



INDIRA GANDHI NATIONAL OPEN UNIVERSITY
RECRUITMENT AND PROMOTION RULES, 2010
(Non-Academic Group - A, B & C Employees)

1. SHORT TITLE AND COMMENCEMENT

- 1.1 These Rules may be called “The Indira Gandhi National Open University (Non-Academic Employees-Group – A, B & C) Recruitment & Promotion Rules, 2010. These rules will apply to all non academic Group – A, B & C employees excluding the officers of the university covered under Section 9 of IGNOU Act, 1985.
- 1.2 These Rules shall come into force with effect from the date of notification of these rules by the University. The pay bands shown against various posts will, however, be effective from 01-01-2006 or such other date as notified from time to time.

2. CLASSIFICATION

- 2.1 The classification and the Pay Band/Grade Pay attached thereto shall be as specified in col. 3 & 4 of the Schedule annexed to these Rules (**Annexure ‘A’**). The posts will be grouped under the following categories:
- A. Administrative/ Secretarial**
B. Technical
 (i) Printing and Publication
 (ii) Engineering
 (iii) Professional
C. Computer Professionals
- 2.2 The Board of Management may:
- (a) create new cadre(s) as it deems fit;
- (b) make such alterations, variations, and other modifications in the existing cadres and their structure as it deems fit; and
- (c) amalgamate two or more cadres or divide one or more cadres/post(s) into such number(s), as it deems fit.

3. INITIAL RECRUITMENT

- 3.1 The employees working on regular basis/ temporary basis i.e., other than on adhoc appointment or on deputation or on daily wages or on contract, on the date of commencement of these rules would be deemed to have been recruited under these rules.
- 3.2 The inter-se seniority of employees included in a grade in any cadre, at the time of initial constitution shall be counted from the date of the appointment to the post on regular basis, with the seniority assigned at the time of appointment being protected or the date of seniority assigned to the deputationists who are absorbed in IGNOU as the case may be. After the initial constitution is completed the seniority shall be determined according to the seniority rules framed by the University.

4. FUTURE RECRUITMENT

- 4.1 On and from the commencement of these rules, the method of recruitment to the said posts shall be as specified under these rules. The qualification and experience required for direct recruitment to the various posts shall be as specified in **Annexure 'B'**.
- 4.2 Age, qualification and experience specified for direct recruitment may not be insisted upon in case of promotion; or the age condition shall not be applicable to the University employees who apply for direct recruitment. However, they have to fulfill the eligibility criteria in respect of qualification and experience prescribed for Direct Recruitment.

5. APPOINTMENT – RECRUITMENT & PROMOTION

- 5.1 The method of recruitment, grade from which promotion is to be made under each cadre referred to in Rule 2.1, shall be as specified in the Schedule annexed (Annexure 'B') to these Rules.
- 5.2 All appointments made under these rules shall be on probation for one year from the date of their appointment, which can be extended by the Appointing Authority on the recommendations of the Reporting/Reviewing Officer.
- 6 6.1 Notwithstanding anything contained in Rule 5, vacancies in any grade to be filled by direct recruitment or where sufficient number of employees are not available for promotion against the promotion quota, may be filled by taking officials of appropriate grade on deputation for specified period(s) from Central/State Government/Universities/ Autonomous Bodies without prejudice to the rights of the existing employees for promotion in so far as promotion quota is concerned.
- 6.2 In the event of any vacancy remaining unfilled due to the refusal of promotion by one or more employees, for a period of one year from the date of offer of appointment on promotion to the first candidate, such vacancies may be filled by appointment on contract or on deputation or by direct recruitment.

7. OPEN RECRUITMENT

- 7.1 Advertisement :
- (i) The post to be filled in through open recruitment shall be advertised in two or three leading newspapers including Employment News.
 - (ii) All the applications received are indexed post wise and category wise.
 - (iii) (a) Minimum age shall not be less than 18 years.
(b) Maximum age limit for different position is as specified in Annexure 'A'

The age relaxation shall be given as per Govt. of India Rules.

7.2 Procedure for making appointments through Direct Recruitment under different modes:

(a) Selection through the mode of Interview only.

