



अंग्रेज़ी एवं विदेशी भाषा विश्वविद्यालय

हैदराबाद - 500 007

**THE ENGLISH AND FOREIGN LANGUAGES UNIVERSITY
HYDERABAD – 500 007**

(A Central University established by an Act of Parliament, 2007)

HYDERABAD – 500 007

**DRAFT CADRE RECRUITMENT RULES 2025
FOR THE NON-TEACHING STAFF (Groups A, B & C)**

ORDINANCE – 67

**CADRE RECRUITMENT RULES FOR NON TEACHING POSTS OF
THE ENGLISH AND FOREIGN LANGUAGES UNIVERSITY, HYDERABAD**

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SUMMARY OF POSTS

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2	Finance Officer	A	Level 14	31
3	Controller of Examination	A	Level 14	32
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4	Deputy Registrar	A	Level 12	33
5	Assistant Registrar	A	Level 10	34
6	Section Officer	B	Level 07	35
7	Assistant	B	Level 06	36
8	Statistical Assistant	C	Level 05	37
9	Upper Division clerk	C	Level 04	38
10	Receptionist cum Telephone Operator	C	Level 04	39
11	Lower Division Clerk	C	Level 02	40
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15	Public Relation Officer	A	Level 12	44
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18	Stenographer	C	Level 04	50
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19	Hindi Officer	A	Level 10	52-53
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37	Assistant Engineer	B	Level 10 & 07	76
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53	Deputy Librarian	A	Academic Level 13A	96
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55	Professional Assistant	B	Level 06	99
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हैदराबाद - ५०० ००७
THE ENGLISH AND FOREIGN LANGUAGES UNIVERSITY
HYDERABAD - 500 007

DRAFT CADRE RECRUITMENT RULES

NON-TEACHING AND OTHER ACADEMIC POSTS

The Executive Council of the "The English and Foreign Languages University", in exercise of the powers conferred under Statutes 12 (2) (iv) of the "The English and Foreign Languages University Act, 2006", and in accordance with the Statute No.24 of the University in supersession of all existing recruitment rules & relevant resolutions of the Executive Council in this regard, hereby reframes the following rules for regulating the recruitment to the Non-Teaching and Other Academic Posts in the University under Ordinance No.67.

1. SHORT TITLE AND COMMENCEMENT:

- 1.1 These Rules shall be called "The English and Foreign Languages University Cadre Recruitment Rules for the Non-Teaching and Other Academic posts 2025".
- 1.2 These Rules shall come into force with effect from the date of issue of notification.

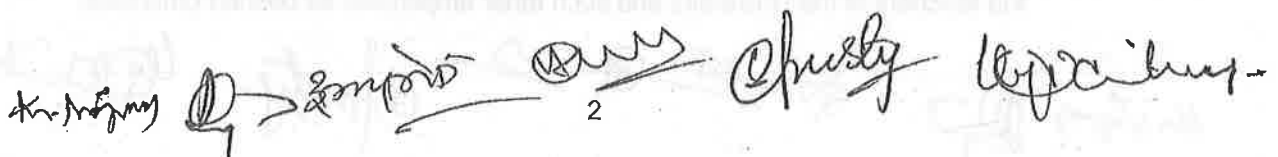
2. DEFINITION:

In these Rules, unless the context otherwise requires:

- 2.1 'Act' shall mean the "The English and Foreign Languages University Act, 2006" as amended from time to time.
- 2.2 'Executive Council' shall mean the Executive Council of The English and Foreign Languages University, Hyderabad.
- 2.3 'Appointing Authority' in relation to any post in the University shall imply the authority competent to make appointment to that post under the Act/Statutes/Ordinances/ CRRs/Regulations of the University as amended from time to time.
- 2.4 'Cadre' shall mean the strength of service or a part of service sanctioned as a separate unit.
- 2.5 'Departmental Candidate' shall mean the employee working on regular basis in The English and Foreign Languages University against a substantive post in the University but does not include an employee working on ad-hoc, daily wage, contract or temporary basis.
- 2.6 'Direct Recruitment' shall mean the recruitment through open advertisement other than by promotion, deputation or absorption.
- 2.7 'Government' shall mean the Government of India.
- 2.8 'Non-Teaching Employee' shall mean an employee of the University other than the teachers of the University and such other employees as defined otherwise.

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- 2.9 **'Other Academic Staff'** shall mean the academic staff as defined in the "UGC Regulations on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Other Measures for the Maintenance of Standards in Higher Education, 2018 and as amended from time-to-time, which includes the cadres of Librarians, Directors of Physical Education and Sports. The Terms & Conditions of their appointments & service conditions shall be governed as per the UGC Regulations, read with the rules of the Ministry concerned, issued from time to time.
- 2.10(a) **'Regular Service'** shall mean the service rendered by an employee in the cadre on regular basis and shall not include the service on contract/daily wage/temporary/ad-hoc basis.
- 2.10(b) **'Schedule'** shall mean the Schedule appended to these Rules.
- 2.11 **'Selection Committee'** shall mean a composition of members of Selection Committee including Departmental Promotion Committee and Departmental Confirmation Committee as specified in the Act, Statutes, Ordinances, UGC Regulations, Guidelines or the Cadre Recruitment Rules of the University.
- 2.12 **'Statutes', 'Ordinances' and 'Regulations'** shall mean, respectively, the 'Statute', 'Ordinance' and 'Regulations' of the University under **"The English and Foreign Languages University Act, 2006"**, for the time being in force and as amended from time to time.
- 2.13 **'University'** shall mean "The English and Foreign Languages University" established under **"The English and Foreign Languages University Act, 2006"**.
- 2.14 **'Age'** shall mean the upper age limit as specified in the Schedule.
- 2.15 **'Notified date'** shall mean the date specified in the Notification.
- 2.16 **'UGC'** shall mean the University Grants Commission established under the UGC Act, 1956.
- 2.17 **'SC'** shall mean Scheduled Caste. **'ST'** shall mean Scheduled Tribe, **'OBC'** shall mean Other Backward Classes, **'PwBD'** shall mean Persons with Benchmark Disabilities, **EWS** shall mean Economically Weaker Sections.
- 2.18 **'On Probation'** with relation to person shall mean a person appointed to any substantive post on probation as specified in these rules.
- 2.19 **'Substantive appointment'** shall mean appointment made under the provisions of these Recruitment rules after due selection process which includes appointment made on probation followed by confirmation on successful completion of the period of probation.
- 2.20 **'Service or Experience'** wherever prescribed under these rules shall mean a condition for promotion/appointment from one post to another shall include the period for which the person has continuously worked on such lower post after regular appointment in accordance with these Rules.
- 2.21 **'Competent Authority'** shall mean the authority competent to exercise different powers and functions under these Rules.
- 2.22 All other words and expressions, used herein, but not defined in these Rules, unless the context otherwise requires, shall have the same meaning as they have been assigned in the **"The English and Foreign Languages University Act, 2006"**, Statutes, Ordinances and Regulations made there under or in the rules framed by the Government of India as mentioned from time to time.

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3. EXTENT OF APPLICATIONS:

- 3.1 These Rules shall apply to all appointments of non-teaching and other academic staff on regular/tenure/deputation/promotion basis by the University as the case may be.
- 3.2 Instructions issued by the Govt. of India/UGC regarding the appointment, conditions of service and admissible emoluments etc. of the non-teaching employees and other academic staff from time to time shall be incorporated in these Rules after due approval of the Executive Council.

4. CLASSIFICATION OF POSTS:

- 4.1 Group 'A' (Pay Level 10 and above)
- 4.2 Group 'B' (Pay Level 6 to 9)
- 4.3 Group 'C' including Multi-Tasking Staff (MTS) (Pay Level 1 to 5)

5. SCHEDULE:

The number of posts, with classification, Pay-Matrix, details of qualification, experience, method of recruitment, age limit, etc. for various posts and any other information relevant to these posts are specified in these rules and appended as Schedule-I

6. APPOINTING AUTHORITY:

The Appointing Authority in respect of various posts in the University shall be as under:

	Appointing Authority	Posts
A.	Executive Council	Permanent appointment to all Group 'A' posts
B.	Vice-Chancellor	(i) Permanent appointment to all Group 'B' posts (ii) Temporary appointment to all Group 'A' / Group 'B' posts
C.	Registrar	(i) Permanent appointment to all Group 'C' posts. (ii) Temporary appointment to all Group 'C' posts.

7. METHOD OF RECRUITMENT:

The recruitment to various posts shall be made by the Appointing Authority by the following methods:

- 7.1 Direct Recruitment
- 7.2 Tenure Appointments
- 7.3 Promotion
- 7.4 Deputation/Absorption
- 7.5 Term appointments of Consultants

The University may engage Consultants depending on the exigency of the situation and as laid down in the General Financial Rules (GFR) Rule 163 to 177, Manual of Policies and Procedure of Employment of Consultants Issued

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by Ministry of Finance and relevant instructions of DoPT and Ministry of Finance, issued from time to time. The period of engagement and other rules shall be in accordance with the said rules.

8. AUTHORISED SANCTIONED STRENGTH OF POSTS UNDER VARIOUS CADRES:

- 8.1 The authorized sanctioned strength of the posts under each of the cadres as on the date of notification shall be as specified in these rules.
- 8.2 After notification of these rules, the authorized sanctioned strength of posts under various cadres shall be such as may be determined by the University Grants Commission from time-to-time, and notified accordingly, after due approval of the Executive Council of the University.

9. FUTURE MAINTENANCE OF THE CADRE/ POSTS:

- 9.1 All the appointments made through the method of recruitment, mentioned under Rule-7 above, in the University after notification of these rules, shall be made only in accordance with the provision of these rules. The Executive Council may add/abolish other posts and/or Cadre under intimation to UGC. In case of sanction of new post(s) by the UGC, necessary procedural formalities such as framing of recruitment rules of such posts (wherever necessary) have to be made and approval of the Ministry of Education is required to be obtained.
- 9.2 The seniority of the employees borne in each cadre/post specified in these rules shall be maintained by the Registrar of the University and/or other officer authorized for the purpose by the Competent Authority. Notwithstanding anything contained herein, any class or category of posts and incumbents thereof may be placed in any of the offices or establishments, as the case may be, by general or specific order(s) of the Vice-Chancellor or the Registrar.

10. INITIAL CONSTITUTION:

- 10.1 The employees holding the posts on regular basis in accordance with the prevailing rules i.e. prior to the commencement of these rules shall be deemed to have been appointed in accordance with the provisions of these rules.
- 10.2 The regular continuous service of the personnel mentioned under sub-rule (1) prior to the initial constitution shall count for the purpose of probation period, qualifying service for promotion, confirmation and pension scheme as applicable in the service.

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11. PROCEDURES FOR ISSUE OF ADVERTISEMENT AND INVITING APPLICATIONS:

I. ISSUE OF ADVERTISEMENT:

The vacant posts of permanent nature, posts approved under specific schemes, the posts of temporary nature likely to continue, tenure/deputation posts, etc. shall be advertised at an appropriate time, giving at least one insertion in any of the national dailies, one insertion in the University website. The candidates may fill up the prescribed application forms along with the details of qualifications, experience and other requirements as per the procedures to be prescribed by the university and submit the applications duly completed in all respects along with the prescribed application fees, if any, within the stipulated time.

Note:

- (a) *In order to reduce the cost of advertisement, only essential details of the recruitment including the closing date of the application shall be indicated in the advertisement. The closing date may be extended at the discretion of the Vice-Chancellor depending on the exigency of the situation, by notifying on the website only, for which the interested candidates have to be in constant touch with the website of the university.*
- (b) *Applications for engagement of retired employees and/or for short-term contractual engagement may be invited through any other mode, such as the circular, notification on the web-site and Notice Boards of the University.*
- (c) *In addition to the provisions mentioned at Para 11 (I) above, the University at its discretion, may request the Employment Exchange to sponsor candidates for posts as per the prescribed educational qualifications, experience etc.*

II TIME LIMIT FOR RECRUITMENT PROCESS

The university may ensure that the entire recruitment process including and starting from advertisement, conducting written examination or holding the interview may be completed within six months. (Ref: DoPT O.M.No.Misc.14017/15/2015-Estt.(RR) dated 11.01.2016 duly forwarded by UGC to all central universities vide letter No.F.74-1/2017 (CU) dated 16th October, 2017).

Provided that, if in the opinion of the Vice-Chancellor, the circumstances so warrant, he/she may extend the time limit for the recruitment process by a maximum period of six months.

III APPLICATION FORM

- (a) Applications for all the posts shall be entertained only in the prescribed format (Online/Offline), along with the prescribed fee, payable in favour of the "Registrar, The English and Foreign Languages University" through online/offline payment.

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(b) The schedule of charges for the application form and the prescribed fee shall be determined by the Vice-Chancellor, from time to time. Concessions in application/processing fee, wherever provided, shall be as per Govt. of India norms.

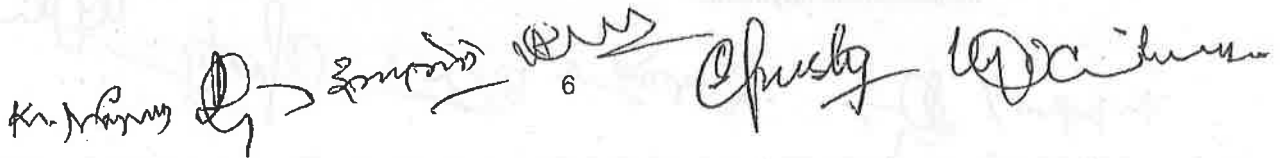
(c) **Receipt of application after the closing date:**

- The closing date for receipt of application shall ordinarily be 30 days from the date of release of advertisement on the university website. However, the Vice-Chancellor may, at his discretion, decide the extension of the closing date for receipt of applications, keeping in view the exigency of the situation. Incomplete applications, and the applications received after the due date, shall not be entertained.
- The Vice-Chancellor may, however, allow the acceptance of any application received after the closing date, subject to production of proof to his/her satisfaction that the application along with the enclosures and the remittance details, if any was posted by the candidate on or before the closing date.
- In case the closing date is a holiday, the next working day shall be treated as the closing date. Incomplete applications and applications not submitted in the prescribed format, along with the prescribed fee and self-certified enclosures, etc. shall be summarily rejected.

(d) The hard copies of the application (through offline mode) should be addressed to "The Registrar, The English and Foreign Languages University" in a closed cover super-scribing "Application for the post of".

(e) **Holding of Written/Skill Tests:**

- While filling up the posts under direct recruitment, the University shall hold the written and/or Skill tests for all Group "B" and "C" Non-Teaching posts.
- The written test may comprise Reasoning Ability, Simple Arithmetic, General Knowledge, Domain Knowledge of the Establishment, Accounts, Examinations, Language proficiency in English and Hindi, etc. wherever applicable, noting and drafting etc. and/or skill tests, or any other type of test depending upon the job requirements (such as posts under Technical/Laboratory services, Engineering, Information and Communication Technology, Library services etc.) to be decided by the University.
- The University may conduct written tests in two stages (i) a qualifying test (Paper I) consisting of the objective-type questions carrying 100 marks, and (ii) a descriptive-type test (Paper II) carrying 100 marks.
- The minimum qualifying marks to be secured in Paper I shall be 40%. The answer scripts of the candidates for the descriptive test shall be evaluated only in respect of those candidates who secure the minimum qualifying marks in Paper I. The candidates who secure 50% marks in Paper II shall be called for the skill test/interview, wherever applicable.

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- The Executive Council of the University can decrease the percentage of marks of the entrance test for both Paper I and Paper II to a reasonable extent not exceeding 5% of marks in Paper I and 10% of marks in Paper II.
- The marks allocated for the skill test, wherever applicable, shall be 50 and the minimum qualifying marks in the skill test shall be 25. The merit list of the candidates shall be drawn based on the performance in Paper II (Descriptive test) only subject to qualifying the skill test, wherever applicable.

Notwithstanding the above, the University at its discretion may hold single written test (Descriptive Test) and skill test, wherever applicable, depending upon the number of candidates, job requirements (such as posts under Technical/Laboratory services, Engineering, Information and Communication Technology, Library services etc.)

- (f) The marks allocated for the interview wherever applicable shall be 20% of the total marks and shall be added to the marks scored in Paper-II/single written (descriptive test) test as the case may be for the preparation of the merit list.
- (g) The competent authority to frame the syllabi for the test, skill tests, modalities for carrying out the tests, evaluation, etc., shall be the Vice-Chancellor.
- (h) Relaxation in qualifying marks or any other relaxation in the test, if any for the reserved categories shall be extended as per the Govt. of India guidelines as amended from time to time.
- (i) The University may at its discretion adopt appropriate procedures for recruitment to Group 'A' non-teaching posts on similar lines as given above.

12. COMPOSITION AND FUNCTIONS OF THE SELECTION COMMITTEE:

- 12.1 The Composition of Selection Committee shall be as prescribed in the Statutes/ Ordinances/UGC Regulations/Notifications/Guidelines/Schedule of CRRs.
- 12.2 The recommendations of the Selection Committee shall be submitted to the Appointing Authority for consideration and appropriate action.
- 12.3 If two or more candidates are recommended by the Selection Committee, the recommendations shall be made in order of merit.
- 12.4 No recommendation shall be made with a condition attached to it.

13. QUALIFICATION AND EXPERIENCE:

The qualification (essential and desirable) and experience required shall be as indicated in the Schedule. The qualification prescribed in the schedule for each of the post shall be the minimum qualification.

K. J. Singh *Prady* *Prady* *Prady* *Prady*

14. AGE LIMIT:

The upper age limit for appointment to various posts shall be as specified in the Schedule. The crucial date for determining the age shall be the closing date of the application.

15. RESERVATION OF POSTS:

- 15.1 The University shall strictly follow the instructions of the Government of India in respect of reservation/relaxation/concessions to various categories in recruitment/promotions, etc., pertaining to age, qualifying marks, experience/fees, etc. as amended from time to time.
- 15.2 The candidate belonging to the reserved categories shall enclose self-attested copies of the caste certificate and/or medical certificate (pertaining to the determination of degrees of disability in case of PwBD candidates) from the competent authority in the format prescribed by the Government of India (subject to verification at a later date), failing which the application shall be rejected.
- 15.3 A candidate belonging to SC/ST/OBC who has been selected on the same standard as applied to the General candidates and who appears in the general merit list is to be treated as own merit candidate. Such candidate is adjusted against unreserved point of the reservation roster. In other words, a candidate applying against the unreserved vacancy cannot be considered for any relaxation.
- 15.4 When a relaxed standard is applied in selecting an SC/ST/OBC candidate/s, for example in the age limit, experience, qualification, extended zone of consideration larger than what is provided for general category candidates etc., the SC/ST/OBC/PwBD candidates are to be counted against reserved vacancies. Such candidates would be deemed as un-available for the consideration against un-reserved vacancies. However, age relaxation given to PwBD Candidates will not be counted against reserved posts.

Note: *Nothing in these Rules shall affect the reservation, relaxation of age limit and other concessions required to be provided to the Scheduled Castes and Scheduled Tribes and other special categories of person in accordance with the instructions issued by the Central Government from time to time.*

Payment of TA: The candidate shall attend the interview at the designated place and time at his own expenses. However, the outstation candidates belonging to the SC & ST categories shall be reimbursed to and fro rail fare (sleeper class) for self only by the shortest route. In case any station is not connected by rail, ordinary bus fare shall be paid by the shortest route on production of ticket. The above-mentioned concessions shall not be admissible to those SC/ST candidates who are already in Central/State Government Service/or holding any other employment under PSUs/Local Governments/Panchayats.


