000/-)	<b>100% by Promotion</b> from Duplicator Operator: On seniority basis. 5 years satisfactory service as Duplicator Operator OR HSC or equivalent with 3 years experience as Dup. Operator Subject to passing a trade test a) <b>By Direct Recruitment</b> if no suitable departmental candidate is available SSC with 5 years experience subject to passing a trade test. <b>AND</b> 1. Must be able to operate different models of Duplicators like Model No. 265, 320 and AB Dick Machines. 2. Must be able to attend to minor repairs of

			<p>these machines.</p> <p>3. Maximum age limit is - <b>35 Years</b></p>
36	Duplicator Operator	<p><b>Rs. 5200-20200 + GP Rs. 1900/-</b>  <b>(Pre-revised Scale Rs.3050-4590/-)</b></p>	<p><b>100% by Direct Recruitment</b></p> <p>SSC with 1 year experience  OR  SSC with Certificate in Operating Duplicator Machine from a recognized Institution  AND</p> <ol style="list-style-type: none"> <li>1) Must be able to operate different Models of Duplicators like Model No. 265 and 320</li> <li>2) Must be able to attend to minor repairs of these machines.</li> </ol> <p>Maximum age limit is - <b>35 Years</b></p>
37	Process Camera Operator	<p><b>Rs. 5200-20200+ GP Rs.2800/-</b>  <b>Pre-revised scale: Rs.4500-7000/-</b></p>	<p><b>100% by Direct Recruitment :</b>  Essential:  A certificate from ITI or any of the recognized institutes in the operation of Process Camera with 5 years experience.</p> <p>Desirable:  Experience of Process techniques for line, half-tone colour separation etc. including touching, retouching, plate making, graining and Dummy-making.</p> <p>Maximum age limit is - <b>35 Years</b></p>
38	Plate Maker-cum-Graining Machine Operator	<p><b>Rs. 5200-20200 + GP Rs. 2400/-</b>  <b>(Pre-revised Scale Rs. 4000-6000/-)</b></p>	<p><b>100% By Direct Recruitment:</b>  Diploma in Printing Technology with one year experience  Maximum age limit is - <b>35 Years</b></p>

39	Dummy Maker/Retoucher	Rs. 5200-20200 + GP Rs. 2400/- (Pre-revised Scale Rs. 4000- 6000/-)	<b>100% by Direct Recruitment:</b> Diploma in Printing Technology with one year experience. Maximum age limit is - <b>35 Years</b>
40	Technical Assistant	Rs. 5200-20200+ GP Rs.2800/- Pre-revised scale: Rs.4500- 7000/-	<p><b>a) 50% by Direct Recruitment:</b> <b>Essential:</b> At least a second class M.Sc.,(Electronics)/B.E./B.Tech. or any other equivalent qualification in the relevant field with some experience. <b>OR</b> At least a second class Bachelor's degree with Mathematics, Physics &amp; Chemistry (MPC) or Mathematics, Physics &amp; Electronics (MPE) as electives with 3 years experience in the field concerned <b>OR</b> A three year Diploma in the field concerned with five years experience</p> <p style="text-align: center;">Maximum age limit is - <b>45 Years</b></p> <p><b>b) 50% by Promotion on the basis of a competitive test:</b> <b>Essential:</b> At least a Bachelor's degree in Science with Mathematics, Physics &amp; Chemistry (MPC) or Mathematics, Physics &amp; Electronics (MPE) or related subjects as electives. <b>OR</b> A Diploma of 3 years duration in Engineering with specialization in the relevant field and 5 years of satisfactory service in the Pay Scale relevant to the cadre of Technician <b>or</b> the qualifications prescribed in the recruitment rules.</p>