- (i) All the applications received for a particular post shall be short-listed/screened by a Committee constituted by the appointing authority/Vice-Chancellor for the purpose, as the case may be.
- (ii) The Committee shall lay down the criteria followed while short-listing the applications.
- (iii) The recommendations of such committee are to be approved by the appointing authority/Vice-Chancellor, as the case may be, before inviting the candidates for interview.
- (iv) The maximum number of candidates to be invited for one post shall not ordinarily exceed 15; and for every additional post 5 candidates each.
- (v) The Selection Committee, constituted by the Appointing Authority/Vice-Chancellor as per the composition laid down in Annexure-C, shall interview the candidates and recommend a panel of candidates in the order of merit.
- (vi) The Selection Committee shall also make the following recommendations:
 - Basic Pay recommended for each candidate
 - Advance increments recommended, if any, in case of deserving candidates
 - Inter-se-seniority of the candidates recommended under different categories.
- (vii) The panel so recommended shall be placed before the Appointing Authority/Board of Management as the case may be for approval.
- (viii) Appointment shall be made from the approved panel recommended by the Selection Committee.
- (ix) The panel recommended by a Selection Committee shall be valid for a period of one year from the date of its approval by the Appointing Authority/Board of Management, as the case may be. Provided that the Appointing Authority/Board of Management may, for reasons to be recorded, extend the validity of the panel by one more year.

(b) Selection through written examination only.

- (i) The syllabus for the written examination shall be prescribed by a committee, appointed for the purpose by the Appointing Authority/Vice-Chancellor, as the case may be.

- (ii) The fact that selection is made through written examination shall be clearly mentioned in the advertisement.
- (iii) The syllabus for written examination shall be supplied along with the application to all applicants.
- (iv) All the applicants who fulfill the minimum advertised qualifications shall be invited for the examination.
- (v) The University may conduct written examination or may assign the job to an outside agency.
- (vi) A category wise merit list shall be prepared, after getting the answer scripts of the written examination evaluated both merit wise and category wise.
- (vii) The merit list so prepared shall be approved by the Appointing Authority/Vice-Chancellor, as the case may be.
- (viii) Appointment(s) shall be made from the approved merit list in order of merit.

(c) Selection through written examination and skill test

In addition to (i) to (vi) of (b) above -

- (i) All the applicants who fulfill the minimum advertised qualifications shall be invited for the written examination.
- (ii) All the applicants who qualify in the written exam shall be arranged in the order of merit.
- (iii) The applicants for skill test shall be invited in the ratio of 1:10 for each post according to merit.
- (iv) The final category wise merit list shall be drawn based on the weightage assigned for written exam and skill test, both common and category wise.
- (v) Appointment(s) shall be made from the final approved merit list in order of merit.

(d) Selection through written examination, skill test and interview:

In addition to (i) to (vi) of (b) and (i) and (iii) of (c) above –

- (i) Candidates appearing in the final merit list prepared as per the procedure laid down in (c) above, shall be invited for an interview in the ratio specified in (a) above.
- (ii) Appointment shall be made on the recommendation of the selection committee, following the procedure specified at (a) above.

(e) Local Recruitment

- (i) The present practice of local recruitment upto the post of Section Officer for North East Regional Centres and Regional centres of Jammu, Srinagar and Port Blair shall be followed. The reservation shall be done as is applicable to respective States in which such centres are located. However, the qualifications shall be on par with the qualification as evolved for All India recruitment for headquarters and other Regional Centres.
- (ii) Similarly the present practice of recruitment of Group 'D' staff now re-designated as "Multi Tasking Staff" shall be recruited for all Regional Centres locally.

8. PROCEDURE FOR WRITTEN EXAMINATION

- 8.1** (a) The University shall ordinarily conduct the written examination as per the prescribed syllabus at Head Quarters and different Centres depending on the strength of candidates spread over different states.
- (b) The examination activities - setting of question papers, moderation of question papers, printing of question papers, despatch of question papers, answer books and exam stationery, advance to Centre Superintendent, appointment of Observers, conduct of exam, receipt of answer books, preparation of merit lists etc. shall be done as per the procedure followed by Student Evaluation Division of the IGNOU.
- (c) The Recruitment Section shall be responsible for these activities. The task may be undertaken wholly by it or in cooperation/consultation with the Student Evaluation Division.
- (d) The whole exercise of the written examination may be outsourced to a reputed outside agency, if University desires so.

8.2 Procedure for Skill-Test

The Skill-Test shall be conducted by the Recruitment Section or a reputed outside agency, as University may decide. The modalities shall be devised by the Recruitment Section depending on the expertise required for the purpose.

8.3 Outsourcing

The University, if necessary, may outsource the entire gamut of activities of screening of applications, conduct of written exam, skill test, and preparations of merit lists to an established and reputed agency.