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16. CONSTITUTION AND ROLE OF SCREENING COMMITTEE:

- The Vice-Chancellor may constitute a Screening Committee by including at least one outside expert in the relevant field, in addition to the internal members.
- The Member-Secretary to the Screening Committee shall be nominated by the Vice-Chancellor. It shall be the duty of the Member-Secretary to place the relevant documents/rules/guidelines, etc., relating to the selection before the Screening Committee.
- The Screening Committee shall screen the applications and shortlist the candidates in accordance with the eligibility criteria, prescribed in the advertisement and as per recruitment rules. Except for the posts of Registrar, Finance Officer, Controller of Examination, Librarian, Director of Physical Education, it must be ensured that the ratio between the number of vacant post to be filled and the number of candidates to be called for interview shall not exceed 1:15. In order to comply with this requirement of maximum ratio, the Screening Committee may fix higher criteria at its discretion for the candidates so as to downsize the number of candidates.
- If three eligible applicants are not available to meet the minimum ratio to appear for written test/interview, the post shall be re-advertised at-least twice after which the University may take appropriate action with regard to the Selection.
- This condition shall not be insisted upon in case of selection on deputation (without absorption). In case of posts in which there is a provision for holding a common written test, all the eligible candidates, subject to the minimum 3, may be called for the written test notwithstanding the maximum prescribed ratio. However, the successful candidates in the written test may be called for interview, wherever required in order of merit subject to maximum ratio of 1:15.
- The Screening Committee(s) may at its discretion, recommends the candidate for the post on conditional basis and the conditions must be complied with, by the candidate before the written test/skill test/interview as the case may be. Till such time, the candidature of the candidate shall continue to remain provisional.

Note: *The Acting/In-charge Vice-Chancellor shall not make any appointment to permanent non-teaching positions. However, the Acting/In-charge Vice-Chancellor may constitute a Screening Committee/Selection Committee for the appointment of temporary posts as per MHRD (now MoE) letter F. No. 19-58/2014-Desk (U) dated 09/01/2014 subject to approval of the Executive Council.*

17. CONSTITUTION OF SELECTION COMMITTEES/DEPARTMENTAL PROMOTION COMMITTEES / DEPARTMENTAL CONFIRMATION COMMITTEES*:

The Constitution of the Selection Committees and Departmental Promotion Committees (DPC)/Departmental Confirmation Committees* are specified in the **Schedule-II**. The Vice-Chancellor, at his discretion, may include the Head or any other senior member of the unit concerned (in the absence of the Head of the Unit) in the Selection Committee/Departmental Promotion Committee at the time of Selection/Promotion to any post in the University. Any other member/members can also be included in the Selection Committee/Departmental Promotion Committee as per the GoI/UGC guidelines.

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(*Ref: DoPT O.M. No. AB.14017/21/2011-Estt. (RR) dated 10th May, 2013)

A person shall be disqualified for sitting as a member of any Selection/Departmental Promotion Committee and Departmental Confirmation Committee and from taking part in any selection/promotion process under these Rules, if he is related to any candidate or there would be any conflict of interest in case of his association with the selection process. For this purpose, the University shall obtain an undertaking to this effect from the member concerned prior to the commencement of the selection process as per Govt. of India norms.

18. QUORUM:

The Quorum for the Selection Committee/Departmental Promotion Committee/ Departmental Confirmation Committee prescribed under the UGC Regulations/Notifications/Statutes of the University/Instructions shall be applicable *mutatis mutandis* as amended from time to time.

For other posts, two-thirds of the members' present shall form the quorum for the meeting of a Selection Committee, which shall include the Chairperson, the Visitor's nominee (wherever applicable), at least one external expert out of the two Experts or two outside experts out of three Experts and one representative from the respective reserved category as per requirement.

19. DIRECT RECRUITMENT BY OPEN SELECTION:

19.1 Wherever the UGC guidelines in respect of any particular non-teaching post are not available or framed, the University shall frame its own recruitment rules, laying down the qualifications, experience and nature of duties, etc., according to the requirements and compatibility of the post.

19.2 Recruitment to any regular post in the University shall be made on the recommendations of a duly-constituted Selection Committee, as prescribed under these rules.

19.3 The Chairman shall be entitled to vote at the Selection Committee meeting and, in case of a tie, shall have a casting vote.

19.4 In case two or more candidates are recommended for appointment, the recommendation shall be in order of merit.

19.5 The recommendations of the Selection Committee for Statutory posts and other Group 'A' academic posts covered under the UGC Regulations, 2018 as amended from time to time (such as Librarian, Deputy Librarian, Director of Physical Education, Deputy Director of Physical Education, Assistant Librarian, Assistant Director of Physical Education, etc.) shall be placed before the Executive Council for approval. If the Executive Council is unable to accept the recommendations made by a Selection Committee, it shall record its reasons and submit the case to the Visitor for final orders as prescribed under Statute 18 (5).

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19.6 The recommendations of the Selection Committee for non-statutory Group 'A', 'B' & Group 'C' posts shall be placed before the Competent Authority as prescribed under these rules for consideration and approval. In case the recommendations of the Selection Committee are not accepted, the reason(s) for non-acceptance of such recommendations shall be recorded. The power to reject the recommendations of the Selection Committee shall rest with the Executive Council and the decision of the Executive Council shall be final.

20. SENIORITY:

The seniority of each candidate in the respective cadre shall be determined on the basis of his/her position in the merit list recommended by the Selection Committee and in accordance with the relevant rules of the Govt. of India/UGC.

21. APPOINTMENT AND JOINING TIME:

21.1 The appointment of a candidate shall be subject to the verification of antecedents, educational qualifications, experience and medical fitness.

21.2 An offer of appointment issued by the University should clearly specify the period (which shall not normally exceed one or two months) after which the offer would lapse automatically if the candidate did not join within the specified period.

21.3 If, however, within the specified period, a request is received from the candidate for extension of time, it may be considered by the University but extension beyond three months shall not be ordinarily granted. It may however be granted by the competent authority only as an exception where facts and circumstances so warrant. In any case extension may be given only up to a maximum of six months from the date of issue of the original offer of appointment. An offer of appointment would lapse automatically after expiry of six months from the date of issue of the original offer of appointment. The candidate who joins within the above-mentioned period of six months shall have his seniority fixed under the seniority rules applicable to the service/post concerned to which he/she is appointed, without any depression of seniority.

22. GENERAL TERMS AND CONDITIONS OF RECRUITMENT:

22.1 Candidate who is already in service shall submit his application through proper channel along with vigilance clearance certificate from the competent authority. However, he may send an advance copy of his application and in case his application is not forwarded due to whatever reasons till the time of written test or interview as the case may be, he/she, should produce a "No Objection Certificate along with the Vigilance Clearance Certificate in a sealed cover" from the employer.

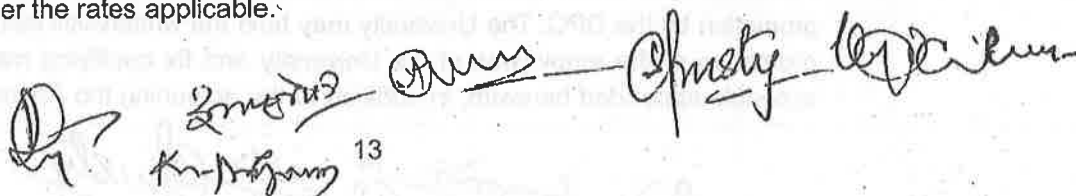
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- 22.2 The application for appointment on deputation shall be forwarded by the employer along with the Annual Performance Appraisal Reports (APARs)/ACR for the preceding five years and Vigilance Clearance Certificate, duly certified by the Competent Authority.
- 22.3 It shall be the responsibility of the candidate to assess his/her own eligibility for the post for which he/she is applying in accordance with the prescribed qualifications, experience, etc., and submit his application duly filled-in, along with the desired information and documents as per the advertisement. Suppression of factual information, supply of fake documents, providing false or misleading information or canvassing in any manner on the part of the candidates shall lead to his disqualification. In case, it is detected at any point of time in future, even after appointment, that the candidate was not eligible, his appointment shall be liable to termination forthwith as per this clause. This must be mentioned in the letter of offer and appointment clearly. In case of any ambiguity in the recruitment rules in general and eligibility in particular for any post, the decision of the Executive Council shall be final.
- 22.4 Acceptance of documents submitted by an applicant shall be subject to verification by the competent authority at any point of time even after joining the employment. If any document is found to be false/fake/incorrect either before or after appointment, the document shall be summarily rejected or action may be initiated against the candidate which shall lead to cancellation of his appointment, as the case may be.
- 22.5 The person appointed against any post shall be governed by the Act/Statutes/Ordinances/Rules of the University and also the CCS (Conduct) Rules, 1964, CCS (CCA) Rules, 1965 or any other rules of the Government of India, as amended from time to time and any other rule/resolution prescribed specifically for maintaining the conduct of the employees by the Executive Council of the University.
- 22.6 The appointment of a candidate shall be subject to verification of character and antecedents by the competent authority. Until the verification of character and antecedents' reports are received, the appointment shall be treated as provisional. In case the report/s with regard to his conduct, character, antecedents, etc., is found to be unsatisfactory, the appointment shall be cancelled/terminated forthwith.
- 22.7 Canvassing in any form on behalf of any candidate shall be treated as a disqualification which shall lead to cancellation of candidature.
- 22.8 In pursuance of the Letter No.19-50/2015-Desk-U, dated 22.12.2015, of the MHRD (Now MoE), there shall be no interview for appointments to the Group 'C' and 'B' posts. Accordingly, no interview shall be held for appointment to the Group 'C' and Group 'B' posts.
- 22.9 The selected candidate shall produce a medical fitness certificate issued by a Govt. Hospital/or Govt./CGHS empanelled Hospital duly countersigned by the concerned civil surgeon of the Medical Superintendent/Director of the

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concerned hospital for Group B and C post and certificate from the Medical Board issued by a Govt. Hospital/or Govt./CGHS empanelled Hospital for Group A post as the case may be prior to his joining. In cases where a person has already been examined by a Medical Board in respect of his previous appointment and if standard of medical examination prescribed for the new post is the same, then he need not be required to undergo a fresh examination. For this purpose, he has to submit a copy of the medical certificate duly countersigned by the designated officer of the University.

- 22.10 The terms and conditions of appointment shall be communicated to the candidate in the form of 'Offer of Appointment' to the selected candidates. If the candidate does not accept the terms and conditions mentioned in the offer of appointment within the stipulate time, the offer shall be treated as withdrawn.
- 22.11 The selected candidates shall be required to perform duties as per the Rules of the University, as amended from time to time. The University shall be free to assign any duty as per the exigency of the situation at any time even during non-working hours/holidays which the employee shall have to perform without fail to avoid any disciplinary action.
- 22.12 The selected candidate shall be governed by the New Pension Scheme of the Govt. of India, as the case may be, duly extended by UGC, Candidates joining the University service on or after 01st January 2004 are covered under the New Pension Scheme, or any Pension rules issued from time to time by the Government of India. However, employees who entered service before 31.12.2003 and were governed by the CCS (Pension) Rules, 1972, shall be eligible for the GPF-cum-Pension-Gratuity scheme subject to receipt of pro-rata past service benefits under these rules from the previous employer. Government of India Orders on "Mobility of Personnel amongst Central/State & Autonomous Bodies while working under Pensionable establishments" will apply in such cases.
- 22.13 The minimum educational qualification and experience, constitution of Selection Committee, prescribed quota, method of recruitment or any other eligibility criteria, etc. for direct recruitment or promotion/under career progression scheme, wherever applicable on the posts of Registrar, Finance Officer, Controller of Examinations, Librarian, Deputy Librarian, Assistant Librarian, and cadres equivalent to Deputy Registrar, Assistant Registrar, etc. shall be governed strictly as per the UGC's guidelines/regulations. Any amendment to the Notification/ Regulations/Guidelines of the UGC/Government of India in future shall be deemed to have been adopted by the University for Implementation in supersession of the existing provisions already adopted and incorporated in these Rules.
- 22.14 At the time of recruitment, a 'Service Agreement' shall be executed between the University and the employee concerned and a copy of the same shall be kept with the Registrar. Such service agreement shall be duly stamped as per the rates applicable.

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22.15 The candidate shall bring all original certificates relating to his age, qualifications, experience, etc. at the time of tests or interview wherever applicable. In case the candidate fails to submit the original documents for verification of the certified photocopies of the enclosures to his application, he may not be allowed to appear at the tests/interview and his candidature may be treated as cancelled without any further communication in this regard.

22.16 (i) The details of the vacancies shall be indicated in the advertisement. The University may also include the details with regard to anticipated vacancies arising due to retirement of employee(s) of that particular year or any case of voluntary retirement or resignation for which the employee has served notice prior to the issue of advertisement shall be included in the instant advertisement. The University reserves the right to fill or not to fill up the posts advertised for any reasons whatsoever. However, the number of posts filled up shall not exceed the number of posts advertised including anticipated vacancies.

(ii) The University may draw a reserved panel to fill up a post. In case a candidate on higher merit regrets to join within a period of one year or resigns/dies after joining, within a period of one year, the offer shall be made to the next candidate on the merit, (if otherwise in order), to reduce the delay in filling up of the vacancies. Such a vacancy should not be treated as fresh vacancy. (DoPT OM No.41010/18/97-Estt(B) dated 13th June, 2000)

(iii) The University reserves the right to withdraw an advertisement, either partly or wholly, at any time without assigning any reason.

(iv) If any advertisement for any post is withdrawn by the University, the application fee collected from the candidates shall be refunded within a reasonable period of time.

(v) In case of any ambiguity pertaining to the eligibility criteria for any post, the decision of the Executive Council shall be final.

23. PROMOTION:

23.1 The candidates to be considered for promotion must comply with the prescribed eligibility criteria as on the date of issue of the notification.

23.2 Promotion is earned by dint of hard work, good conduct, and result-oriented performance, as reflected in the APARs/ACR. Only performance reported "Good (Grade 5)" carrying Grade Pay up to Rs. 6600 (Level 11), consistently for the reckoning period shall be taken into consideration by the DPC. In case of Group 'A' post carrying Grade Pay of Rs. 7600/- (Level 12) or above persons reported "Very Good" (Grade Point 7) shall only be considered. Those with "Average Performance", which is not an adverse remark, shall not be considered for promotion by the DPC. The University may hold the written/skill tests at the time of promotion of the employees of the University and fix qualifying marks as per the schedule appended herewith, in addition to the screening the Annual Performance

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Appraisal Reports (APAR)/ACRs for the reckoning period, depending upon the length of Qualifying Service. While screening the Annual Performance Appraisal Reports/ACR, the University may also fix any other criteria for consideration of the DPC. (DoPT OM: No.35034/3/2015-Estt.(D), dated 22 October,2019)

23.3 The DPC should assess the suitability of the employees for promotion on the basis of their service records and the Annual Performance Appraisal Reports/ACR for the reckoning period, as specified above at clause 23.2.

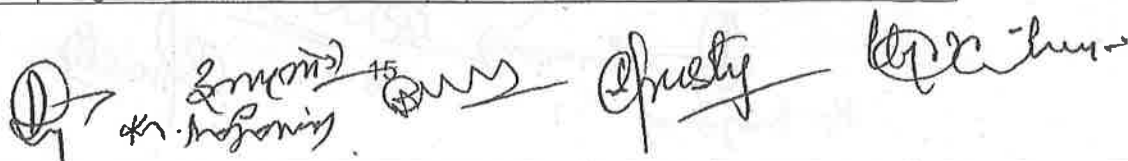
23.4 In case there is any adverse entry in the APAR/ACR, or for want of prescribed score in the APAR/ACR, the case of promotion shall not be considered unless and until the competent authority expunges such adverse entry. If the competent authority does not expunge the adverse entry or does not increase the score after review of performance as per procedures, the employee concerned may have to wait for the required number of reports carrying the prescribed bench marks as required for the post under these Rules.

23.5 The eligibility criteria, Vigilance Clearance Reports and APAR/ACR dossiers, duly completed in all respects along with the seniority list and results of the written test (if conducted by the University) of the eligible employees to be considered for promotion, with details of the number of vacancies, number of posts reserved for SCs/STs/PwDs, etc. shall be provided to the DPC for consideration as per GoI rules.

23.6 In the case of "Selection", the zone of consideration of eligible officers extended zone for SCs/STs/PwDs to ensure the promotional chances against the reserved quota shall be decided by the DPC on the basis of the service records of the officers. The normal zone and the extended zone will be as per the Govt. of India rules.

23.7 The departmental test shall only be qualifying in nature. The DPC shall make its own assessment of the officers and shall determine the merit of those being assessed for promotion with reference to the benchmark "Good" i.e. minimum score 5 for all officers up to the Grade Pay of Rs.6600 (Level 11) and "Very Good", i.e. minimum score of 6 for all Group 'A' posts upto the Grade Pay of Rs.7600 (Level 12) and above, accordingly, grade the officers as 'fit' or 'unfit' only. Those who are graded as 'fit' shall be included in the select panel in order of their inter-seniority in the feeder grade, subject to the availability of regular vacancies. Those employees who are graded 'unfit' by the DPC shall not be included in the selection panel. There shall be no supersession in promotion among those who are graded 'fit' (DoPT OM: No.35034/3/2015-Estt.(D), dated 22 October,2019). The grading and score are quoted below:

Sl.No.	Grading System and Score in APAR
(i)	Grade "between 8-10" shall be rated as ' outstanding ' and shall be given a score of 9 for the purpose of calculating average scores for appointment/promotion.
(ii)	Grade "between 6 and short of 8" shall be rated as ' very good ' and will be given a score of 7 for the purpose of calculating average scores for

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Sl.No.	Grading System and Score in APAR
	<i>appointment / promotion.</i>
(iii)	<i>Grade "between 4 and short of 6" shall be rated as 'good' and shall be given a score of 5 for the purpose of calculating Average scores for appointment / promotion.</i>
(iv)	<i>Below 4 shall be given a score of 'zero'.</i>

- (a) The meeting of the Departmental Promotion Committee (DPC) shall ordinarily be convened at least once a year, which shall depend upon the availability of vacancy.
- (b) The administrative authorities shall ordinarily ensure that the information furnished to the Departmental Promotion Committee are accurate and in proper order in all cases and a certificate to this effect duly signed by the officer designated for the purpose shall form a part of the note for the DPC.
- (c) Penalties of any kind (major) shall constitute a bar to one's eligibility for promotion or confirmation as per DoPT guidelines. However, minor penalty of "censure" would not constitute a bar on the eligibility and consideration for the purpose of promotion/confirmation unless otherwise mentioned specifically in the order about such a bar on the eligibility.
- (d) The following cases shall be brought to the notice of the DPC:
- (i) Employees under suspension;
 - (ii) In respect of whom a charge-sheet has been issued and disciplinary proceedings are pending; and
 - (iii) In respect of whom prosecution for a criminal charge has been pending.