			<p><b>Desirable:</b> To be prescribed by the Departments concerned from time to time.</p>
41	Technician (Electronics)	<p><b>Rs. 5200-20200 + GP Rs. 2400/-</b> <b>(Pre-revised Scale Rs. 4000-6000/-)</b></p>	<p><b>75% by Direct Recruitment</b> Diploma/Certificate in Electronics or RTV from a recognized institute/University with 3 years' experience in a related field. Maximum age limit is - <b>45 Years</b></p> <p><b>25% by promotion on the basis of a competitive test</b></p> <p><b>Essential:</b> At least SSC with a Certificate (obtained from an ITI) in the relevant area with 3 years experience in the field concerned in the case of Group 'C' employees drawn from the feeder cadres working in the Pay Scale(s) below that of <b>Rs. 5200-20200 + GP Rs. 2400/-</b>. <b>OR</b> At least SSC with a Certificate obtained from an ITI in the relevant area with 5 years experience in the field concerned in the case of Group 'D' employees drawn from the feeder cadres.</p> <p><b>Desirable:</b> To be prescribed by the Departments concerned from time to time.</p>
42	Projectionist	<p><b>Rs. 5200-20200 + GP Rs. 2400/-</b> <b>(Pre-revised Scale Rs. 4000-6000/-)</b></p>	<p><b>100% by Direct Recruitment:</b> A three years Diploma in the field concerned with 3 years experience in the related areas. <b>OR</b></p> <ol style="list-style-type: none"> <li>1. HSC or equivalent</li> <li>2. A Govt. Cinema Operator's Licence Certificate</li> <li>3. Working knowledge in operating a 16mm</li> </ol>

			<p>projector and all kinds of magnetic tape-recorders.</p> <p>4. 3 years' experience as a projectionist in a 35mm theatre.</p> <p>Maximum age limit is - 35 Years</p>
43	Technical Asst. (Reprographic Technician)- Library	Rs. 5200-20200+ GP Rs.2800/- Pre-revised scale: Rs.4500-7000/-	<p><b>100% by Direct Recruitment:</b></p> <ol style="list-style-type: none"> <li>1. SSC or equivalent qualification with a good knowledge of English</li> <li>2. Diploma in Photography from a recognized Institute</li> <li>3. 2 years experience.</li> <li>4. Maximum age limit is - 35 Years</li> </ol>
44	Garden Supervisor	Rs. 5200-20200 + GP Rs. 1900/- (Pre-revised Scale Rs. 3050-4590/-)	<p><b>100% by Direct Recruitment:</b></p> <ol style="list-style-type: none"> <li>1. B.Sc., (Horticulture) from a recognized Institution/University</li> <li>2. Three years practical experience.</li> <li>3. Maximum age limit is - 45 Years</li> </ol>
45	Artist	Rs. 5200-20200+ GP Rs.2800/- Pre-revised scale: Rs.4500-7000/-	<p><b>100% by Direct Recruitment:</b></p> <ol style="list-style-type: none"> <li>1. A Diploma/Degree in Fine Arts from a recognized Institution</li> <li>2. Two years' experience as an artist</li> <li>3. Experience in Graphic</li> <li>4. Knowledge of printing press work</li> <li>5. Experience in illustrating books.</li> <li>6. Maximum age limit is - 45 Years</li> </ol>
46	Caretaker	Rs. 5200-20200 + GP Rs. 1900/- (Pre-revised Scale Rs. 3050-4590/-)	<p><b>100% by Direct Recruitment:</b></p> <p><b>Essential:</b></p> <ol style="list-style-type: none"> <li>1. SSC with an ITI Trade Certificate or an equivalent qualification in Electrical/ Civil/Plumbing/Air-conditioning)</li> <li>2. At least three years experience in the field, preferably in a Government department/ organization or commercial establishment of</li> </ol>

			repute. <b>Note:</b> Preference will be given to Ex-Servicemen from Army/Navy/ Air Force.  Maximum age limit is - <b>45 Years</b>
47	Cook	Rs. 5200-20200 + GP Rs. 1900/- (Pre-revised Scale Rs. 3050-4590/-)	<b>100% by Direct Recruitment:</b>  5 years relevant experience. Maximum age limit is - <b>45 Years</b>
48	Driver	Rs. 5200-20200 + GP Rs. 1900/- (Pre-revised Scale Rs. 3050-4590/-)	<b>100% by Direct Recruitment:</b> 1. Driving License for light vehicles 2. 3 years' experience of driving. 3. Maximum age limit is - <b>45 Years</b>
49	D.T.P Operator (the Committee recommended to merge this post with JOAs)	Rs. 5200-20200 + GP Rs. 1900/- (Pre-revised Scale Rs. 3050-4590/-)	<b>100% by Direct Recruitment</b>  Same as Junior Office Assistant and Certificate in DTP from recognized institute. Maximum age limit is - <b>35 Years</b>