9. RESERVATION AND CONCESSIONS

The University shall follow the policies of Govt. of India in respect of reservation/relaxation/concession for SC, ST, OBC, PWD, Women etc. regarding age/educational qualification/fee etc. as applicable and as amended time to time.

10. SELECTION COMMITTEE PROCEDURE

The composition of the different Selection Committees is as specified in **Annexure 'C'**. The procedures are laid down in the ordinance on the subject.

11. PROMOTIONS

11.1 There shall be Departmental Promotion Committee (DPC) for considering promotion to various posts. The composition of DPC are given in **Annexure 'D'**. The quorum for meeting of DPC shall be as specified in Annexure 'D'.

11.2 All cases of promotion shall be considered by the appointing authority on the recommendations of the DPC.

11.3 The period of service which will qualify for promotion under these rules shall be completed years of temporary/continuous service in the IGNOU.

11.4 (a) Under rule 5, provision has been made for Promotion. Unless otherwise, provided, such promotions shall be on the basis of seniority and Annual Confidential Reports (ACR)/Annual Performance Appraisal Reports (APAR), as applicable, and shall mean seniority subject to rejection of unfit.

(b) In case of promotion to the post of Assistant Registrar and equivalent positions, a minimum grade of **'Good'** for the preceding 5 years is required for consideration.

(c) In case of promotion to the post of Deputy Registrar and above and equivalent positions, a minimum grade of **'Very Good'** for the preceding 5 years is required for consideration.

Note: For considering ACRs/APARs by DPC, instructions issued by Govt. of India rules shall be applicable as amended from time to time.

11.5 (i) In cases where provision exists in these rules, for promotion from amongst employees of two or more feeder cadres/posts, the ranking in the panel for promotion will be determined with reference to the seniority assigned in the combined seniority list of the employees relating to the feeder cadres/posts.

(ii) The combined seniority list of the employees shall be prepared based on their dates of appointment in the feeder cadre/posts but the inter-se seniority of employees in the respective feeder cadre/post shall be maintained in the combined seniority list wherever the fixation of such seniority results in tie, age shall be the determining factor.

11.6 **REFUSAL OF PROMOTION:** An employee under orders of promotion shall (i) convey his acceptance or otherwise within one month of receipt of orders of promotion, and (ii) in case of acceptance, join duty of the new post within a maximum period of three months of the date of receipt of the said orders. When an employee does not accept a promotion

(other than adhoc promotion) which is offered to him, he may make a written request that he may not be promoted. The appointing authority may, after considering the request, promote the next person in the panel for promotion, if the reasons advanced for the refusal are acceptable. No fresh offer of appointment shall be made to the employee, who refused promotion or failed to join the post on promotion, for a period of one year from the date of refusal of promotion/ date of expiry of three months or till a next vacancy arises, whichever is later. On eventual promotion to the higher grade such employee shall lose seniority vis-à-vis his erstwhile juniors promoted to the grade earlier. However if an employee refuses promotion for two consecutive times, he shall not again be considered for promotion.

In all cases, the Govt. of India orders relating to refusal of promotion as amended from time to time shall be applicable.

- 11.7 Grant of non-functional pay scale of Rs.8000-13500 (Pre-revised) in case of Section Officer/Sr. Personl Assistant and equivalent on completion of 04 years as extended to Central Govt. Employees notionally w.e.f. 01-01-1996 and the financial benefit w.e.f.03-10-2003 as per DOPT. O.M. No.5/4/2005-CS-1 dated 25-01-2006 would be implemented retrospectively immediately after the notification of new R&P Rules i.e. 2010.
- 11.8 Persons in the Pay Band: 3 - Grade Pay of ` 5400/- will have a senior scale of Pay Band: 3 - Grade Pay of ` 6600/- placement to be done after 8 years of services in the Grade Pay and satisfactory performance and appraisal reports.
- 11.9 The University reserves the right to insist on participation of two training programmes on educational administration, university management, accounts and finance or other relevant subject(s), each of approximately four weeks duration. This provision of senior scale is applicable to all the posts at the level Assistant Registrars and equivalent in the University.

12 MINIMUM QUALIFICATION AND EXPERIENCE

For recruitment to various posts the qualifications and experience, where not prescribed under these rules, shall be prescribed by the Board of Management from time to time.

13. TRANSFER LIABILITY

As a general Policy all employees will be liable for transfer/posting anywhere in India. However, the employees may be retained subject to overall sanctioned strength of the Regional Centres/Hqrs.