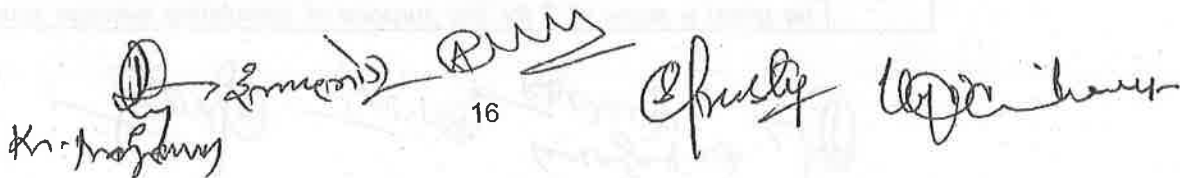
The DPC shall assess their suitability without regard to the disciplinary aspect. The findings of the DPC shall be kept in a sealed cover as per the fact recorded in the proceedings of the DPC. The same procedures shall be followed by subsequent DPCs till the disciplinary/criminal cases are concluded. On conclusion of the case, the sealed cover will be opened. In case the officer is completely exonerated, the due date of his promotion shall be determined and he will be promoted notionally with reference to the date of promotion of his junior and if necessary by reverting the junior most officiating person. The Appointing Authority shall decide whether and to what extent the arrears of salary shall be paid. Where arrears are denied, reasons shall be recorded. If not exonerated, the findings of the sealed cover shall not be acted upon.

- (e) The cases of officers under cloud after clearance by the DPC shall be settled in accordance with the Government of India rules.

24. FUNCTIONS OF THE DPC:

24.1 The Departmental Promotion Committee (DPC) shall consider and make recommendations in all cases of Group A, B and C employees. The constitution of DPC for various categories of posts shall be as prescribed under the Cadre Recruitment Rules of the University.

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24.2 While considering the promotional cases, the Departmental Promotion Committee shall consider the following:

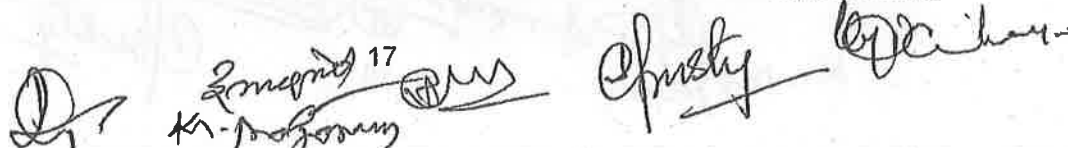
- (i) Provisions of the Rules/Act/Statutes/Ordinances/University Regulations/UGC Regulations/ guidelines and GOI Rules as applicable from time to time.
- (ii) Eligibility criteria and relaxations/concessions applicable to the SC/ ST/ PwD categories.
- (iii) Work and Conduct Reports.
- (iv) The Annual Performance Appraisal Reports (APARs)/ACRs for the preceding five years along with the Annual Property Returns (APRs) as available with the competent authority. While screening the Annual Performance Appraisal Reports (APARs)/ACRs, the DPC may also adopt the criteria with regard to the bench marks as mentioned in the Statutes/Ordinances/Govt. of India rules.
- (v) Vigilance Clearance Report.
- (vi) Roster points of the cadre(s) as per the reservation policy of the Govt. of India/UGC.
- (vii) Performance in the interview/skill test/written test, if conducted by the University as per rules.
- (viii) The DPC is expected to screen the cases and decide the eligibility based on the aforementioned documents like APARs/ACRs, Vigilance Clearance Report, Roster, Recruitment Rules etc.

Note: In case APAR(s)/ACRs for any particular period has not been written/endorsed by the designated authority despite the fact that the employee concerned produces the proof of submission of self-appraisal report(s) duly filled-in for that particular period(s) to the concerned section, the DPC/Screening Committee shall ignore the report(s) of that particular period(s) and shall take into account the report(s) of the immediately preceding period(s). It is mandatory on the part of the designated officer to make entry in the relevant register to be maintained for this purpose and issue proper receipt to the employee concerned as a proof of submission of the appraisal reports. There shall be proper entry in the relevant register with regard to each movement of the APAR/ACR till the completion of its process.

25 MODE OF PROMOTION:

25.1 The university should strictly adhere to the quota prescribed for Promotion of the eligible internal candidates as per the Recruitment Rules. In case candidates are not available under the internal quota and the posts are filled up through direct recruitment in the interest of the university, future vacancy may be shifted proportionately to the Promotion quota and filled up out of the eligible internal candidates from the feeder cadre. In the light of the above, the DPC shall be required to ensure the number of available vacancies under the promotion quota.

25.2 In addition to the conditions for promotion for the posts, as specified at 23 above, University may decide the method and procedure to be followed for promotion in respect of any category of posts. For this purpose, the University, at its discretion, may opt the fitness-cum-seniority or hold written test or other trade/professional

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tests and fix qualifying marks for any post to assess the competence in an objective manner. In such cases, association of at least one external expert shall be mandatory.

25.3 Mere possession of eligibility conditions shall not entitle an employee to be promoted to the next higher post from the date of his eligibility. After completion of formalities such as Annual Performance Appraisal Reports (APARs)/ACRs, Vigilance Clearance Report, the Departmental Promotion Committee may be constituted to evaluate and assess the eligibility of the employees. The employees shall be considered for promotion based on the recommendations of the DPC duly approved by the Competent Authority of the University.

25.4 All promotions of the non-teaching staff belonging to Group 'A', 'B' and Group 'C' shall take effect from the date of joining.

25.5 Qualifying in Typing Test/Skill Test with knowledge of computers shall be the compulsory requirement for promotion to the post of Lower Division Clerk, Upper Division Clerk, Assistant, Semi-Professional Assistant, Library Assistant and other positions as identified from time to time. Further, qualifying in Typing Test/Skill Test with knowledge of computers shall be the compulsory requirement for all Personal Assistants of the University who shall be considered for promotion as Private Secretary as per the eligibility criteria prescribed in these Rules as prescribed for direct recruitment. The University may impose any condition to be complied with at a future date failing which the competent authority may order for stoppage of increment.

26. AD-HOC PROMOTIONS:

In case there is an existing vacancy and no eligible employee is available in the feeder Cadre for promotion, the competent authority may consider relaxation by a maximum period of one year at its discretion to promote an employee on ad-hoc basis after completing all procedural formalities, as laid down under Rule 22 above. However, this arrangement shall not be allowed to continue beyond one year in case the employee concerned is not considered for regular promotion. Any such arrangement by the University shall be within the admissible scope, which in no case, shall contravene with the direction/s of the Hon'ble Court that lies against it.

27. PANEL:

The panel drawn for promotion/direct recruitment shall normally be valid for a period of one year from the date of the meeting of the DPC/date of approval of the recommendations, respectively.

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28. MODIFIED ASSURED CAREER PROGRESSION SCHEME (MACP)/ CAREER ADVANCEMENT SCHEME (CAS)/ DYNAMIC ASSURED CAREER PROGRESSION SCHEME

The financial up-gradation under the Career Advancement Scheme such as MACP/CAS/DACP Scheme in respect of non-teaching staff of the University shall be allowed as per the provisions of the Act/Statutes/Ordinances, rules of the University and orders/guidelines of UGC/Government of India (as amended from time to time) duly adopted by the University.

- (a) The Modified Assured Career Progression Scheme (MACPs) of the Govt. of India, duly communicated for implementation by the UGC in respect of Non- Teaching employees, shall be effective from 01.09.2008, or as per the eligibility criteria prescribed by the Govt/UGC from time to time, whichever is later. Similarly, in case of Medical Officer, Dynamic Assured Career Progression Scheme (DACPs) shall be applicable as prescribed by the Govt. of India/ UGC from time to time.
- (b) In case of up-gradation of pay scale, up to the level of Joint Registrar or equivalent, the Registrar shall chair the meeting of the Screening Committee. The Vice-Chancellor shall nominate at least one external expert and other members representing SC/ST/OBC/PwD/Minorities etc., wherever required as per the guidelines of the UGC/Govt.
- (c) Any dispute in implementation of the aforementioned Career Advancement Schemes shall be referred to the University Grants Commission, and the decision of the UGC shall be final.

29. DEPUTATION WITH OR WITHOUT THE PROVISION FOR ABSORPTION:

The University may fill up any post on deputation by drawing officers from Govt. of India/Autonomous Bodies/PSUs as per UGC/Govt Rules. The Officer to be considered for deputation against any post below Pay Level -14 must be less than 56 years of age and Pay Level-14 and above must be less than 58 years of age. In case the appointment is made on deputation by following the due process of selection prescribed for the post under the Cadre Recruitment Rules, the incumbent may be allowed to continue for the period as prescribed by the Govt. of India from time to time or till he attains the age of superannuation prescribed for that particular cadre, whichever is earlier. An appointment on deputation may be made initially for a period of three years (except statutory posts) which may be extended further at the discretion of the Competent Authority subject to satisfactory performance. The University, however, shall have the right to repatriate all incumbents, including the incumbents holding the statutory posts, at any time even before the prescribed period in case his performance, integrity or conduct are found to be unsatisfactory at any stage, in the opinion of the Competent Authority.

Ordinarily, no person working on deputation shall be absorbed in any post of the University after expiry of his period of deputation. In case, it is decided in the interest of the University to absorb any such person, then the University may take up the matter

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with his parent organization for concurrence after obtaining the option of the employee concerned subject to the condition that the matter of absorption is specifically mentioned in the advertisement. After obtaining the consent of the parent department, the case shall be placed before the Competent Authority for a final decision. In case he is absorbed in the University, he shall be assigned the bottom seniority of that particular cadre as per the Govt. of India rules.

30. PROBATION

30.1 In case of direct recruitment, the selected candidate shall be kept on probation for a period as specified in these rules. The date from which confirmation should be given effect, is the date following the date of satisfactory completion of the prescribed period of probation or the extended period of probation, as the case may be. The decision to confirm the probationer or to extend the period of probation as the case may be should be communicated to the probationer normally within 6 to 8 weeks. Probation should not be extended for more than a year and, in no circumstances, an employee should be kept on probation for more than double the normal prescribed period of probation. The officer will be deemed to have successfully completed the probation period if no order confirming, discharging or reverting the officer is issued within eight weeks after expiry of double the normal period of prescribed probation. On completion of the probation period or any extension thereof, employees shall, if considered fit for permanent appointment, be retained in the appointments on regular basis and be confirmed against the available substantive vacancies as the cases may be. In case there is no perceivable improvement despite all this, his/her services shall be discharged by giving him/her one month's notice in advance or on payment of one month's salary in lieu of notice. The employee concerned may also exercise his/her option to resign by giving one month's notice.

As regards other matters relating to probation, the employee will be governed by the instructions issued by the Government of India in this regard from time to time.

30.2 In the case of promotion to the next higher group, the employee(s) shall be kept on probation for a period of two years from the date of joining. The appointing authority may at its discretion, extend the period of probation by one year on ground of non-performance, misconduct or misbehavior or if he/she fails to comply with the terms and conditions of the appointment to the post to which he/she was promoted. In case there is no perceivable improvement despite all this, he shall be reverted to his parent post, with immediate effect, and consequently all the employees promoted against the consequential vacancies due to the promotion of this employee shall be reverted to their respective parent posts, in case they cannot be adjusted in any other similar vacant posts. However, there shall not be any probation for promotion within the same group.

Note:

- (i) If an employee who has been recruited/promoted to any post, avail himself of leave on a piecemeal basis, or at a time for a period of two months or more during the period of probation, his probation shall be extended

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proportionately, i.e., equal to the total period of leave availed by the employee concerned.

- (ii) In order to avoid any anomalous situation, all cases of probation of the officials should be reviewed every six months. In case, the result of review of performance of an official is found to be unsatisfactory, or not up to the mark, he shall be apprised of the consequences of unsatisfactory performance during the period of probation. Such an appraisal should be issued in advance after which the performance of the official concerned should be continuously kept under observation.
- (iii) Notwithstanding anything contained in the above-mentioned provision, if a probationer is placed under suspension during the period of probation, the period of probation may be extended till such period as the appointing authority deems fit in the circumstances.
- (iv) As for temporary Government servants they should, as a matter of rule, be asked to resign from the parent department/office at the time of release from the parent department/office. An undertaking to the effect that he/she will resign from the parent department/office, in the event of his/her selection and appointment to the post applied for, may be taken from his/her at the time of forwarding the application. This procedure is to be followed even in case of a temporary Government servant applying as direct recruit for a post in the same organization.
- (v) An employee of the University shall be confirmed through Departmental Confirmation Committee.
- (vi) An employee of the University shall not be confirmed on his post unless and until he signs the 'Service Agreement'.
- (vii) There shall be no probation in the case of an employee appointed to a post on deputation, tenure or on re-employment after superannuation.
- (viii) The appointing authority shall record the reasons in writing while terminating the appointment of a probationer or extension of the normal period of probation.

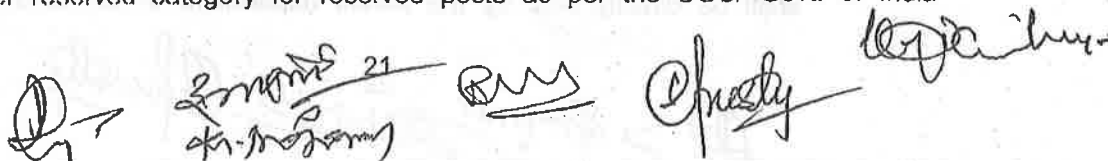
31. APPLICATION OF GOVT. OF INDIA RULES/UGC REGULATIONS:

If any particular provision concerning the qualifications for recruitment and promotion or seniority under these Rules is silent, the corresponding rules operating in the Govt. of India/UGC, or the qualifications prescribed by the Govt. of India/UGC shall apply mutatis mutandis.

Further, the Pay Matrix contained in the Schedules for various posts shall be revised as per the GoI/UGC regulations/guidelines as amended from time to time.

32. POWER TO RELAX:

32.1 Relaxation in age, experience, qualifying marks, etc., may be granted to the candidates belonging to the Schedule Caste/ Schedule Tribes/OBC/PWD or any other reserved category for reserved posts as per the UGC/ Govt. of India

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guidelines. A certificate to this effect issued from the competent authority should be attached with the prescribed application form. Wherever a relaxation of qualification, including percentage of marks, is permitted under the UGC/Govt. of India guidelines, such relaxation shall also be considered in appropriate cases subject to recommendations of the Screening Committee.

32.2 The relaxation in age shall also be given in respect of the following categories as mentioned against each:

Sl.No	Category of Persons	Extent of age relaxation
1.	Regular Employees of the Central Govt./State Govt./Central Universities/UGC maintained deemed to be Universities/other Central/State autonomous bodies/organizations/Institutions.	As per Government of India rules.
2.	Ex-Servicemen	

The upper age limit for appointment of Group 'C' posts is relaxable for Group 'C' and erstwhile Group 'D' departmental candidate up to 40 years in case of General Candidates and 45 years in case of candidate belonging the SC/ST who has rendered three years' continuous regular service at the University in accordance with the instructions or orders issued by the Govt. of India.

33. DISQUALIFICATION:

The following categories of persons shall not be eligible to apply for any position in the University:

33.1 Who has been convicted by any Court of Law or any criminal proceedings are pending against him.

33.2 Who is a person of unsound mind and questionable conduct or not medically fit to perform his duties.

33.3 Who has entered into or contracted a marriage with a person having a living spouse; Provided that the Competent Authority of the University may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for doing so, exempt any person from the operation of these rules;

33.4 Who is not citizen of India; and

33.5 Any other category person disqualified for appointment by the Govt. of India/UGC from time to time.

34. VIGILANCE CLEARANCE

34.1 Candidate who is already in service shall submit the Vigilance Clearance Certificate from the employer or his authorized officer, to the effect that no disciplinary/criminal proceedings are pending or contemplated against him. It shall be directly sent by the parent department or be handed over to the

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employee concerned in sealed cover at the time of written/skill test/ interview as applicable or along with the application.

34.2 Willful suppression of factual information or any document relating to the eligibility or otherwise as a candidate, followed by supply of fake documents or misleading statement or information in the application or tampering with the documents or Providing such information relating to the achievements, caste, educational qualifications, experience or domicile, etc., the Chief Vigilance Officer of the University shall have the powers to investigate/inquire into the matter and submit his report to the Vice-Chancellor for further action at any stage of recruitment process or employment. If any of these acts is found to be true, the candidate shall be disqualified for appointment to the post or if already appointed, his/her services shall be liable to be terminated, with immediate effect after adhering to the procedures.

34.3 Notwithstanding the provisions of para 10 in Schedule 2 of the CRR, wherever, there is only one sanctioned post in any cadre, the post shall be filled through direct recruitment only, saving the post of Internal Audit Officer which shall be through deputation.

34.4 These are the model cadre recruitment rules which have been prepared generally to cover all the posts sanctioned to different Central Universities and its constituent/affiliated college(s), as far as possible. The Universities shall accordingly adopt the CRR only for such posts which are sanctioned to them by the UGC. This model CRR does not entitle any University to create any post mentioned in the model CRR other than those sanctioned to them by UGC. They shall not create/demand any other post merely because such posts exist in the model CRR.

35. REMOVAL OF DIFFICULTIES:

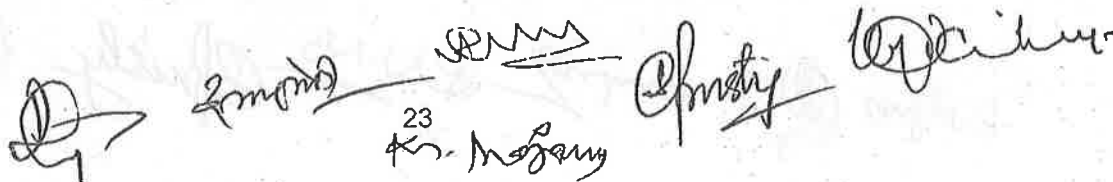
If any difficulty arises in the implementation or operation of any of the provision of these rules, the Vice-Chancellor may, from time to time issue with the approval of the Executive Council, such general or specific directions but not inconsistent with the provisions of the Act, Statutes, Ordinances or directives of the Government of India, Ministry of Education/University Grants Commission, which appear to be necessary for the purpose of removing such difficulty.

36. INTERPRETATION:

Any ambiguity or lack of clarity with regard to any clause of the Rules, the matter may be referred to UGC for clarification.

37. AMENDMENT OF RULES:

The Executive Council shall have the authority to amend, modify, change, withdraw, suspend and relax any or all of these Rules as per provisions made under the relevant ordinances of the University/GOI norms/UGC guidelines or Regulations.

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38. RESIDUARY MATTERS:

With regard to the matters not specified or referred to in these rules, the corresponding provisions as provided by the UGC for their employees or as prescribed by the Govt. of India relating to its employee, as amended from time to time, shall be followed. In case any particular provision in these Rules is in conflict with any provision of the Act/Statutes/Ordinances of the University/UGC Regulations/guidelines, the provisions of the Act/Statutes/Ordinances/UGC Regulations/guidelines shall prevail and such provision in these Rules shall stand superseded.

39. LIABILITY OF OFFICERS TO SERVE ANYWHERE IN INDIA:

The Non-Teaching employees and other academic staff shall be liable to serve anywhere in India within the jurisdiction of the University.

40. TERRITORIAL JURISDICTION:

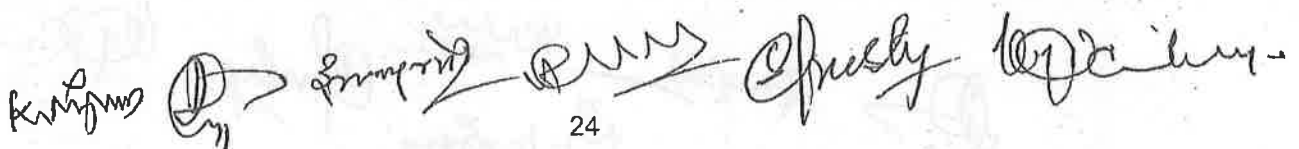
In case of any dispute, the territorial jurisdiction for adjudication shall be the Hon'ble High Court of Judicature for the State of Telangana, Hyderabad.