<b>Group-D Posts</b> (Maximum age limit is - <b>45 Years</b> )			
1	Attender/ Daftary	Rs. 4440-7440+GP Rs.1650/- (Pre-revised scale: Rs.2650-65-3300-070-4000/-)	Through Promotion a) By promotion from Peons who have completed three years of satisfactory service as peon. b) By direct recruitment: if, no suitable persons are available for promotion.
2	Library Attendant	Rs. 4440-7440+GP Rs.1650/- (Pre-revised scale: Rs.2650-	<b>100% by Direct Recruitment</b> Minimum qualification of S.S.C. Preferably

		65-3300-070-4000/-)	experience in a Library.
3	Peon/Office Attendant/Mess Attendants (24+2)	Rs. 4440-7440+GP Rs.1650/- (Pre-revised scale: Rs.2650-65-3300-070-4000/-)	1. 75% Direct Recruitment: S.S.C. 2. 25% by transfer from amongst literate Safaiwalas.
4	Safaiwala/ Safaiwala-cum-Sweeper (The UGC informed that the cadre may be abolished)	Rs. 4440-7440+GP Rs.1650/- (Pre-revised scale: Rs.2650-65-3300-070-4000/-)	100% by Direct Recruitment Preferably Standard IV pass
5	Cook-cum-Attendant (UGC has sanctioned 3 additional posts against XI Plan proposals)	Rs. 4440-7440+GP Rs.1650/- (Pre-revised scale: Rs.2650-65-3300-070-4000/-)	100% by Direct Recruitment: i. One year experience as a Cook (vegetarian and non-vegetarian meals) at a hostel.
6	Sweeper (This post may be abolished)	Rs. 4440-7440+GP Rs.1650/- (Pre-revised scale: Rs.2650-65-3300-070-4000/-)	100% by Direct Recruitment Preferably Standard IV pass
7	Ward boy & Ward girl (The UGC permitted to fill the vacancies)	Rs. 4440-7440+GP Rs.1650/- (Pre-revised scale: Rs.2650-65-3300-070-4000/-)	100% Direct Recruitment: Standard VIII pass
8	Assistant Plumber	Rs. 4440-7440+GP Rs.1650/- (Pre-revised scale: Rs.2650-65-3300-070-4000/-)	100% Direct Recruitment: Should have passed as plumber from any ITI and have at least 2 years practical experience in water supply and drainage cleaning. OR A Plumber's License with at least 5 years field experience in water supply and drainage cleaning.
9	Studio Attendant	Rs. 4440-7440+GP Rs.1650/- (Pre-revised scale: Rs.2650-65-3300-070-4000/-)	100% Direct Recruitment: SSC Experience Experience in handling and erection of stage/film/TV sets.
10	Stage Hand	Rs. 4440-7440+GP Rs.1650/-	100% Direct Recruitment:

		(Pre-revised scale: Rs.2650-65-3300-070-4000/-)	<ul style="list-style-type: none"> <li>i. Matriculation or higher education</li> <li>ii. Experience in handling and erection or stage/film/TV sets.</li> </ul>
11	Head Mali (Post will be abolished after the retirement of the existing incumbent)	Rs. 4440-7440+GP Rs.1650/- (Pre-revised scale: Rs.2650-65-3300-070-4000/-)	<b>100% by Promotion</b> By promotion from among the malis who have completed three year's satisfactory service as malis.
12	Mali (The posts will be abolished after the retirement of the existing incumbents)	Rs. 4440-7440+GP Rs.1650/- (Pre-revised scale: Rs.2650-65-3300-070-4000/-)	<b>100% Direct Recruitment:</b> <b>Essential:</b> <ul style="list-style-type: none"> <li>i. Practical knowledge of work in all branches of gardening</li> <li>ii. Should be able to read and write any one language.</li> <li>iii. Minimum experience of 3 years.</li> </ul>
13	Watchman/Security Guard (The posts will be abolished after the retirement of the existing incumbents)	Rs. 4440-7440+GP Rs.1650/- (Pre-revised scale: Rs.2650-65-3300-070-4000/-)	<b>100% Direct Recruitment:</b> Standard VIII pass, preference will be given to Ex-Servicemen.
14	Helpers (EMMRC)	Rs. 4440-7440+GP Rs.1650/- (Pre-revised scale: Rs.2650-65-3300-070-4000/-)	As per CEC rules.