Promotion to Group B & Group A shall be with reference to the vacancies at Hqrs./Regional Centres taken together and promotion will be effective from the date of assumption of charge at the place of posting.

The officials recruited specifically for North East Region and also Regional Centres Jammu, Srinagar and Port Blair shall serve the Regional Centres upto the level of Section Officers or equivalent cadres.

14. TEMPORARY PROMOTION

- 14.1 Notwithstanding anything contained in these rules, Vice-Chancellor may make temporary promotion against a vacancy exceeding one year and subject to reporting of such appointment to the Board of Management, in respect of Group A positions by promotion in cases where:
- (a) there is an injunction by a Court/Tribunal directing that the post may not be filled up on a regular basis and the final judgment is not expected early;
 - (b) short-term vacancies arising due to employees proceeding on leave or deputation etc. for a period of one year or more.
 - (c) the panel for appointments by promotion is exhausted or expired and/or delay is anticipated in preparing a fresh panel, and
 - (d) in all such cases, the posts cannot be kept vacant.
- 14.2 All temporary appointments by promotion will be made through DPC on the basis of either seniority-cum-fitness or benchmark as specified in Rule 11 of these Rules, after ensuring that:
- (a) the records of the employee concerned are screened by the Appointing Authority.
 - (b) the employees concerned fulfill the eligibility conditions prescribed in the recruitment rules; and
 - (c) the claims of the SC/ST in temporary promotions are considered in accordance with the guidelines issued by the Govt. of India.
 - (d) The officials promoted on temporary basis are also eligible for fixation of Pay under FR 22 (I) (a) (i).
- 14.3 Services rendered in temporary appointment followed by regular appointment shall count for seniority and promotion purpose.
- 14.4 Temporary appointments, wherever necessary, for periods more than 45 days and upto one year may be made under the provisions of FR 49.

15. SENIORITY

- (i) The University shall ordinarily follow the rules of Govt. of India on the matters of seniority, unless otherwise specified.
- (ii) Service rendered in a post on temporary promotion, followed by regular promotion qualifies for seniority.
- (iii) If appointment to a cadre is made through promotion and also Direct Recruitment, the promotees shall rank senior to Direct Recruits following the rota-quota principle.

- (iv) Services rendered in other Universities/Institutions which qualifies for the purpose of placement in Senior Scale or for personal up-gradations shall not qualify for seniority.

16. CONTROLLING AUTHORITY OF THE POSTS

The Controlling Authority of all the posts shall be the Vice-Chancellor.

17. GENERAL

In respect of all matters not specifically provided for in these Rules, the corresponding provisions prescribed by Govt. of India relating to its employees, as amended from time to time, shall be followed.

18. REMOVAL OF DIFFICULTIES

The Board of Management/Vice-Chancellor as the case may be, from time to time, issue such general or specific directions as may be necessary to remove difficulties in the operation of any of the provision of these rules. The directions issued by the Vice-Chancellor, if any, shall be reported to the BOM, if necessary.

19. INTERPRETATION

- (i) The ratio of promotion and direct recruitment i.e. 75% : 25% shall be scrupulously followed as per details given in Annexure 'B'. However, when the post is only one on first three occasions the post will be filled up by promotion and on fourth occasions shall be filled up by direct recruitment.

However, the posts carrying the Grade Pay of Rs.5400/- i.e. Asstt. Registrars and equivalent should be filled in by 66-2/3 : 33-1/3 ratio.

- (ii) Similarly, where the post is one and the ratio applicable is 66-2/3% : 33-1/3%, first two occasions the posts shall be filled by promotion and on third occasions by direct recruitment.
- (iii) Where the posts are filled through Written Exam and Skill Test i.e. JAT, Stenographer, PA, PS, Data Entry Operator etc., the weightage shall be 50% for Written Examination and 50% for Skill Test. Similarly when the posts are filled through Written and Interview the weightage shall be 75% for Written and 25% for Interview. Where the posts are filled through Interview only, 100% weightage shall be given.

20. SAVING

Where any doubt arises as to the interpretation of any of the provisions of these rules, the matter shall be referred to the Board of Management for a decision, which shall be final.