41. REPEAL:

All the existing rules and orders in relation to the matters covered under these rules shall stand repealed but any action already taken pursuant to such existing rules and orders shall be deemed to have been taken under these rules.

42. ESSENTIAL SERVICES:

Those staff specified under Essential Services have to be available round the clock, and they are required to stay in the residential quarters on the University campus.



Schedule-II

Selection Committee for Direct Recruitment / Departmental Promotion Committee / Departmental Confirmation Committee of Non-Teaching Employees

(1) Following shall be the constitution of the Selection Committee:

(a) **For Group 'A' posts** (other than statutory posts and those covered under UGC Regulations):

1.	Vice-Chancellor/Pro Vice-Chancellor* (*In the absence of Vice-Chancellor)	:	Chairperson
2.	Two Experts, not in service of the University, nominated by the Vice-Chancellor out of the panel approved by the EC.	:	Member
3.	Head of the Unit/Department	:	Member
4.	One Member of the EC nominated by it.	:	Member
5.	A representative of SC/ST/OBC/Minority/Women/PwD, if any of candidate representing these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the Selection Committee do not belong to the category.	:	Member
6.	Registrar	:	Member

(b) **For Group 'B' posts:**

1.	Pro Vice-Chancellor* (*in the absence of Pro Vice-Chancellor, Registrar or nominee of the Vice-Chancellor – not below the rank of Professor)	:	Chairperson
2.	Two Experts, not in service of the University, nominated by the Vice-Chancellor out of the panel approved by the EC.	:	Member
3.	Head of the Unit/Department	:	Member
4.	A representative of SC/ST/OBC/Minority/Women/PwD, if any of the candidates representing these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the Selection Committee do not belong to the category.	:	Member
5.	Registrar/Joint Registrar/Deputy Registrar	:	Member

(c) **For Group 'C' posts:**

1.	Registrar	:	Chairperson
2.	Two Experts, not in service of the University, nominated by the Vice-Chancellor out of the panel approved by the EC.	:	Member
3.	Head of the Unit/Department	:	Member

4.	A representative of SC/ST/OBC/Minority/Women/PwD, if any of the candidates representing these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the Selection Committee do not belong to the category.	:	Member
5.	Joint Registrar/Deputy Registrar	:	Member

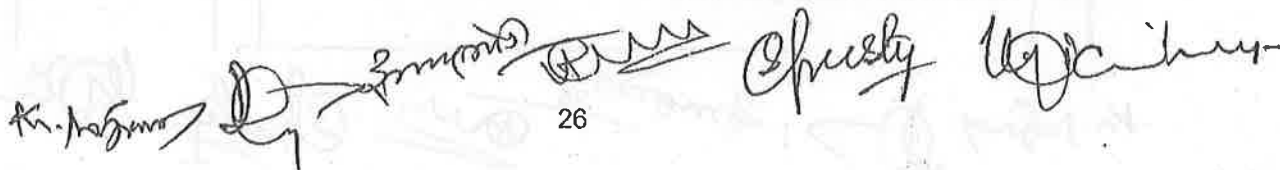
(2) Following shall be the constitution of the Departmental Promotion Committee:

(a) For Group 'A' posts (other than statutory posts):

1.	Vice-Chancellor/Pro Vice-Chancellor* (*in the absence of Vice-Chancellor)	:	Chairperson
2.	One Expert, not in service of the University, nominated by the Vice-Chancellor	:	Member
3.	Head of the concerned Unit/Department	:	Member
4.	A representative of SC/ST/OBC/Minority/Women/PwD, if any of candidate representing these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the Selection Committee do not belong to the category.	:	Member
5.	Registrar	:	Member

(b) For Group 'B' posts:

1.	Pro Vice-Chancellor* (*in the absence of Pro Vice-Chancellor, Registrar or nominee of the Vice-Chancellor – not below the rank of Professor)	:	Chairperson
2.	One Expert, not in service of the University, nominated by the Vice-Chancellor.	:	Member
3.	Head of the concerned Unit/Department	:	Member
4.	A representative of SC/ST/OBC/Minority/Women/PwD, if any of the candidates representing these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the Selection Committee do not belong to the category.	:	Member
5.	Registrar/Joint Registrar/Deputy Registrar	:	Member



(c) For Group 'C' posts:

1.	Registrar	:	Chairperson
2.	One Expert, not in service of the University, nominated by the Vice-Chancellor.	:	Member
3.	Head of the concerned Unit/Department	:	Member
4.	A representative of SC/ST/OBC/Minority/Women/PwD, if any of the candidates representing these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the Selection Committee do not belong to the category.	:	Member
5.	Joint Registrar/Deputy Registrar	:	Member

(3) Following shall be the constitution of the Departmental Confirmation Committee:

(a) For Group 'A' posts (other than statutory posts):

1.	Vice-Chancellor/Pro Vice-Chancellor* (*in the absence of Vice-Chancellor)	:	Chairperson
2.	Head of the concerned Unit/Department	:	Member
3.	A representative of SC/ST/OBC/Minority/Women/PwD, if any of the candidate representing these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the Selection Committee do not belong to the category.	:	Member
4.	Registrar	:	Member

(b) For Group 'B' posts:

1.	Pro Vice-Chancellor* (*in the absence of Pro Vice-Chancellor, Registrar or nominee of the Vice-Chancellor – not below the rank of Professor)	:	Chairperson
2.	Head of the concerned Unit/Department	:	Member
3.	A representative of SC/ST/OBC/Minority/Women/PwD, if any of the candidates representing these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the Selection Committee do not belong to the category.	:	Member
4.	Registrar/Joint Registrar/Deputy Registrar	:	Member

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(c) For Group 'C' posts:

1.	Registrar	:	Chairperson
2.	Head of the concerned Unit/Department	:	Member
3.	A representative of SC/ST/OBC/Minority/Women/PwD, if any of the candidates representing these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the Selection Committee do not belong to the category.	:	Member
4.	Joint Registrar/Deputy Registrar	:	Member

Quorum:

Two-thirds of the members present shall form the quorum for the meeting of a Selection Committee, which shall include the Chairperson, the Vice-Chancellor's nominee (wherever applicable), at least one external expert out of the two experts and one representative from the respective reserved category as per requirement.

Two-thirds of the members shall form the quorum for the meeting of a Departmental Promotion Committee/Departmental confirmation Committee

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SCHEDULE III**THE ENGLISH AND FOREIGN LANGUAGES UNIVERSITY****ADMINISTRATIVE / MINISTERIAL SERVICES****PAY STRUCTURE**

Sl. No.	Name of the Post	Sanctioned Strength	Group	Pay Level
I.	STATUTORY POSTS			
1	Registrar	01	A	14
2	Finance Officer	01	A	14
3	Controller of Examination	01	A	14
	OTHER POSTS			
4	Deputy Registrar	04 (1L)	A	12
5	Assistant Registrar	08 (1L)	A	10
6	Section Officer	14 (1L, 1S)	B	07
7	Assistant	27 (1L, 1S)	B	06
8	Statistical Assistant	01	C	05
9	Upper Division clerk	30 (2L, 1S)	C	04
10	Receptionist-cum-Telephone Operator	01	C	04
11	Lower Division Clerk	79 (3L, 3S)	C	02
12	Driver	6 (1L, 1S)	C	02
13	MTS (Office Attendants)	37 (3L, 2S)	C	01
	ISOLATED POSTS			
14	Internal Audit Officer (on deputation)	01	A	12
15	Public Relation Officer	01	A	10
TOTAL		212 (13L, 09S)		

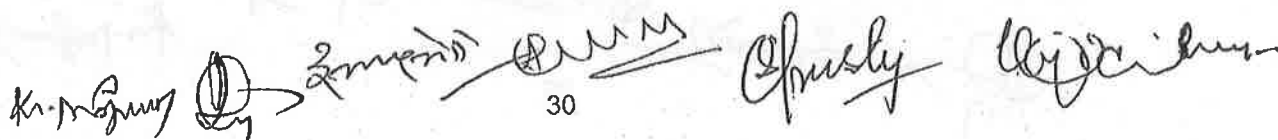
L – Lucknow Campus

S – Shillong Campus

Pay as per 7th CPC

**RECRUITMENT RULES FOR THE POST OF
REGISTRAR**

1	Name of the Post	Registrar
2	Number of Post(s)	One (1)
3	Classification	Group 'A'
4	Scale of Pay	Level-14
5	Whether selection or non-selection post	Not Applicable Recruitment for a tenure of 5 years
6	Age Limit for direct recruits	Preferably not more than 57 years
7	Educational and other qualifications required for direct recruits	(i) Master's degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed (ii) At least 15 years of experience as Assistant Professor in the Academic Level 11 and above or with 8 years of service in the Academic Level 12 and above including as Associate Professor along with experience in educational administration or Comparable experience in research establishment and/or other institutions of higher education or 15 years of administrative experience of which 8 years shall be as Deputy Registrar or an equivalent post (As per MHRD letter No. 1-7/2015-U.II(2), dated 02.11.2017)
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Not Applicable
9	Period of probation, if any	Not Applicable
10	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/Deputation for tenure of five years or till attaining the age of 62 years, whichever is earlier. (Eligible for reappointment after observance of due selection process)
11	In case of recruitment by promotion /deputation/absorption, grades from which promotion/deputation/absorption to be made	Deputation Requirement of educational qualifications as indicated in Col. 7
12	Composition of Selection Committee	As per Schedule – II



**RECRUITMENT RULES FOR THE POST OF
FINANCE OFFICER**

1	Name of the Post	Finance Officer
2	Number of Post(s)	1 (One)
3	Classification	Group 'A'
4	Scale of Pay	Level-14
5	Whether selection or non-selection post	Not Applicable (on deputation for a maximum period of 5 years).
6	Age Limit for direct recruits	Preferably not more than 57 years
7	Educational and other qualifications required for direct recruits	i. Master's degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed ii. At least 15 years of experience as Assistant Professor in the Academic Level 11 and above or with 8 years of service in the Academic Level 12 and above including as Associate Professor along with experience in educational administration or Comparable experience in research establishment and/or other institutions of higher education or 15 years of administrative experience of which 8 years shall be as Deputy Registrar or an equivalent post (As per MHRD letter No. 1-7/2015-U.II(2), dated 02.11.2017)
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
9	Period of probation, if any	Not applicable
10	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/Deputation for tenure of five years or till attaining the age of 62 years, whichever is earlier. (Eligible for reappointment after observance of due selection process)
11	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation/absorption to be made	Appointment preferably by drawing officers not below the Level 12 belonging to Indian Audit and Accounts services or other similar organized services in Central / State Govt. / Or University system /other organization subject to fulfillment of qualification as indicated under col.7, on Deputation for a tenure of 5 years or till attaining the age of 62 years whichever is earlier Note: The Selection Committee for deputation shall be the same as at column 12
12	Composition of DPC or Selection Committee	As per Schedule - II

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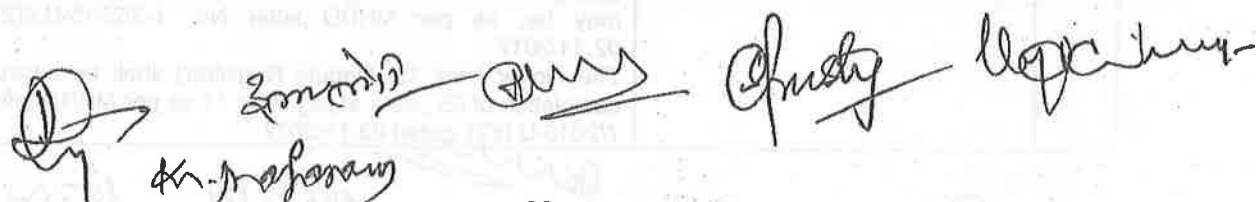
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RECRUITMENT RULES FOR THE POST OF CONTROLLER OF EXAMINATIONS

1	Name of the Post	Controller of Examinations
2	Number of Post(s)	1 (One)
3	Classification	Group 'A'
4	Scale of Pay	Level-14
5	Whether selection or non-selection post	Not Applicable
6	Age Limit for direct recruits	Preferably not more than 57 years
7	Educational and other qualifications required for direct recruits	I. Master's degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed II. At least 15 years of experience as Assistant Professor in the Academic Level 11 and above or with 8 years of service in the Academic Level 12 and above including as Associate Professor along with experience in educational administration or Comparable experience in research establishment and/or other institutions of higher education or 15 years of administrative experience of which 8 years shall be as Deputy Registrar or an equivalent post. (As per MHRD letter No. 1-7/2015-U.II(2), dated 02.11.2017)
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
9	Period of probation, if any	Not applicable
10	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/Deputation for tenure of five years or till attaining the age of 62 years, whichever is earlier. (Eligible for reappointment after observance of due selection process)
11	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation/absorption to be made	Deputation: Qualifications & Experience: As indicated at col.7. Grade: Holding analogous post or eight years' experience at PayLevel-12
12	Composition of DPC or Selection Committee	Selection Committee: As at column 12 As per Schedule – II

RECRUITMENT RULES FOR THE POST OF DEPUTY REGISTRAR

1	Name of the Post	Deputy Registrar
2	Number of Post(s)	4 (Four) (1 Lucknow)
3	Classification	Group 'A'
4	Scale of Pay	Level-12 Level-13 after 5 years
5	Whether selection or non-selection post	<i>Selection</i> <i>Not applicable in case of Direct Recruitment/ Deputation</i>
6	Age Limit for direct recruits	Not more than 50 years
7	Educational and other qualifications required for direct recruits	Essential: i) A Master's degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed ii) Five years' of experience as Assistant Registrar or in an equivalent post in the Pay Level 10 and above
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Age : No Qualification: Must possess at least Bachelor's degree from a recognized University
9	Period of probation, if any	One Year (for direct recruits)
10	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 25% by promotion failing which by deputation (Ref: MHRD letter No. 1-7/2015-U.II(2), dated 02.11.2017)
11	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation/absorption to be made	Promotion:- Assistant Registrar with 5 years regular service in Level – 11 Deputation: Officers holding analogous posts on regular basis or with five years regular service in Pay Level 11 or with eight years regular Service in Pay Level 10 in the Central/State Government, Universities and other autonomous organisations.
12	Composition of DPC or Selection Committee	As per Schedule – II
13	Award of Level 13	After completion of five years of service as Deputy Registrar or equivalent, the Deputy Registrar/Deputy Finance Officer/Deputy Controller of Examination shall be placed at Level 13 with rationalized entry pay of Rs. 1,23,100/- as per 7 th CPC revised pay matrix, vide Letter from the Ministry of Finance, No. 4-6/2017-IC/E-III(A), dated 28.09.2017. There shall be no change in the designation of Deputy Registrar/ Deputy Finance Officer/Deputy Controller of Examination on movement to higher level from Level 12 to Level 13 as per MHRD letter No. 1-7/2015-U.II(2), dated 02.11.2017



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

1	Name of the Post	Assistant Registrar
2	Number of Post(s)	8 (Eight) (1 Lucknow)
3	Classification	Group 'A'
4	Scale of Pay	Level-10
5	Whether selection or non-selection post	<i>Selection</i> <i>Not applicable in case of Direct Recruitment/ Deputation</i>
6	Age Limit for direct recruits	40 Years
7	Educational and other qualifications required for direct recruits	Essential Qualifications: I. Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed. II. The appointment under direct recruitment shall be made through an All India open competition by conducting a written test and interview.
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Age : Not applicable Qualification: No, but must possess at least Bachelor's degree from a recognized university/Institute
9	Period of probation, if any	Two Years
10	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 50% by promotion failing which by deputation/direct recruitment
11	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation/absorption to be made	Promotion: 5 years of regular service as Section Officer/Private Secretary (pay level 7 & above). Based on merit from among the eligible candidates having requisite experience from feeder cadres on the basis of a written test. Deputation: Officers holding analogous posts on regular basis or with 5 years' regular service in lower grades position in Level 7/Level 8 in the Central /State Government, Universities and other autonomous organizations. Knowledge of Computer Applications
12	Composition of DPC or Selection Committee	As per Schedule - II
13	Award of Level 11	Assistant Registrar and equivalent posts shall be eligible for the higher Level 11 after 8 years of service provided, as currently required, they have participated in two training programmes on Education Administration, each of approximately four weeks' duration and their performance appraisal reports are as per the benchmark scores/grades in UGC regulations/ guidelines. The higher Level 11 shall be restricted, as at present, in the case of promotion to senior scale of these posts to 50% of total strength of Assistant Registrars or equivalent grades, as the case may be, as per MHRD letter No. 1-7/2015-U.II(2), dated 02.11.2017. The higher level 12 (Deputy Registrar) shall be awarded after completion of 05 years at pay level 11 as per MHRD letter No. 1-7/2015-U.II(2), dated 02.11.2017.

**RECRUITMENT RULES FOR THE POST OF
SECTION OFFICER**

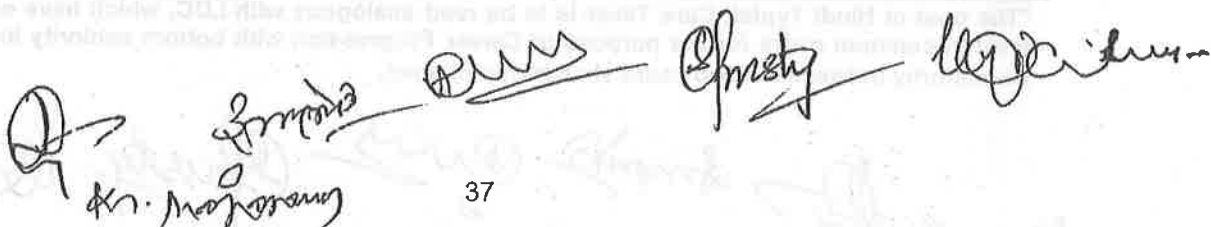
1	Name of the Post	Section Officer
2	Number of Post(s)	14 (Fourteen) (1 Shillong, 1 Lucknow)
3	Classification	Group "B"
4	Scale of Pay	Level-07
5	Whether selection or non-selection post	<i>Selection/Non-Selection</i>
6	Age Limit for direct recruits	35 Years
7	Educational and other qualifications required for direct recruits	Essential Qualifications: i) A Bachelor's Degree in any discipline from any recognised Institute/ University. ii) Three Years' Experience as Assistant in the Level 6 or eight years as UDC in Level 4 in any Central / State Govt./ University/ PSU and other Central or State Autonomous Institutions or holding equivalent positions in any reputed Private companies/ bank with annual turnover of at least Rs.200/- Crores or more. iii) Proficiency in Computer Operation, noting and drafting.
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Age: No Academic Qualification: Yes (As indicated at column 7)
9	Period of probation, if any	Two Years
10	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 Promotion from the cadre of Assistant subject to qualifying the departmental test, failing which by deputation. 25% by Direct Recruitment (based on written test and skill test)
11	In case of recruitment by promotion/deputation/ absorption, grades from which promotion/deputation/absorption to be made	Promotion: 05 years of regular service from the feeder grade of Assistant in Level 6 subject to seniority-cum-fitness with academic qualification as in Col.7 above. Deputation: Officers holding analogous post on regular basis or with three years regular service in Level 6 or equivalent in the Central/ State Govt. Universities or autonomous organizations and possess the Bachelor's degree as prescribed for direct recruits at Col.7 above.
12	Composition of DPC or Selection Committee	As per Schedule - II

**RECRUITMENT RULES FOR THE POST OF
ASSISTANT**

1	Name of the Post	Assistant
2	Number of Post(s)	27 (Twenty Seven)(1 Shillong, 1 Lucknow)
3	Classification	Group 'B'
4	Scale of Pay	Level - 06
5	Whether selection or non-selection post	Non-Selection in case of promotion Not Applicable in case of Direct Recruitment/Deputation
6	Age Limit for direct recruits	35 Years
7	Educational and other qualifications required for direct recruits	Essential Qualifications: Bachelor Degree from are cognized University/Institution. Three Years of experience as UDC or equivalent in the Level 4 in Central/ State Government/ University/ PSU and other Central / State Autonomous Bodies or equivalent pay package in the reputed private Companies/ corporate banks with a minimum annual turnover of at least Rs.200/- Crores or more. Proficiency in Typing, Computer applications, noting and drafting.
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Age: No Academic Qualification: Yes(As indicated at column 7)
9	Period of probation, if any	Two years
10	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 Promotion 25% by Direct Recruitment(based on written test and skill test)
11	In case of recruitment by promotion /deputation/ absorption, grades from which promotion/ deputation/absorption to be made	Promotion: UDC with 5 years of regular service in Level 4 according to seniority-cum-fitness.
12	Composition of DPC or Selection Committee	As per Schedule - II

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

1	Name of Post	Statistical Assistant
2	Number of Post(s)	01
3	Classification	Group-C
4	Scale of Pay/Pay Band/Grade Pay	Level 5
5	Whether Selection or non-Selection post	Not Applicable
6	Age Limit for Direct Recruits	32 Years
7	Educational and other qualifications required for direct recruits	Bachelor's Degree in Statistics OR Bachelor's degree in Mathematics with Statistics as one of the subjects OR Bachelor's degree in Economics with Statistics as one of the subjects OR Bachelor's degree in Commerce with Statistics as one of the subjects
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the Case of promotions	Not Applicable
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the post to be Filled by various methods.	Direct Recruitment through written test
11	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.



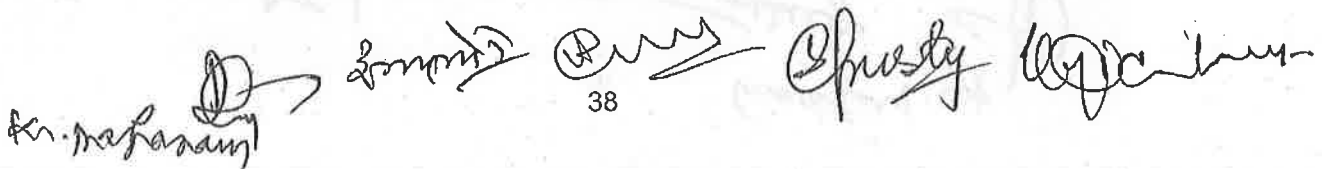
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**RECRUITMENT RULES FOR THE POST OF
UPPER DIVISION CLERK**

1	Name of the Post	Upper Division Clerk
2	Number of Post(s)	30 (Thirty) (1 Shillong, 2 Lucknow) (07 positions of the Publication Unit are requested for conversion to UDC, pending sanction from the UGC)
3	Classification	Group 'C'
4	Scale of Pay	Level-04
5	Whether selection or non-selection post	Selection Not applicable in case of Direct Recruitment
6	Age Limit for direct recruits	32 Years
7	Educational and other qualifications required for direct recruits	Essential Qualifications: 1. A Bachelor's Degree from any recognized Institute/University. 2. Two years' experience as Lower Division Clerk/ Equivalent posts in University/ Research Establishment / Central State Govt./ PSU/ Autonomous Bodies or equivalent pay package in the reputed private Companies/ corporate banks with a minimum annual turnover of at least Rs.200/- Crores or more. 3. Speed in English Typing @ 35 wpm OR Speed in Hindi Typing @ 30 wpm 4. Proficiency in Computer Operations.
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	No
9	Period of probation, if any	Two years
10	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 Promotion 25% by Direct Recruitment (based on written test and skill test)
11	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation/absorption to be made	Promotion: Lower Division Clerk/ Hindi Typist with five years regular service in Pay Level 2 according to seniority cum fitness failing which by direct recruitment.
12	Composition of DPC or Selection Committee	As per Schedule - II

*The post of Hindi Typist, Care Taker is to be read analogous with LDC, which have equivalent pay level in common cadre for the purpose of Career Progression with bottom seniority in future, inter-se-seniority between the two cadre shall be maintained.

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**RECRUITMENT RULES FOR THE POST OF
RECEPTIONIST-CUM-TELEPHONE OPERATOR**

1	Name of the Post	Receptionist-cum-Telephone operator
2	Number of Post(s)	1 (One)
3	Classification	Group 'C'
4	Scale of Pay	Level-04
5	Mode of Recruitment	Direct Recruitment
6	Age Limit for direct recruits	32 Years
7	Educational and other qualifications required for direct recruits	Qualifications: 1. A Bachelor's Degree in any discipline from any recognised Institute/ University 2. Fluency in English and Computer Skills 3. Three years' experience in operating PBX/PABX boards and of working as Receptionist in a recognized or organization
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	No
9	Period of probation, if any	Two years (for direct recruits)
10	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
11	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation/absorption to be made	Promotion: Not Applicable
12	Composition of DPC or Selection Committee	As per Schedule - II

Dr. Mahabir

2 months

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Dr. Mahabir

**RECRUITMENT RULES FOR THE POST OF
LOWER DIVISION CLERK**

1	Name of the Post	Lower Division Clerk
2	Number of Post(s)	79 (Seventy nine) (3 Shillong, 3 Lucknow)
3	Classification	Group 'C'
4	Scale of Pay	Level-02
5	Whether selection or non-selection post	Selection Non-Selection for column 10 (iii) Not applicable for Direct Recruitment
6	Age Limit for direct recruits	32 Years
7	Educational and other qualifications required for direct recruits	(i) A Bachelor's Degree from any recognized Institute/University (ii) English Typing @ 35 wpm or Hindi Typing @ 30wpm (35wpm and 30wpm correspond to 10500KDPH/ 9000KDPH on an average of 5 Key depressions for each word). (iii) Proficiency in Computer Operations
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	No
9	Period of probation, if any	Two years
10	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 through written and skill test in various components of MS office particularly in MS Word, MS Excel, etc. (ii) 10% of vacancies shall be filled up from amongst the Group 'C' employees in the Level- 1 and who possess Senior Secondary (10+2) or equivalent qualification and have rendered 3 years' regular service in the grade, on the basis of the departmental qualifying examination. The maximum age limit for eligibility for such examination is 45 years. (iv) Promotion: 5% of the vacancies shall be filled on seniority cum fitness basis from Group 'C' (MTS) employees who have 5 years regular service in posts in the Level 1 subject to fulfilling the educational qualification of (10+2) or equivalent. The relaxation of Skill/Typing Test for the promotion from MTS to LDC shall be governed as per DoPT OM No.F.O.14020/1/2014-Estt.(D) dated 22.04.2015
11	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation/absorption to be made	As stated in Column No.10 above
12	Composition of DPC or Selection Committee	As per Schedule - II

RECRUITMENT RULES FOR THE POST OF DRIVER

1	Name of the Post	Driver
2	Number of Post(s)	6 (Six) (1 Shillong, 1 Lucknow)
3	Classification	Group 'C'
4	Scale of Pay	Level-02
5	Whether selection or non-selection post	Not applicable
6	Age Limit for direct recruits	32 Years
7	Educational and other qualifications required for direct recruits	Essential Qualifications: (i) 10 th Pass from any recognized Board. (ii) Possession of a Valid Commercial Driving License for Light/Medium/Heavy Vehicles issued by the Competent Authority having no adverse endorsement. (iii) Knowledge of motor mechanism (the candidate should be able to remove minor defects in vehicles). (iv) Experience of driving motor vehicles for at least 05 years in an organization.
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not applicable
9	Period of probation, if any	Two Years
10	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 through driving test, knowledge of traffic rules and skill test.
11	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/absorption to be made	Not applicable
12	Composition of DPC or Selection Committee	As per Schedule - II

As per the DoPT OM no. 35011/01/2022-Estt.(D) dated 18.11.2022, the posts of staff car driver will be placed in the following pay levels :

- Pay Level 2 – Staff Car Driver Ordinary Grade - Basic Grade
- Pay Level 4 Staff Car Driver Grade II – 9 years of regular service in the Ordinary Grade
- Pay Level 5 Staff Car Driver Grade I – 6 years regular service in the Grade II or a combined service of 15 years in Grade II and in ordinary Grade put together
- Pay Level 8- Special Grade – post is not applicable to EFLU since the minimum strength of the cadre of Staff Car Drivers requires would be 20.

Kr. Rajaram

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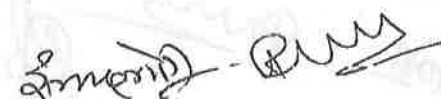
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**RECRUITMENT RULES FOR THE POST OF
MULTITASKING STAFF (MTS)**

1	Name of the Post	Multitasking Staff (MTS)
2	Number of Post(s)	38 (Office Attendants – 26, Attenders – 6, Guest House Attender – 1, Cook-cum-Attendant – 1, Mess Attendant -2, Peons -2) (2 Shillong, 3 Lucknow)
3	Classification	Group 'C'
4	Scale of Pay	Rs. 18000-56900 (Level-01)
5	Whether selection by merit or selection cum seniority or non-selection post	Not applicable
6	Age Limit for direct recruits	32 Years
7	Educational and other qualifications required for direct recruits	Essential Qualifications: 10 th pass from a recognized board OR ITI pass
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
9	Period of probation, if any	Two years
10	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 through written and trade test
11	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation/absorption to be made	Not applicable
12	Composition of DPC or Selection Committee	As per Schedule - II

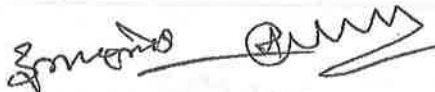


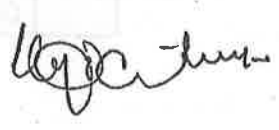
ISOLATED POST

RECRUITMENT RULES FOR THE POST OF INTERNAL AUDIT OFFICER

1	Name of the Post	Internal Audit Officer
2	Number of Post(s)	1(One)
3	Classification	Group 'A'
4	Scale of Pay	Level-12
5	Whether selection or non-selection post	56 years (on deputation)
6	Age Limit for direct recruits	Not Applicable
7	Educational and other qualifications required for direct recruits	Not Applicable
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	Not applicable
10	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>Deputation</i>
11	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation/absorption to be made	Deputation: By drawing officers belonging to Audit and Accounts Services or other similar organized Accounts Services in Central / State Govt., holding analogous posts on regular basis. OR with three years' regular service in Level 11 or equivalent in the area of Audit and Accounts in any Govt. Department/Autonomous Bodies. OR With five years regular service in Level 10 or equivalent in the area of Audit and Accounts in any Govt. Department/ Autonomous Bodies.
12	Composition of DPC or Selection Committee	As per Schedule - II


Mr. Prasad



**RECRUITMENT RULES FOR THE POST OF
PUBLIC RELATIONS OFFICER**

1	Name of the Post	Public Relations Officer
2	Number of Post(s)	01 (One)
3	Classification	Group 'A'
4	Scale of Pay	Level-10
5	Whether selection or non-selection post	Not Applicable
6	Age Limit for direct recruits	40 Years
7	Educational and other qualifications required for direct recruits	Essential Qualifications: i. Masters' Degree with at least 55% of marks or its equivalent grade of B in the UGC 7 point scale in Journalism and Mass Communication from recognised University / Institute. ii. At least Five years' experience in the editorial department/ Centre of any Central / State Govt. department / PSU / Central / State Educational Institutions established English/ regional Newspaper accredited with ABC, National News Agencies, Radio or Television, Film Media, reputed advertising agencies with excellent command of speaking in English, Hindi and Regional Language. Desirable: Good working knowledge of computer applications.
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	Two years
10	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>Direct Recruitment</i>
11	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation/absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee	As per Schedule - II

SECRETARIAL SERVICES

PAY STRUCTURE

Sl. No.	Name of the Post	Sanctioned Strength	Group	Level
1.	Private Secretary (PS)*	03	B	07
2	Personal Assistant	21	B	06
3	Stenographer	01	C	04
TOTAL		25		

*PS to VC, PS to PVC, Sr. PA to Registrar, Personal Assistant/ Private Secretary are designated as Private Secretary

Handwritten signatures and initials:
Krishna Kumar
Srinivas
Anurag
Christy
Vijay Kumar

RECRUITMENT RULES FOR THE POST OF PRIVATE SECRETARY (PS)

1	Name of the Post	Private Secretary (PS) to VC, Pro-VC/ Sr. PA to Registrar
2	Number of Post(s)	03 (Three)
3	Classification	Group 'B'
4	Scale of Pay	Level-07
5	Whether selection or non-selection post	Selection Not applicable in case of Direct Recruitment
6	Age Limit for direct recruits	35 years
7	Educational and other qualifications required for direct recruits	Qualifications: 1. A Bachelor's Degree from a recognized University/Institute. 2. At least 03 Years experience as Personal Assistant or 5 years as Stenographer in a University/ Research establishment/ Central/ State Govt. /PSU and other autonomous bodies. 3. English/Hindi Stenography speed:120 wpm in English or 100 wpm in Hindi 4. English/Hindi Typing speed: 35 w.p.m. in English or 30 w.p.m.in Hindi. 5. Knowledge of computer applications. Skill Test Norms on Computer: Dictation: 10 minutes @ 120 w.p.m. in English/100 w.p.m. in Hindi Transcription: 50 minutes (English)/ 60 minutes (Hindi) Desirable: Proficiency in English & good communication skills.
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	Two years
10	Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts	i) 75% by promotion ii) 25% by direct recruitment failing which by deputation.

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11	Recruitment by promotion/ deputation/absorption, grades from which promotion/deputation/ absorption to be made	Promotion: Personal Assistant with 05 (five) years regular service in Level 6 on the basis of seniority-cum-fitness, subject to qualifying in the stenography test as mentioned under column 7. Deputation: Persons holding analogous posts on regular basis or with 3 years regular service as Personal Assistant in the Level 6/ Level 7 of any Central/State Govt./ University/ Public Sector Undertaking as other Central or State Autonomous bodies and fulfilling the educational qualifications and other professional requirements as prescribed at column 7.
12	Composition of DPC or Selection Committee	As per Schedule - II

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Dr. Maheshwar

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

1	Name of Post	Personal Assistant
2	Number of Post(s)	02 +19 (Stenographers) which were rationalized as Personal Assistant, vide UGC's Order, No.R7-5/2008 (JCRC), dated 20.02.2009.
3	Classification	Group – B
4	Scale of Pay/Pay Band/Grade Pay	Level 6
5	Whether Selection or non-selection post	Selection Not Applicable in case of Direct Recruitment
6	Age Limit for Direct Recruits	35 Years
7	Educational and other qualifications required for direct recruits	Essential Qualifications: 1. A Bachelor's Degree in any discipline from any recognized Institute/ University. 2. Proficiency in Stenography in English or Hindi with minimum speed of 100wpm. 3. Proficiency in Typing in English or Hindi with minimum speed of 35 / 30 wpm respectively. 4. Knowledge of Computer Applications. 5. Two years' experience as Stenographer or equivalent in Central State Govt. Organisations / University Research Institution or Central / State autonomous Institution/reputed private institutions having a turnover 200 Crores. Desirable: Proficiency in English and good communication skills. Skill Test Norms on Computer: Dictation: 10 minutes @100 w.p.m. Transcription: 40 minutes English/ 55 minutes Hindi
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled By various methods.	i) 75% by promotion failing which by deputation. ii) 25% by direct recruitment failing which by deputation.

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11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made.	Promotion: Stenographer with 05 (five) years' regular service in Level 4 on the basis of seniority-cum-fitness, subject to qualifying in the stenography test as mentioned under column 7. Deputation: Officers holding analogous post on regular basis or with three years' regular service in Level 4/Level 5 or equivalent in the Central/ State Govt. Universities or autonomous organisations and possess the qualification as prescribed for direct recruits at column. 7, above.
12	Composition of DPC or Selection Committee	As per schedule 2 of these Rules.

K. Mahalingam

**RECRUITMENT RULES FOR THE POST OF
STENOGRAPHER**

1	Name of Post	Stenographer
2	Number of Post(s)	01
3	Classification	Group-C
4	Scale of Pay/Pay Band/Grade Pay	Level 4
5	Whether Selection or non-Selection post	Not applicable
6	Age Limit for Direct Recruits	32 Years
7	Educational and other qualifications required for direct recruits	Essential Qualifications: 1. A Bachelor's Degree in any discipline from any recognised Institute/ University. 2. Proficiency in Stenography in English or Hindi with minimum speed of 80wpm. 3. Proficiency in Typing in English or Hindi with minimum speed of 35 / 30 wpm respectively. 4. Knowledge of Computer Applications. Desirable Qualifications: Proficiency in English Skill Test Norms on Computer: Dictation: 10 minutes @ 80 w.p.m. Transcription: 50 minutes English/65 minutes Hindi
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	100% by Direct Recruitment
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.

THE ENGLISH AND FOREIGN LANGUAGES UNIVERSITY

HINDI CELL

Pay Structure

No.	Name of the Post	Sanctioned Strength	Group	Pay Level
1	Hindi Officer	01	A	10
2	Hindi Translator	01	B	06
3	Hindi Typist	01	C	02
TOTAL		03		

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**RECRUITMENT RULES FOR THE POST OF
HINDI OFFICER**

1	Name of the Post	Hindi Officer
2	Number of Post(s)	1 (One)
3	Classification	Group 'A'
4	Scale of Pay	Level-10
5	Whether selection or non-selection post	Not applicable
6	Age Limit for direct recruits	40 Years
7	Educational and other qualifications required for direct recruits	Essential Qualifications: Master's Degree of a recognised University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level; OR Master's Degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level; OR Master's degree of a recognised University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of examination at the degree level; OR Master's degree of a recognised University in any subject other than Hindi or English. With English Medium and Hindi as a compulsory or elective subject or as a medium of examination at the degree level; OR Master's Degree of a recognized University in any subject other than Hindi or English, with Hindi and English as a compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at the degree level AND Three years' experience of using / applying terminology (terminological work) in Hindi and translation work from English to Hindi or vice-versa, preferably of technical or scientific literature under Central / State Govt. / Autonomous Body / Statutory Organisation / PSU / Universities or recognised research or educational institutes

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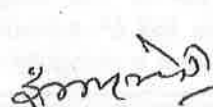
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Shruti

Dr. Jyoti

		OR Three Years experience of teaching in Hindi and English or research in Hindi or English under Central / State Govt./ Autonomous Body/ Statutory Organisations/ PSUs/ Universities or recognised research or educational institutions. Desirable Qualifications: Studied one of the languages other than Hindi included in the 8th Schedule of the Constitution at 10th level from a recognized board.
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable
9	Period of probation, if any	Two years
10	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
11	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation/absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee	As per Schedule - II




K. Mahanarayana

**RECRUITMENT RULES FOR THE POST OF
HINDI TRANSLATOR**

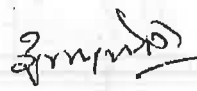
1	Name of the Post	Hindi Translator
2	Number of Post(s)	1 (One)
3	Classification	Group 'B'
4	Scale of Pay	Level-06
5	Whether selection or non-selection post	Not Applicable
6	Age Limit for direct recruits	35 Years
7	Educational and other qualifications required for direct recruits	Qualifications: Master's Degree of a recognised University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level; OR Master's Degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level; OR Master's degree of a recognised University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of examination at the degree level; OR Master's degree of a recognised University in any subject other than Hindi or English. With English Medium and Hindi as a compulsory or elective subject or as a medium of examination at the degree level; OR Master's Degree of a recognized University in any subject other than Hindi or English, with Hindi and English as a compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at the degree level AND Recognized Diploma or Certificate course in translation from Hindi to English & vice versa or two years' experience of translation work from Hindi to English and vice versa in Central or State Government office, including Government of India Undertaking. Studied one of the languages other than Hindi included in the 8th schedule of the Constitution at 10th level from a recognised board.