**SCHEDULE SHOWING ADMINISTRATIVE, MINISTERIAL AND OTHER POSTS IN
THE INDIRA GANDHI NATIONAL OPEN UNIVERSITY.**

GROUP - A

S.No.	Name of the Post	Pay Scales in 6 th Pay Commission		Maximum Age Limit (in years)
		Pay Band	Grade Pay	
(1)	(2)	(3)	(4)	(5)
1.	Chief Project Officer	37400-67000	10000	55
2.	Jt. Director (Computer)	37400-67000	8900	55
3.	Jt. Director (Engg.) - (EMPC)	37400-67000	8900	55
4.	Jt. Director (Graphic)	37400-67000	8900	55
5.	Jt. Registrar	37400-67000	8900	55
6.	Jt. Registrar (Pub.)	37400-67000	8900	55
7.	Chief Horticulturist	15600-39100	7600	52
8.	Dy. Director (Graphic)	15600-39100	7600	52
9.	Dy. Director (Software)	15600-39100	7600	52
10.	Dy. Registrar	15600-39100	7600	52
11.	Dy. Registrar (Legal)	15600-39100	7600	52
12.	Dy. Registrar (OL)	15600-39100	7600	52
13.	Dy. Registrar (Pub.)	15600-39100	7600	52
14.	Dy. Registrar (Trans.)	15600-39100	7600	52
15.	Engineer Incharge - (EMPC)	15600-39100	7600	52
16.	Executive Engineer (Civil/Elect.) - (CMD)	15600-39100	7600	52
17.	Maintenance Engineer - (EMPC)	15600-39100	7600	52
18.	Public Relation Officer	15600-39100	7600	52
19.	Video Executive - (EMPC)	15600-39100	7600	52
20.	Asstt. Director (Software)	15600-39100	5400	42
21.	Asstt. Executive Engineer (Civil/Elect.)	15600-39100	5400	42
22.	Asstt. Engineer - (EMPC)	15600-39100	5400	42
23.	Asstt. Registrar	15600-39100	5400	42
24.	Asstt. Registrar (Legal)	15600-39100	5400	42
25.	Asstt. Registrar (OL)	15600-39100	5400	42
26.	Asstt. Registrar (Pub.)	15600-39100	5400	42
27.	Asstt. Registrar (Trans.)	15600-39100	5400	42
28.	Camera Person - (EMPC)	15600-39100	5400	42
29.	Electronic Media Officer - (EMPC)	15600-39100	5400	42
30.	Graphic Artist - (EMPC)	15600-39100	5400	42
31.	Hardware Engineer	15600-39100	5400	42
32.	Horticulturist	15600-39100	5400	42
33.	Liaison Officer - (VC Sectt.)	15600-39100	5400	42
34.	Security Officer	15600-39100	5400	42
35.	Sr. Lab Superintendent	15600-39100	5400	42
36.	Technical Library Officer	15600-39100	5400	42

GROUP – B (Officers)

S. No.	Name of the Post	Pay Scales in 6 th Pay Commission		Maximum Age Limit (in years)
		Pay Band	Grade Pay	
(1)	(2)	(3)	(4)	(5)
1.	Asstt. Engineer (Automobile)	9300-34800	4800	37
2.	Asstt. Engineer (Civil/Elect.)	9300-34800	4800	37
3.	Asstt. Security Supervisor	9300-34800	4800	37
4.	Executive (Data Processing)	9300-34800	4800	37
5.	Horticulture Supervisor	9300-34800	4800	34
6.	Private Secretary	9300-34800	4800	34
7.	Section Officer	9300-34800	4800	34
8.	Section Officer (Legal)	9300-34800	4800	34
9.	Section Officer (OL)	9300-34800	4800	37
10.	Section Officer (Pub.)	9300-34800	4800	37
11.	Section Officer (Trans.)	9300-34800	4800	37
12.	Set Designer - (EMPC)	9300-34800	4800	32
13.	Sr. Tech. Asstt. - (EMPC)	9300-34800	4800	34
14.	Jr. Lab Superintendent	9300-34800	4800	34

GROUP – B (Non-Officers)