8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	Two years
10	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
11	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation/absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee	As per Schedule - II

Dr. *[Signature]* *[Signature]* *[Signature]* *[Signature]*
 Dr. *[Signature]*

**RECRUITMENT RULES FOR THE POST OF
HINDI TYPIST**

1	Name of the Post	Hindi Typist
2	Number of Post(s)	1 (One)
3	Classification	Group 'C'
4	Scale of Pay	Level-02
5	Whether selection or non-selection post	Not applicable
6	Age Limit for direct recruits	32 Years
7	Educational and other qualifications required for direct recruits	Essential Qualifications: i. Bachelor's Degree from a recognized University/Institute. ii. 30 words per minute in Hindi Typing Speed. iii. Knowledge of Computer Applications
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not applicable
9	Period of probation, if any	Two years
10	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
11	In case of recruitment by promotion /deputation/absorption, grades from which promotion/ deputation/absorption to be made	Not applicable
12	Composition of DPC or Selection Committee	As per Schedule - II

 
K. Mahalingam







GUEST HOUSE/ HOSTEL/ CANTEEN SERVICES

GENERAL STRUCTURE

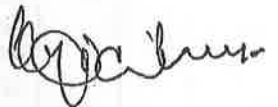
Sl.No.	Name of the Post	Sanctioned Strength	Group	Level
1	Supervisor of Hostels	01	B	06
2	Cook	05 (1S)	C	02
3	Hostel Attendant	07	C	01
TOTAL		13 (1S)		







Dr. Mahalingam



**RECRUITMENT RULES FOR THE POST OF
SUPERVISOR OF HOSTELS**

1	Name of the Post	Supervisor of Hostels
2	Number of Post(s)	01 (One)
3	Classification	Group 'B'
4	Scale of Pay	Level-06
5	Whether selection or non-selection post	<i>Not applicable</i>
6	Age Limit for direct recruits	35 years
7	Educational and other qualifications required for direct recruits	(i) A Bachelor's Degree in Hotel Management with at least 55% marks from a recognized University/Institute Plus (ii) Three (3) years of post-qualification experience in a supervisory capacity in a canteen or a mess attached to a students' hostel/guest house of a University/Institute of higher learning/reputed organization OR i) A Bachelor's degree in any discipline from a recognized University Plus ii) Diploma in Hotel Management from a recognized institute Plus iii) Five (5) years of post-qualification experience in a supervisory capacity in a canteen or a mess attached to a students' hostel/guest house of a University/ Institute of higher learning/ reputed organization
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Not applicable
9	Period of probation, if any	Two years
10	Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts	100% by direct recruitment
11	Recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Not applicable
12	Composition of DPC or Selection Committee	As per Schedule - II

Dr. Prasanna

[Signature] *[Signature]*

**RECRUITMENT RULES FOR THE POST OF
COOK**

1	Name of the Post	COOK
2	Number of Post(s)	05 (Five) (1 Shillong)
3	Classification	Group 'C'
4	Scale of Pay	Level-02
5	Whether selection or non-selection post	Not applicable
6	Age Limit for direct recruits	32 Years
7	Educational and other qualifications required for direct recruits	Qualifications: 1. 10th Class from a recognized Board. 2. ITI Trade certificate in Bakery and Confectionery (one-year duration) 3. 03 years' experience in cooking / catering services in educational institutions/ guest houses, at least 3 starred hotels or similar organisations.
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable
9	Period of probation, if any	Two years
10	Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts	Direct Recruitment
11	In case of recruitment by promotion /deputation/absorption, grades from which promotion/ deputation/absorption to be made	Not applicable
12	Composition of DPC or Selection Committee	As per Schedule - II







 K. Mahasany

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

1	Name of the Post	Hostel Attendant
2	Number of Post(s)	07 (Seven)
3	Classification	Group 'C'
4	Scale of Pay	Level-01
5	Whether selection or non-selection post	Non-Selection
6	Age Limit for direct recruits	32 Years
7	Educational and other qualifications required for direct recruits	Essential Qualifications: (i) 10 th Pass from any State/Central School/Board OR ITI pass (iii) At least two years' of experience in a Hostel/Canteen/Hotel/Guest House etc.
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable
9	Period of probation, if any	Two years
10	Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts	Direct Recruitment
11	In case of recruitment by promotion /deputation/absorption, grades from which promotion/ deputation/absorption to be made	Not applicable
12	Composition of DPC or Selection Committee	As per Schedule - II

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 Mr. Maheswar

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Security Services

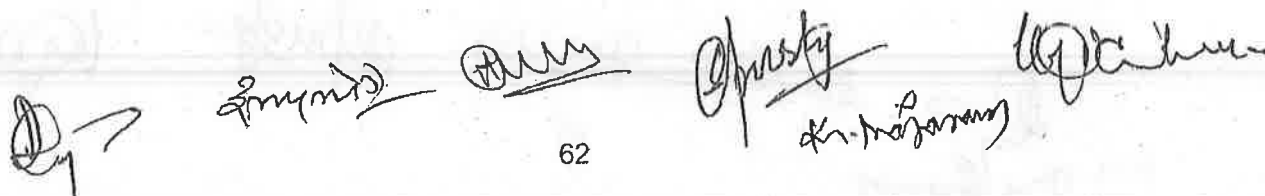
Pay Structure

No.	Name of the Post	Sanctioned Strength	Group	Level
1	Security Officer	01	B	07
2	Security Inspector	02	C	05
TOTAL		03		

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RECRUITMENT RULES FOR THE POST OF SECURITY OFFICER

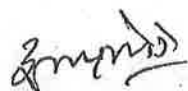
1	Name of the Post	Security Officer
2	Number of Post(s)	1 (One)
3	Classification	Group 'B'
4	Scale of Pay	Level-07
5	Whether selection or non-selection post	Non-Selection
6	Age Limit for direct recruits	35 Years
7	Educational and other qualifications required for direct recruits	Essential Qualifications: Bachelor's Degree from a recognized University/ Institution with five years' experience as Security Supervisor / Supervisory Position in Security in a Govt. Office, Educational Institute / Private Organisation of repute with an annual turnover of at least Rs.200/- Crores or more OR Persons who have served in the Army or such Uniformed Service at JCO level or equivalent or above, with 10th standard pass or Army class I Examination or an equivalent examination. AND Holding a valid Driving License (LMV/Motorcycle).
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not applicable
9	Period of probation, if any	Two years
10	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 failing which by deputation
11	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation/absorption to be made	Deputation: Officer from the Central/State Govt./Universities/ Other autonomous organizations. i. Holding analogous post on regular basis. OR ii. With three years regular service in the relevant field in the Level 6.
12	Composition of DPC or Selection Committee	As per Schedule - II



**RECRUITMENT RULES FOR THE POST OF
SECURITY INSPECTOR**

1	Name of the Post	Security Inspector
2	Number of Post(s)	2 (Two)
3	Classification	Group 'C'
4	Scale of Pay	Level-05
5	Whether selection or non-selection post	Not applicable
6	Age Limit for direct recruits	32 years
7	Educational and other qualifications required for direct recruits	Essential Qualifications: Bachelor's Degree from a recognized University/ Institution with three years' experience as Security Supervisor / Supervisory Position in Security in a Govt. Office Educational Institute/ Private Organisation of repute with an annual turnover of at least Rs.200/- Crores or more. OR Persons who have served in the Army or such Uniformed service with at least Class 10th standard pass or Army Class- I examination or an equivalent examination. AND Holding a valid Driving License (LMV/Motorcycle).
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not applicable
9	Period of probation, if any	Two years
10	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
11	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation/absorption to be made	Not applicable
12	Composition of DPC or Selection Committee	As per Schedule - II











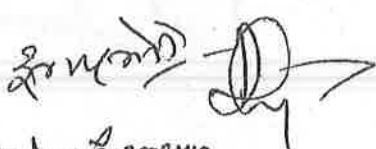
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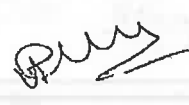
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TECHNICAL STAFF

PAY STRUCTURE

Sl. No	Name of the Post	Sanctioned Strength	Group	Pay Level
1	Technical Officer/ Electronics Engineer	03	A	10
2	Senior Technical Assistant	02	B	6
3	Recordist	01	B	6
4	Programme Assistant (Photography)	01	B	6
5	Reprographic Technician	01	C	5
6	Technical Assistant	09	C	5
7	Sound Man	01	C	5
8	Technician (Electronics)	01	C	4
9	Projectionist	01	C	4
	Total	20		


 K. Mahalingam





RECRUITMENT RULES FOR THE POST OF TECHNICAL OFFICER

1	Name of the Post	Technical Officer/ Electronics Engineer
2	Number of Post(s)	03 (02 Technical Officers+ 01 Electronics Engineer)
3	Classification	Group 'A'
4	Scale of Pay	Level-10
5	Whether selection or non-selection post	Not applicable
6	Age Limit for direct recruits	40 Years
7	Educational and other qualifications required for direct recruits	Qualifications: (i) Master's Degree with 55% marks in the relevant subject. (ii) 5 years' experience of maintenance / operation of sophisticated scientific Instruments in the Laboratory as Senior Technical Assistant or equivalent. OR Researchers having 5 years' experience of operation of sophisticated scientific Instruments in the Laboratory at Post Doctoral Level will also be eligible. The experience should be in University/ Research establishment / Central / State Govt. / PSU and other autonomous bodies or Private organization of repute with annual turnover of at least Rs.200/- Crores or more.
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Age: No Academic Qualification: Yes(As indicated at column7)
9	Period of probation, if any	Two years
10	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 50% by Promotion
11	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation/absorption to be made.	Promotion: Senior Technical Assistant and Recordist with ten years of regular service in Level 6 according to seniority-cum-fitness failing which by direct recruitment/deputation, as per DoPT OM No. F.No.AB-14017/4/2021-Estt.(RR), dated 20.09.2022.
12	Composition of DPC or Selection Committee	As per Schedule - II

**RECRUITMENT RULES FOR THE POST OF
SENIOR TECHNICAL ASSISTANT**

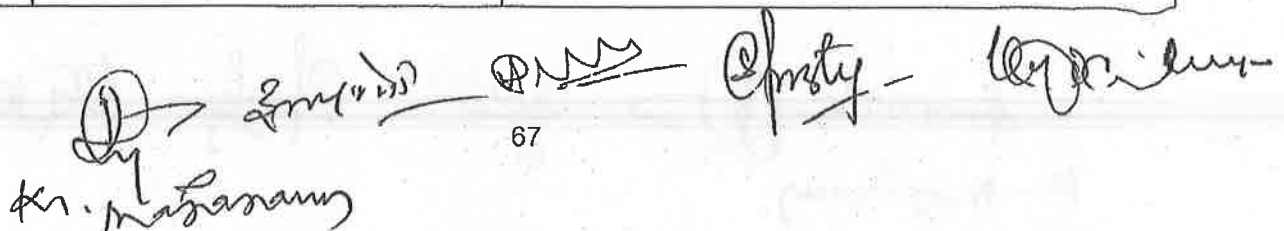
1	Name of the Post	Senior Technical Assistant
2	Number of Post(s)	2 (Two)
3	Classification	Group 'B'
4	Scale of Pay	Level-06
5	Whether selection or non-selection post	Non-Selection Not applicable for direct recruitment
6	Age Limit for direct recruits	35 Years
7	Educational and other qualifications required for direct recruits	Qualifications: Master's Degree in the relevant subject with at least two years' experience in relevant field OR First Class Bachelor's Degree in the relevant subject with minimum five years of working and maintenance experience of sophisticated scientific Instruments in the Laboratory. However, the relevant subject will be as decided by the university as per the functional requirement of the department concerned. The experience should be in University/ Research establishment / Central/State Govt./PSU and other autonomous bodies or Private organization of repute with annual turnover of at least Rs.200/- Crores or more.
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	No
9	Period of probation, if any	Two years (for direct recruits)
10	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 Promotion 25% by Direct Recruitment (based on written test and skill test)
11	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation/absorption to be made	Promotion: Technical Assistants with five years of regular service in the Level- 05 according to seniority-cum-fitness
12	Composition of DPC or Selection Committee	As per Schedule - II

Amritha
Dr. Mahanarayana

66 *Amritha* *Dr. Mahanarayana*

**RECRUITMENT RULES FOR THE POST OF
RECORDIST**

1	Name of the Post	Recordist
2	Number of Post(s)	1 (One)
3	Classification	Group 'C'
4	Scale of Pay	Level-06
5	Whether selection or non-selection post	<i>Non-Selection</i> <i>Not applicable for direct recruitment.</i>
6	Age Limit for direct recruits	35 Years
7	Educational and other qualifications required for direct recruits	Qualifications: Master's Degree in the relevant subject with at least two years' experience in relevant field OR First Class Bachelor's Degree in the relevant subject with minimum five years of working and maintenance experience of sophisticated scientific Instruments in the Laboratory. However, the relevant subject will be as decided by the university as per the functional requirement of the department concerned. The experience should be in University/ Research establishment / Central/State Govt./PSU and other autonomous bodies or Private organization of repute with annual turnover of at least Rs.200/- Crores or more.
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	No
9	Period of probation, if any	Two years (for direct recruits)
10	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 Promotion, failing which by deputation/ direct recruitment (In case of non-availability of feeder cadre)
11	In case of recruitment by promotion /deputation/ absorption, grades from which promotion/ deputation/absorption to be made	Promotion: Technical Assistants with five years of regular service in the Level- 05 and according to seniority-cum-fitness as per UGC MRR 2022.
12	Composition of DPC or Selection Committee	As per Schedule - II

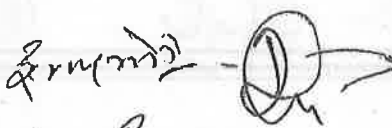


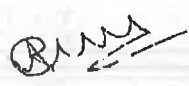
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Dr. Mahanand

**RECRUITMENT RULES FOR THE POST OF
PROGRAMME ASSISTANT (PHOTOGRAPHY)**

1	Name of the Post	Programme Assistant (Photography)
2	Number of Post(s)	1 (One)
3	Classification	Group 'B'
4	Scale of Pay	Level-06
5	Whether selection or non-selection post	Not applicable
6	Age Limit for direct recruits	Not more than 35 years
7	Educational and other qualifications required for direct recruits	Essential Qualifications: i) A Bachelor's degree with at least a second class from a recognized university, with higher level competence in English ii) A Diploma from the Film and Television Institute of India, Poona/a Govt. recognized institute or a Certificate from a TV Training Centre, or a Degree/Diploma from the National School of Drama iii) At least five years of experience as Radio/TV Production Assistant
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Age: Not applicable Qualification: Not applicable
9	Period of probation, if any	Two years (for direct recruits)
10	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
11	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation/absorption to be made	Not applicable
12	Composition of DPC or Selection Committee	As per Schedule - II

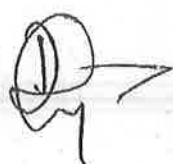

 Mr. Maheshwari





**RECRUITMENT RULES FOR THE POST OF
REPROGRAPHIC TECHNICIAN**

1	Name of the Post	Reprographic Technician
2	Number of Post(s)	1 (One)
3	Classification	Group 'C'
4	Scale of Pay	Level-04
5	Whether selection by merit or selection cum seniority or non-selection post	Not applicable
6	Age Limit for direct recruits	Not more than 32 years
7	Educational and other qualifications required for direct recruits	i) Class XII/Intermediate or its equivalent from a recognized Board of Study, with good knowledge of English ii) Diploma in Photography from a Govt. or affiliated Institute/University iii) A minimum of three years' experience in a reputed firm or organization in Photography
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Age: Not applicable Qualification: Not applicable
9	Period of probation, if any	Two years
10	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
11	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation/absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee	As per Schedule - II





 Mr. Maheswarany

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

1	Name of the Post	Technical Assistant
2	Number of Post(s)	09 (Nine) (1 Shillong, 1 Lucknow)
3	Classification	Group 'C'
4	Scale of Pay	Level 5
5	Whether selection by merit or selection cum seniority or non-selection post	Non Selection Not Applicable in case of direct recruitment.
6	Age Limit for direct recruits	32 Years
7	Educational and other qualifications required for direct recruits	Essential Qualifications: Bachelor's degree with minimum three years of working and maintenance/ operation experience of Scientific Instruments in the Laboratory. However, the relevant subject will be as decided by the university as per the functional requirement of the department concerned. The experience should be in University/Research establishment/ Central / State Govt. / PSU and other autonomous bodies or Private organization of repute with annual turnover of at least Rs.200/- Crores or more
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	No
9	Period of probation, if any	Two years
10	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 Promotion. 25% by Direct Recruitment (based on written test and skill test)
11	In case of recruitment by promotion /deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Promotion: Laboratory Assistant with five years of regular service in Level 4 according to seniority-cum-fitness failing which by direct recruitment/deputation,
12	Composition of DPC or Selection Committee	As per Schedule - II

**RECRUITMENT RULES FOR THE POST OF
SOUND MAN**

1	Name of the Post	SOUND MAN
2	Number of Post(s)	1 (One)
3	Classification	Group 'C'
4	Scale of Pay	Level-05
5	Mode of recruitment	<i>Direct recruitment</i>
6	Age Limit for direct recruits	32 Years
7	Educational and other qualifications required for direct recruits	ITI certificate in Radio/Television + 01 year experience OR Diploma in sound Recording/Electronics and Communication Engineering from a recognized institute
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	No
9	Period of probation, if any	Two years (for direct recruits)
10	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
11	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation/absorption to be made	Promotion: Not Applicable
12	Composition of DPC or Selection Committee	As per Schedule - II





 K. Narasimham

**RECRUITMENT RULES FOR THE POST OF
TECHNICIAN (Media & Communication)**

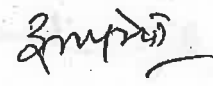
1	Name of the Post	Technician (Media & Communication)
2	Number of Post(s)	01(One)
3	Classification	Group 'C'
4	Scale of Pay	Level-04
5	Whether selection by merit or selection cum seniority or non-selection post	Not applicable
6	Age Limit for direct recruits	32 years
7	Educational and other qualifications required for direct recruits	03 years Diploma in Electronics from State Board of Technical Education and Training with three years of relevant experience in a University or Govt. organization or in a reputed firm OR ITI certificate in Electronics or RTV from State Board of Technical Education and Training with five years of relevant experience in a University or Govt. organization or in a reputed firm
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Age: Not applicable Qualification: Not applicable
9	Period of probation, if any	Two years
10	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
11	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation/absorption to be made	Not applicable
12	Composition of DPC or Selection Committee	As per Schedule - II

Mr. Majumdar

Mr. Choudhary

RECRUITMENT RULES FOR THE POST OF PROJECTIONIST

1	Name of the Post	Projectionist
2	Number of Post(s)	1 (One)
3	Classification	Group 'C'
4	Scale of Pay	Level-04
5	Whether selection or non-selection post	Not applicable
6	Age Limit for direct recruits	Not more than 32 years
7	Educational and other qualifications required for direct recruits	Essential Qualifications: i) 3 years Diploma in Electronics from a State Technical Board with three years of relevant experience in a University theatre or Govt. organization or in a reputed theatre OR Intermediate with Competency Certificate and License for Cinema Operators issued by the Govt. with five years' experience as Projectionist ii) Experience in handling and facilitating live streaming of video conferences and other online video applications
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Age: Not applicable Qualification: Not applicable
9	Period of probation, if any	Two years
10	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
11	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation/absorption to be made	Not applicable
12	Composition of DPC or Selection Committee	As per Schedule - II




A. Narasimha

WORK SECTION**PAY STRUCTURE**

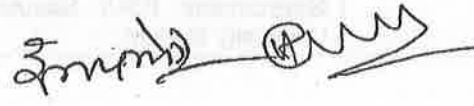
Sl.No	Name of the Post	Sanctioned Strength	Group	Pay Level
1	Engineer (Civil)	01	A	10
2	Assistant Engineer	02	A&B	10&07
3	Jr. Engineer(Civil)	02	B	06
4	Jr. Engineer(Elect)	01	B	06
5	Electrician	03	C	02
6	Carpenter	01	C	02
7	Plumber	01	C	02
8	Generator-cum-Pumpset Operator	02	C	02
9	Caretaker	01	C	02
10	Assistant Plumber	01	C	01
	Total	15		

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to. Nagarany

**RECRUITMENT RULES FOR THE POST OF
ENGINEER (CIVIL)**

1	Name of the Post	Engineer (Civil)
2	Number of Post(s)	1 (One)
3	Classification	Group 'A'
4	Scale of Pay	Level-10
5	Whether selection or non-selection post	Not applicable
6	Age Limit for direct recruits	Not more than 40 years
7	Educational and other qualifications required for direct recruits	Essential Qualifications i) B.E/ B.Tech in Civil engineering with first division from a recognized University ii) Five years' experience as Engineer in Level-07 in a Govt. organization
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Age: Not applicable Qualification: Not applicable
9	Period of probation, if any	Two years
10	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 direct recruitment or by promotion or on deputation as decided by the University
11	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation/absorption to be made	Promotion: Five years as Asst. Engineer (Civil) with B.E/ B.Tech in Civil Engineering. OR Ten years as Junior Engineer (Civil) with B.E/B.Tech in Civil Engineering. On deputation: Officers presently working as Asst. Engineers (Civil) in Central / State Govt. in Pay Level-7 with at least five years' experience
12	Composition of DPC or Selection Committee	As per Schedule - II


 Director


 Joint Secretary


 Secy.

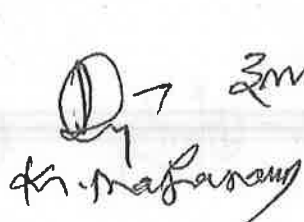
RECRUITMENT RULES FOR THE POST OF ASSISTANT ENGINEER

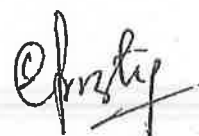
1	Name of the Post	Assistant Engineer
2	Number of Post(s)	02(Two) I. 01 AE* Pay level -10) II. 01 AE** (Civil) - Pay level-7)
3	Classification	01 AE PL – 10 – Group 'A' 01 AE PL – 7 Group 'B' (sanctioned in XI plan)
4	Scale of Pay	Level – 10* Level-07**
5	Whether selection or non-selection post	Not Applicable
6	Age Limit for direct recruits	I. 40 Years for AE Pay Level - 10 II. 35 Years for AE Pay Level - 07
7	Educational and other qualifications required for direct recruits	I. *Qualifications: Assistant Engineer Pay Level – 10 *Qualifications and relevant conditions for promotion for Assistant Engineer with Pay Level 10 had to be adopted from those that are prescribed for the Technical Officer/ Electronics Engineer of this CRR. II. **Qualifications: Assistant Engineer Pay Level - 07 i) First Class Bachelor's Degree in relevant field from a recognised Institute/ University or equivalent. ii) Three years' experience in the relevant field as Junior Engineer or Equivalent in State Government PWBD services or similar organized services/ Statutory or Autonomous organization/ University System or reputed private organizations with an annual turnover of at least Rs.200/- Crores or more.
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Age: No Qualification: Yes as in (column 7 above)
9	Period of probation, if any	Two years
10	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 50% by promotion
11	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation/absorption to be made	Assistant Engineer Pay Level - 07 Promotion: Five years of regular service as Junior Engineer having degree in a relevant branch of engineering and technology; or 08 years of regular service having diploma in engineering. Deputation: Officers holding analogous post or one below category with 3 years' experience, in the CPWBD/ State Government PWBD services or similar organized services/ Semi Government/ PSU/ Statutory or Autonomous Organisation/ University System:

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to. Nefarany

**RECRUITMENT RULES FOR THE POST OF
JUNIOR ENGINEER (CIVIL)**

1	Name of the Post	Junior Engineer (Civil)
2	Number of Post(s)	2 (Two)
3	Classification	Group 'B'
4	Scale of Pay	Level 6
5	Whether selection or non-selection post	Not applicable
6	Age Limit for direct recruits	35 Years
7	Educational and other qualifications required for direct recruits	Essential Qualifications: Bachelor's Degree in Civil Engineering from a recognised Institute/ University with one year relevant experience OR Diploma in Civil Engineering and three years' experience in relevant field in CPWD / State PWD or Similar Organised Services / Statutory or Autonomous Organisations / Central / State Universities / Autonomous Institutions or reputed Private construction company with an Annual turnover of atleast Rs.200/-Crores or more.
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not applicable
9	Period of probation, if any	Two years
10	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
11	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation/absorption to be made	Not applicable
12	Composition of DPC or Selection Committee	As per schedule II.

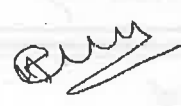
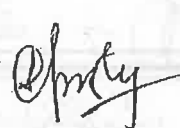



**RECRUITMENT RULES FOR THE POST OF
JUNIOR ENGINEER (Electrical)**

1	Name of the Post	Junior Engineer (Electrical)
2	Number of Post(s)	1 (One)
3	Classification	Group 'B'
4	Scale of Pay	Level 6
5	Whether selection or non-selection post	Not applicable
6	Age Limit for direct recruits	35 Years
7	Educational and other qualifications required for direct recruits	Essential Qualifications: Bachelor's Degree in Electrical Engineering from a recognised Institute/ University with one year relevant experience OR Diploma in Electrical Engineering and three years' experience in relevant field in CPWD / State PWD or Similar Organised Services / Statutory or Autonomous Organisations / Central / State Universities / Autonomous Institutions or reputed Private construction company with an Annual turnover of at least Rs.200/-Crores or more.
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
9	Period of probation, if any	Two Years
10	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
11	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation/absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee	As per schedule II




**RECRUITMENT RULES FOR THE POST OF
ELECTRICIAN (Essential Service)**

1	Name of the Post	Electrician
2	Number of Post(s)	3 (Three)
3	Classification	Group 'C'
4	Scale of Pay	Level-02
5	Whether selection or non-selection post	Not applicable
6	Age Limit for direct recruits	Not more than 32 years
7	Educational and other qualifications required for direct recruits	Essential i) SSC with a certificate in Electrical trade from ITI. A License of Electrician issued by the Govt. ii) Three years' experience in the relevant field. Desirable Qualification: Experience in a Govt. Dept./ organization
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Age: Not applicable Qualification: Not applicable
9	Period of probation, if any	Two years
10	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
11	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation/absorption to be made	Not applicable
12	Composition of DPC or Selection Committee	As per Schedule - II

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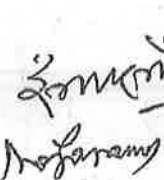
**RECRUITMENT RULES FOR THE POST OF
CARPENTER (Essential Service)**

1	Name of the Post	Carpenter
2	Number of Post(s)	01 (One)
3	Classification	Group 'C'
4	Scale of Pay	Level-02
5	Whether selection or non-selection post	Not applicable
6	Age Limit for direct recruits	Not more than 32 years
7	Educational and other qualifications required for direct recruits	Essential Qualifications (i) SSC with a certificate in Carpentry trade from ITI. A License in Carpentry issued by the Govt. (ii) Three years' experience as Carpenter in the field Desirable: Experience in a Govt. Dept. / organization
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Age: Not applicable Qualification: Not applicable
9	Period of probation, if any	Two years
10	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
11	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation/absorption to be made	Not applicable
12	Composition of DPC or Selection Committee	As per Schedule - II

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**RECRUITMENT RULES FOR THE POST OF
PLUMBER (Essential Service)**

1	Name of the Post	Plumber
2	Number of Post(s)	1 (One)
3	Classification	Group 'C'
4	Scale of Pay	Level-02
5	Whether selection or non-selection post	Not applicable
6	Age Limit for direct recruits	Not more than 32 years
7	Educational and other qualifications required for direct recruits	Essential Qualifications: (i) SSC with a certificate in Plumbing trade from ITI. A License in Plumbing issued by the Govt. (ii) Three years' experience as Plumber in the field Desirable: Experience in a Govt. Dept. / organization
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Age: Not applicable Qualification: Not applicable
9	Period of probation, if any	Two years
10	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 promotion, failing which by direct recruitment
11	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation/absorption to be made	Promotion: Assistant Plumber with five years of regular service
12	Composition of DPC or Selection Committee	As per Schedule - II




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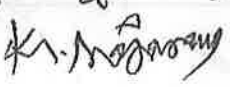
RECRUITMENT RULES FOR THE POST OF
GENERATOR-CUM-PUMPSET OPERATOR
(Essential Service)

1	Name of the Post	Generator-cum-Pumpset Operator
2	Number of Post(s)	2 (Two)
3	Classification	Group 'C'
4	Scale of Pay	Level-02
5	Whether selection or non-selection post	Not applicable
6	Age Limit for direct recruits	Not more than 32 years
7	Educational and other qualifications required for direct recruits	Essential Qualifications: i. SSC with a certificate in Electrical trade from ITI. A License of Electrician issued by the Govt. ii. Three years' experience in the relevant field Desirable: Experience in a Govt. Dept./ organization
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Age: Not applicable Qualification: Not applicable
9	Period of probation, if any	Two years
10	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
11	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation/absorption to be made	Not applicable
12	Composition of DPC or Selection Committee	As per Schedule - II

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**RECRUITMENT RULES FOR THE POST OF
CARE TAKER**

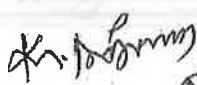
1	Name of the Post	Care Taker
2	Number of Post(s)	1 (one)
3	Classification	Group 'C'
4	Scale of Pay	Level-02
5	Whether selection or non-selection post	Not applicable
6	Age Limit for direct recruits	Not more than 32 years
7	Educational and other qualifications required for direct recruits	Essential i. SSC with an ITI Trade Certificate or an equivalent qualification in electrical/ Civil/ Plumbing /Air-Conditioning) / ii. At least three years of experience in the field, preferably in Government department/ organization or commercial establishment of repute Note: Preference will be given to Ex-Servicemen from Army/Navy/Air Force
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Age: Not applicable Qualification: Not applicable
9	Period of probation, if any	Two years
10	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
11	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation/absorption to be made	Not applicable
12	Composition of DPC or Selection Committee	As per Schedule - II

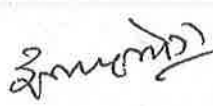
  

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**RECRUITMENT RULES FOR THE POST OF
ASSISTANT PLUMBER
(Essential Service)**

1	Name of the Post	Assistant Plumber
2	Number of Post(s)	1 (one)
3	Classification	Group 'C'
4	Scale of Pay	Level-01
5	Whether selection or non-selection post	Not applicable
6	Age Limit for direct recruits	Not more than 32 years
7	Educational and other qualifications required for direct recruits	Essential Qualifications i) SSC/Class X from a recognized Board, with a Certificate in Plumbing from ITI. A License in Plumbing issued by the Govt. ii) Two years of experience as Plumber in the field Desirable: Experience in a Govt. Dept. / organization
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Age: Not applicable Qualification: Not applicable
9	Period of probation, if any	Two years
10	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
11	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation/absorption to be made	Not applicable
12	Composition of DPC or Selection Committee	As per Schedule - II








THE ENGLISH AND FOREIGN LANGUAGES UNIVERSITY

SPORTS/GAMES SERVICES

PAY STRUCTURE

Sl. No.	Name of the Post	Sanctioned Strength	Group of Post	Pay Level
1	Assistant Director of Physical Education	01	A	Level-10 (Academic Level)
2	Coach (Sports)	01	B	Rs. 35400-112400 (Level-06)
TOTAL		02		

K. Nigam

20/05/2020

Prashant

U. D. Chaudhary

**RECRUITMENT RULES FOR THE POST OF
ASSISTANT DIRECTOR OF PHYSICAL EDUCATION**

1	Name of the Post	Assistant Director of Physical Education
2	Number of Post(s)	01 (One)
3	Classification	Group 'A'
4	Scale of Pay	Level – 10 (Academic Level)
5	Whether selection or non-selection post	Not Applicable
6	Age Limit for direct recruits	Not more than 40 years
7	Educational and other qualifications required for direct recruits	Eligibility (A or B) : A. i) A Master's Degree in Physical Education and Sports or Physical Education or Sports Science with 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed) ii) Record of having represented the university / college at the inter-university /inter-collegiate competitions or the State and/ or national championships. iii) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET), conducted by the UGC or CSIR, or a similar test accredited by the UGC, like SLET/SET, or who are or have been awarded a Ph.D. Degree in Physical Education or Physical Education and Sports or Sports Science, in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time, as the case may be: Provided that, candidates registered for the Ph.D. degree prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances/ Bye-laws/Regulations of the Institutions awarding the degree and such Ph.D. degree holders shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges / Institutions, subject to the fulfillment of the following conditions:- a) The Ph.D. degree of the candidate has been awarded in regular mode; b) The Ph.D. thesis has been evaluated by at least two external examiners; c) Open Ph.D. viva voce of the candidate has been conducted; d) The candidate has published two research papers

		from his/her Ph.D. work out of which at least one is in a refereed journal; e) The candidate has presented at least two research papers in conference/seminar, based on his/her Ph.D work. Note: The fulfillment of these conditions (a) to (e) is to be certified by the Registrar or the Dean (Academic Affairs) of the University concerned. iv. NET/SLET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SLET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET. v. Passed the physical fitness test conducted in accordance with these Regulations. OR B. An Asian game or commonwealth games medal winner who has a degree at least at Post-Graduation level.
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Age: Not applicable Qualification: Not applicable
9	Period of probation, if any	One year
10	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts	100% Direct recruitment
11	Recruitment by promotion/ deputation/ absorption, grades from which promotion/deputation/ absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee	As per Schedule - II

K. Prasad

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**RECRUITMENT RULES FOR THE POST OF
COACH (SPORTS)**

1	Name of the Post	Coach (Sports)
2	Number of Post(s)	01 (One)
3	Classification	Group 'B'
4	Scale of Pay	Level - 06
5	Whether selection or non-selection post	Not applicable
6	Age Limit for direct recruits	Not more than 35 years
7	Educational and other qualifications required for direct recruits	Essential Qualifications: i) Master's Degree in Physical Education with 55% marks or its equivalent grade of B in the UGC 7-point scale ii) Diploma in Coaching from NIS, Patiala or an equivalent qualification from a Govt. recognized Institution iii) 5 years' experience as coach in a Govt. School/College/University Desirable: Competence in Sports coaching in atleast any two games/sports at National/International level
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Age: Not applicable Qualification: Not applicable
9	Period of probation, if any	Two years
10	Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts	100% by direct recruitment
11	Recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Not applicable
12	Composition of DPC or Selection Committee	As per Schedule - II

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THE ENGLISH AND FOREIGN LANGUAGES UNIVERSITY

HEALTH CENTRE
(ESSENTIAL SERVICES)

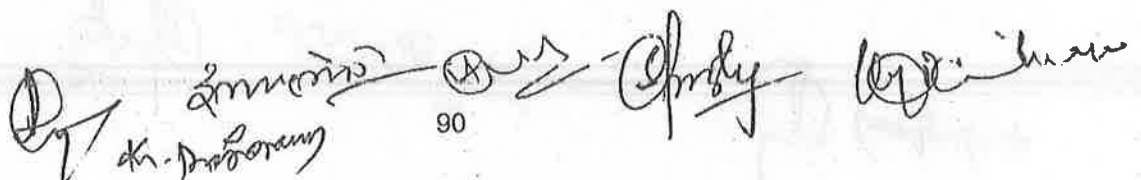
PAY STRUCTURE

No.	Name of the Post	Sanctioned Strength	Group	Level
1	Medical Officer	02	A	10
2	Staff Nurse	01	B	06
3	Pharmacist	01	C	05
4	MTS (Nurse)	01	C	01
TOTAL		05		

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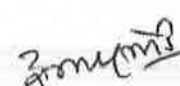
**RECRUITMENT RULES FOR THE POST OF
MEDICAL OFFICER
(ESSENTIAL SERVICE)**

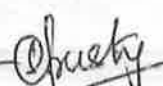
1	Name of the Post	Medical Officer
2	Number of Post(s)	2 (Two)
3	Classification	Group 'A'
4	Scale of Pay	Level -10
5	Whether selection or non-selection post	Not applicable
6	Age Limit for direct recruits	Not exceeding 45 years
7	Educational and other qualifications required for direct recruits	Essential Qualifications: i) MBBS recognized by Medical Council of India. ii) Five years with relevant working experience of Two years in Government Hospital or Hospital recognized by the Government or Corporate Hospital. Desirable: For the post of Female Medical Officer – one year hospital experience in Obstetrics and Gynaecology.
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Age: Not applicable Qualification: Not applicable
9	Period of probation, if any	Two years
10	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
11	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation/absorption to be made	Not applicable
12	Composition of DPC or Selection Committee	As per Schedule - II



**RECRUITMENT RULES FOR THE POST OF
STAFF NURSE/NURSING OFFICER**

1	Name of the Post	Staff Nurse/Nursing Officer
2	Number of Post(s)	1 (One)
3	Classification	Group 'B'
4	Scale of Pay	Level-06
5	Whether selection or non-selection post	Not applicable
6	Age Limit for direct recruits	35 years
7	Educational and other qualifications required for direct recruits	Essential: i) B.Sc. (Nursing) from a recognized University/Institute. ii) Registered as Nurse in the Indian Nursing Council or its affiliated State Nursing Council Two years' experience in Nursing in a reputed hospital.
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Age: Not applicable Qualification: Not applicable
9	Period of probation, if any	Two years
10	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
11	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation/absorption to be made	Not applicable
12	Composition of DPC or Selection Committee	As per Schedule - II




Dr. Prady

**RECRUITMENT RULES FOR THE POST OF
PHARMACIST/PHARMACY OFFICER**

1	Name of the Post	Pharmacist/Pharmacy Officer
2	Number of Post(s)	1 (One)
3	Classification	Group 'C'
4	Scale of Pay	Level-05
5	Whether selection or non-selection post	Not applicable
6	Age Limit for direct recruits	32 years
7	Educational and other qualifications required for direct recruits	Essential: 10+2 plus with Diploma in Pharmacy (2 years duration Registration with State Pharmacy Council). Note: Pharmacist is eligible for non-functional upgradation to the next higher Level i.e. Level-6 on satisfactory completion of 2 years' regular service.
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Age: Not applicable Qualification: Not applicable
9	Period of probation, if any	Two years
10	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
11	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation/absorption to be made	Not applicable
12	Composition of DPC or Selection Committee	As per Schedule - II

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 Dr. Rajaram

**RECRUITMENT RULES FOR THE POST OF
MTS (Nursing)**

1	Name of the Post	MTS (Nursing)
2	Number of Post(s)	01
3	Classification	Group 'C'
4	Scale of Pay	Level – 01
5	Whether selection or non-selection post	Not applicable
6	Age Limit for direct recruits	32 years
7	Educational and other qualifications required for direct recruits	Essential: (i) Matriculation with Science or its equivalent examination from any recognized Board. (ii) Two years' experience in a reputed hospital and with elementary knowledge of first aid or handling of dressing wounds.
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Age: Not applicable Qualification: Not applicable
9	Period of probation, if any	Two years
10	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
11	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation/absorption to be made	Not applicable
12	Composition of DPC or Selection Committee	As per Schedule - II

THE ENGLISH AND FOREIGN LANGUAGES UNIVERSITY

LIBRARY SERVICES

PAY STRUCTURE

S. No.	Name of the Post	Sanctioned Strength	Group	Level
1.	Librarian	01	A	14
2.	Deputy Librarian	02	A	12 13A (After 3 yrs)
3.	Assistant Librarian	06 (1L)	A	10
4.	Professional Assistant	07 (1L)	B	06
5.	Semi Professional Assistant	08	C	05
6.	Library Assistant	02 + 04 (JLA)	C	03
7.	Library Attendant	03 (1S)	C	01
TOTAL		33 (2L, 1S)		

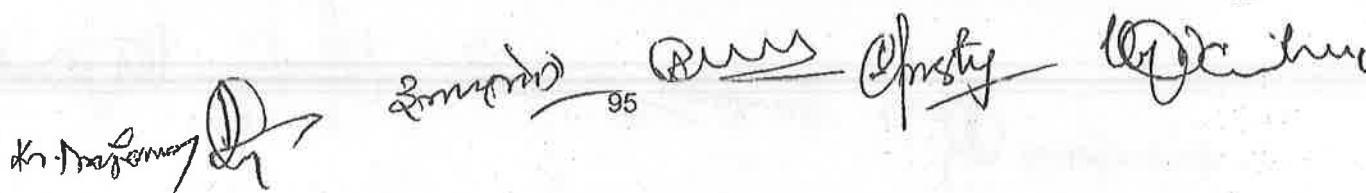
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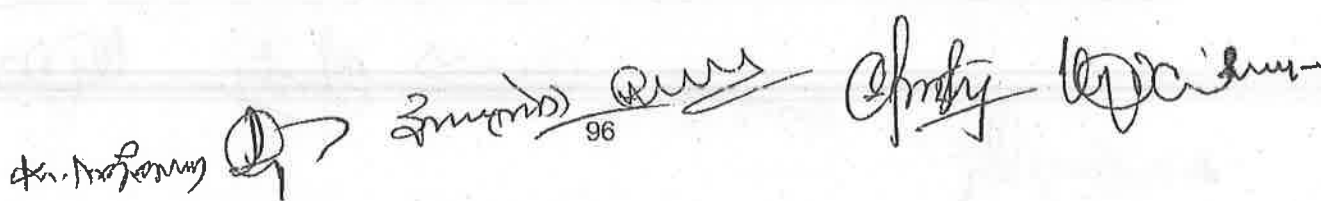
RECRUITMENT RULES FOR THE POST OF LIBRARIAN

1	Name of the Post	Librarian
2	Number of Post(s)	01 (One)
3	Classification	Group 'A'
4	Scale of Pay	Academic Level - 14
5	Whether selection or non-selection post	Not Applicable
6	Age Limit for direct recruits	Preferably below 57 years Age of superannuation: 62 years
7	Educational and other qualifications required for direct recruits	Essential Qualifications: i) Master's Degree in Library Science/ Information Science/ Documentation Science with at least 55% of marks or an equivalent grade in a point scale wherever the grading system is followed. ii) At least 10 years as a Librarian at any level in University Library or ten years of teaching as Assistant/ Associate Professor in Library Science or ten years' experience as a College Librarian. iii) Evidence of innovative Library services, including the integration of ICT in a library. iv) A Ph.D. Degree in library science/ documentation/ archives and manuscript keeping.
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable
9	Period of probation, if any	One year
10	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts	Direct recruitment failing which by Deputation.
11	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation/absorption to be made	Deputation: Officers of Central/ State Governments, Universities and other Autonomous Organizations holding analogous posts on regular basis subject to possessing educational qualification and experience as prescribed in column 07.
12	Composition of DPC or Selection Committee	As per UGC Regulations 2018



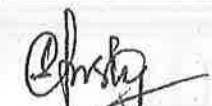
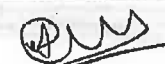
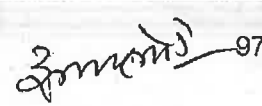
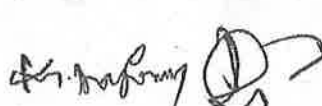
**RECRUITMENT RULES FOR THE POST OF
DEPUTY LIBRARIAN**

1	Name of the Post	Deputy Librarian
2	Number of Post(s)	02 (Two)
3	Classification	Group 'A'
4	Scale of Pay	Academic Level – 13A
5	Whether selection or non-selection post	Not Applicable
6	Age Limit for direct recruits	50 years Age of Superannuation : 62 Years
7	Educational and other qualifications required for direct recruits	Qualifications: - Master's degree in Library Science/ Information Science/ documentation science, with at least 55% of the marks or an equivalent grade in a point scale wherever the grading system is followed. - Eight years' experience as an Assistant University Librarian/ College Librarian. - Evidence of innovative library services including integration of ICT in library. - A Ph.D. Degree in library science / information science/ Documentation Science/ Archives and manuscript keeping/ Computerization of library
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not applicable
9	Period of probation, if any	One year
10	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts	Direct recruitment
11	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation/absorption to be made	Not applicable
12	Composition of DPC or Selection Committee	As per UGC Regulations 2018



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

1	Name of the Post	Assistant Librarian
2	Number of Post(s)	06 (Six) (1 Lucknow, 1 Shillong)
3	Classification	Group 'A'
4	Scale of Pay	Academic Level - 10
5	Whether selection or non-selection post	Not Applicable
6	Age Limit for direct recruits	40 Years Age of Superannuation : 62 Years
7	Educational and other qualifications required for direct recruits	Qualifications: - A Master's degree in Library Science, Information Science or Documentation Science or an equivalent professional degree with at least 55% of marks (or an equivalent grade in a point scale wherever grading system is followed) - A consistently good academic record with knowledge of computerization of library. - Qualifying in the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET or who are or have been awarded a Ph.D. degree in accordance with the "University Grants commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree), Regulations 2009 or 2016 and their amendments from time to time as the case may be: Provided that the, candidates registered for the Ph.D. programme prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances / Bye-laws / Regulations of the Institutions awarding the degree and such Ph.D. candidates shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges / Institutions subject to the fulfilment of the following conditions: - The Ph.D. degree of the candidate has been awarded in regular mode - The Ph.D. thesis has been evaluated by at least two external examiners; - Open Ph.D. viva voce of the candidate had been conducted; - The candidate has published two research papers from his/her Ph.D. work out of which at

		least one must be in a refereed journal; e) The Candidate has presented atleast two papers based on his/her Ph.D. work in conferences/ seminars sponsored/ funded/ supported by the UGC/ ICSSR/ CSIR or any other similar agency. Note: (i) The fulfilment of these conditions is to be certified by the Registrar or the Dean (Academic Affairs) of the university concerned. (ii) NET/SLET/SET shall also not be required for such Masters Programmes for which NET/SLET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET.
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not applicable
9	Period of probation, if any	One year
10	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts	Direct recruitment
11	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation/absorption to be made	Not applicable
12	Composition of DPC or Selection Committee	As per UGC Regulations 2018

Dr. Mahalingam

Dr. Mahalingam

Dr. Mahalingam

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

1	Name of the Post	Professional Assistant
2	Number of Post(s)	07 (Seven) (1 Lucknow)
3	Classification	Group 'B'
4	Scale of Pay	Level-06
5	Whether selection or non-selection post	Selection Not applicable in case of Direct Recruitment.
6	Age Limit for direct recruits	35 Years
7	Educational and other qualifications required for direct recruits	Essential Qualifications: 1. Master's Degree in Library & Information Science from any recognized University/Institution with 02 years' experience in the relevant field in a University/Research establishment/Central/State Govt./PSU and Library of other autonomous Institutions OR Bachelor's Degree in Library / Library and Information Science from any recognised Institute/ University with 03 years' experience in the relevant field in a University / Research Establishment / Central / State Govt. / PSU and Library of other autonomous Institutions. 2. Knowledge of Computer Applications.
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Age: No Academic Qualification: Yes as at (column 7).
9	Period of probation, if any	2 Years
10	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts	i) 75% by promotion ii) 25% by direct recruitment failing which by deputation
11	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation/absorption to be made	Promotion: Semi Professional Assistant with five years' regular service in Level 5 through seniority-cum-fitness, subject to qualifying in the Computer typing test failing which by deputation / direct recruitment Deputation: Employees of the Central/ State Government, Autonomous or Statutory Organisation, PSU, University or recognised research institution; (i) Holding analogous post on regular basis in the parent cadre or department. (ii) With 5 years' service rendered as Semi Professional Assistant in the Level 5 or equivalent in the parent cadre or department. 1. Possessing the qualifications and experience prescribed for direct recruitment under column 7.
12	Composition of DPC or Selection Committee	As per Schedule - II

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

1	Name of the Post	Semi Professional Assistant
2	Number of Post(s)	08 (Eight)
3	Classification	Group 'C'
4	Scale of Pay	Level-05
5	Whether selection or non-selection post	Selection Not applicable in case of Direct Recruitment.
6	Age Limit for direct recruits	32 Years
7	Educational and other qualifications required for direct recruits	Qualifications: Master's Degree in Library Science and Information Science from any recognised University/Institution OR Bachelor's Degree in Library/ Library and Information Science from a recognised Institute/ University with two years relevant experience in a University/Research Establishment/Central/State Govt./PSU Autonomous Institutions.
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Age: No Academic Qualification: Yes
9	Period of probation, if any	Two years
10	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts	75% by Promotion failing which by direct recruitment. 25% by Direct Recruitment
11	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation/absorption to be made	Promotion: Library Assistant with 5 years of regular service in Level 4.
12	Composition of DPC or Selection Committee	As per Schedule - II

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

1	Name of the Post	Library Assistant
2	Number of Post(s)	02 (Two) + 04 (Junior Library Assistants)
3	Classification	Group 'C'
4	Scale of Pay	Level-04
5	Whether selection or non-selection post	Selection Not applicable in case of Direct Recruitment.
6	Age Limit for direct recruits	32 Years
7	Educational and other qualifications required for direct recruits	Essential Qualifications: i) Bachelor's degree in Library & Information Science or equivalent from a recognized University. ii) Typingspeedof30wordspeminuteinEnglish. iii) Knowledge of Computer Applications.
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Age: No Qualification: No. But must possess the qualification as indicated in Column 11.
9	Period of probation, if any	Two years
10	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts	75% by promotion 25% by Direct Recruitment
11	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation/absorption to be made	Promotion: Library Attendant possessing 10+2 qualification or equivalent and certificate in Library Science with five years regular service in Level 1.
12	Composition of DPC or Selection Committee	As per Schedule - II

Dr. Mahesh

Sanjay

Prady

Prady

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

1	Name of the Post	Library Attendant
2	Number of Post(s)	03 (Three) (1 Shillong)
3	Classification	Group 'C'
4	Scale of Pay	Level-01
5	Whether selection or non-selection post	Not Applicable
6	Age Limit for direct recruits	32 Years
7	Educational and other qualifications required for direct recruits	Qualifications: i) 10+2 or its equivalent examination from a recognized Board. ii) Certificate course in Library Science from a recognized Institution. iii) One year experience in a University/College/Educational Institution Library. iv) Basic knowledge of computer applications.
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable
9	Period of probation, if any	Two years
10	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts	Direct recruitment
11	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation/absorption to be made	Not applicable
12	Composition of DPC or Selection Committee	As per Schedule – II

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THE ENGLISH AND FOREIGN LANGUAGES UNIVERSITY

GARDENS

PAY STRUCTURE

Sl. No.	Name of the Post	Sanctioned Strength	Group	Pay Level
1.	Garden Supervisor	01	C	02
TOTAL		01		

dr. Rana

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**RECRUITMENT RULES FOR THE POST OF
GARDEN SUPERVISOR**

1	Name of the Post	Garden Supervisor
2	Number of Post(s)	1 (One)
3	Classification	Group 'C'
4	Scale of Pay	Level-02
5	Whether selection by merit or selection cum seniority or non-selection post	Not applicable
6	Age Limit for direct recruits	Not more than 32 years
7	Educational and other qualifications required for direct recruits	i) B.Sc., (Horticulture) from a recognized Institution/ University with three years of relevant experience in State/ Central Government organization/PSUs/Private Corporate Sector Or ii) Diploma in Horticulture with five years of relevant experience in State/ Central Government organization/PSUs/Private Corporate Sector
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Age: Not applicable Qualification: Not applicable
9	Period of probation, if any	Two years
10	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
11	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation/absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee	As per Schedule – II

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**ISOLATED GROUP C
(Erstwhile Group D posts)**

PAY STRUCTURE

Sl. No.	Name of the Post	Sanctioned Strength	Group	Pay Level
1.	Stage Hand	01	C	01
2.	MTS (Studio Attendant)	01	C	01
TOTAL		02		

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**RECRUITMENT RULES FOR THE POST OF
MTS (STAGE HAND)**

1	Name of the Post	MTS (Stage Hand)
2	Number of Post(s)	1 (One)
3	Classification	Group 'C'
4	Scale of Pay	Level-01
5	Whether selection by merit or selection cum seniority or non-selection post	Not applicable
6	Age Limit for direct recruits	Not more than 32 years
7	Educational and other qualifications required for direct recruits	i) SSC/Class X or equivalent from a recognized Board/Institution/NIOS ii) 3 years' experience in erection of stage and handling projectors /DVD/Film/ TV sets/ Sound System /Video Conferencing and other digital equipment in a reputed organization
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Age: Not applicable Qualification: Not applicable
9	Period of probation, if any	Two years
10	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
11	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation/absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee	As per Schedule - II

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**RECRUITMENT RULES FOR THE POST OF
MTS (STUDIO ATTENDANT)**

1	Name of the Post	MTS (Studio Attendant)
2	Number of Post(s)	1 (One)
3	Classification	Group 'C'
4	Scale of Pay	Level-01
5	Whether selection by merit or selection cum seniority or non-selection post	Not applicable
6	Age Limit for direct recruits	Not more than 32years
7	Educational and other qualifications required for direct recruits	i. SSC/Class X or equivalent from a recognized Board/Institution/NIOS ii. 3 years' experience in erection of stage and handling projectors /DVD/Film/TV sets/ Sound System /Video Conferencing and other digital equipment in a reputed organization
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Age: Not applicable Qualification: Not applicable
9	Period of probation, if any	Two years
10	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
11	In case of recruitment by promotion /deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee	As per Schedule - II

Dr. Mahesh Chandra

20/05/2015

Dr. Mahesh Chandra

MATERIALS DEPARTMENT

PAY STRUCTURE

Sl.No	Name of the Post	Sanctioned Strength	Group	Pay Level
1	Senior Artist	01	B	06
2	Artist	01	C	05
Total		02		

**RECRUITMENT RULES FOR THE POST OF
SENIOR ARTIST**

1	Name of the Post	Senior Artist
2	Number of Post(s)	01 (One)
3	Classification	Group 'B'
4	Scale of Pay	Level-06
5	Whether selection or non-selection post	Non-Selection
6	Age Limit for direct recruits	Not more than 35 years
7	Educational and other qualifications required for direct recruits	i) A Bachelor's Degree in Fine Arts from a Govt. recognized Institution/University ii) Five years' experience in the cadre of Artist and in the field of Graphics/Computer Graphics, printing press work, digital printing, illustrating books, etc., in any government/reputed private organization
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Age: Not applicable Qualification: Not applicable
9	Period of probation, if any	Two years (for direct recruits)
10	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 promotion falling which by Direct Recruitment
11	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation/absorption to be made	Promotion: From the cadre of Artist with 5 years' continuous regular service in Rs. 29200-92300 (Level-05)
12	Composition of DPC or Selection Committee	As per Schedule - II

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**RECRUITMENT RULES FOR THE POST OF
ARTIST**

1	Name of the Post	Artist
2	Number of Post(s)	01 (One)
3	Classification	Group 'C'
4	Scale of Pay	Level-05
5	Whether selection or non-selection post	Not applicable
6	Age Limit for direct recruits	Not more than 32 years
7	Educational and other qualifications required for direct recruits	i. A Bachelor's Degree in Fine Arts from a Govt. recognized Institution/University ii. Three years' experience in the cadre of Artist and in the field of Graphics / Computer Graphics, printing press work, digital printing, illustrating books, etc., in any government/ reputed private organization
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Age: Not applicable Qualification: Not applicable
9	Period of probation, if any	Two years (for direct recruits)
10	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
11	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation/absorption to be made	Not applicable
12	Composition of DPC or Selection Committee	As per Schedule - II

Dr. [Signature]

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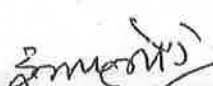
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DIRECTORATE OF DISTANCE EDUCATION

PAY STRUCTURE

Sl.No	Name of the Post	Sanctioned Strength	Group	Pay Level
1	Duplicating Operators	02	C	02
	Total	02		


**RECRUITMENT RULES FOR THE POST OF
DUPLICATING OPERATORS – Distance Education**

1	Name of the Post	DUPLICATING OPERATORS
2	Number of Post(s)	2 (Two) sanctioned for Distance Education
3	Classification	Group 'C'
4	Scale of Pay	Level-02
5	Mode of Recruitment	Direct Recruitment
6	Age Limit for direct recruits	32 Years
7	Educational and other qualifications required for direct recruits	SSC with 1 year experience OR SSC with Certificate in Operating Duplicator of Machine from a recognized institution AND 1. Must be able to operate different models of duplicators like Model No.265 and 320 2. Must be able to attend to minor repairs of these machines Desirable: Knowledge of Copy right rules and act.
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	No
9	Period of probation, if any	Two years (for direct recruits)
10	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
11	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation/absorption to be made	Promotion: Not Applicable
12	Composition of DPC or Selection Committee	As per Schedule - II

REGISTRAR I/c

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