S. No.	Name of the Post	Pay Scales in 6 th Pay Commission		Maximum Age Limit (in years)
		Pay Band	Grade Pay	
(1)	(2)	(3)	(4)	(5)
1.	Asstt. Executive (Data Processing)	9300-34800	4200	27
2.	Draftsman (Civil/Elect.)	9300-34800	4200	32
3.	Executive Assistant	9300-34800	4200	32
4.	Executive Assistant (Legal)	9300-34800	4200	32
5.	Floor Asstt. - (EMPC)	9300-34800	4200	32
6.	Jr. Engineer (Automobile)	9300-34800	4200	32
7.	Jr. Engineer (Civil/Elect.)	9300-34800	4200	32
8.	Jr. Graphic Artist - (EMPC)	9300-34800	4200	32
9.	Make up Artist - (EMPC)	9300-34800	4200	32
10.	Personal Assistant	9300-34800	4200	32
11.	Production Asstt. - (EMPC)	9300-34800	4200	32
12.	Professional Asstt. (A/V Lib.)-EMPC	9300-34800	4200	32
13.	Professional Asstt. - (Library)	9300-34800	4200	32
14.	Research Asstt. - (EMPC)	9300-34800	4200	32
15.	Security Supervisor	9300-34800	4200	32
16.	Sr. Technical Assistant (Lab.)	9300-34800	4200	32
17.	Technical Assistant - (EMPC)	9300-34800	4200	32
18.	Translator	9300-34800	4200	32

GROUP – C - I

S. No.	Name of the Post	Pay Scales in 6th Pay Commission		Maximum Age Limit (in years)
		Pay Band	Grade Pay	
(1)	(2)	(3)	(4)	(5)
1.	Electrician	5200-20200	2800	32
2.	Horticulture Asstt.	5200-20200	2800	32
3.	Proof Reader	5200-20200	2800	32
4.	Semi Professional Asstt. - (Library)	5200-20200	2800	32
5.	Technical Assistant (Lab.)	5200-20200	2800	32
6.	Technician - (EMPC)	5200-20200	2800	32
7.	Assistant	5200-20200	2400	30
8.	Carpenter	5200-20200	2400	32
9.	Lab. Asstt.	5200-20200	2400	32
10.	Stenographer	5200-20200	2400	30
11.	Work Asstt. (Civil)	5200-20200	2400	30
12.	Mason	5200-20200	2000	32
13.	Plumber	5200-20200	2000	32
14.	Pump Operator	5200-20200	2000	32
15.	Wireman	5200-20200	2000	32
16.	Despatch Rider	5200-20200	1900	27
17.	Driver	5200-20200	1900	27
18.	Head Mali	5200-20200	1900	27
19.	JAT	5200-20200	1900	27
20.	Lab. Attendant	5200-20200	1900	27
21.	Library Attendant	5200-20200	1900	27
22.	Xerox Operator	5200-20200	1900	27

GROUP – C – II Multi-Tasking Staff

S.No.	Name of the Post	Pay Scales in 6th Pay Commission		Maximum Age Limit (in years)
		Pay Band	Grade Pay	
(1)	(2)	(3)	(4)	(5)
1.	Multi-Tasking Staff (Hqrs./RC/SRC)	5200-20200	1800*	27
2.	Helper (Civil/Electrical)	5200-20200	1800*	27
3.	Helper-cum-Dollyman - (EMPC)	5200-20200	1800*	27
4.	Mali	5200-20200	1800*	27
5.	Cook	5200-20200	1800*	27

* All the Group – D Staff shall be designated as Multi-Tasking Staff. They shall be granted ` 1800/- as Grade Pay. The minimum qualification to this level will be either 10th Pass or ITI equivalent.

CADRE: ADMINISTRATIVE & MINISTERIAL

S. No.	Name of the Post & Pay Scale	Mode of Recruitment & Promotion and the details of Educational Qualification/ Experience.
1.	Multi Tasking Staff Revised Pay Scale as per 6 th CPC (Rs.5200-20200) (PB-S1, GP-1800)	100% by Direct Recruitment ESSENTIAL 10 th Pass or ITI equivalent.
2.	Xerox Operator Pre-revised Pay Scale as per 5 th CPC (Rs. 3050-75-4590) Revised Pay Scale as per 6 th CPC (Rs.5200-20200) (PB-1, GP-1900)	100% by Promotion Based on Interview from Multi Tasking Staff who have rendered at least 5 years of continuous service in that grade having the minimum qualification of 10 th pass and possessing proper certificate of their having been trained in operation of equipment concerned with satisfactory record of work, and having opted in writing for promotion to the post of Xerox Operator.
3.	Driver/Despatch Rider Pre-revised Pay Scale as per 5 th CPC (Rs. 3050-75-4590) Revised Pay Scale as per 6 th CPC (Rs.5200-20200) (PB-1, GP-1900)	100% by Direct Recruitment ESSENTIAL 1. 10+2 pass. 2. 5 years valid license holders of Heavy/Medium motor vehicles. 3. At least 3 years experience in driving a Car/Heavy/Medium Vehicle with knowledge of car mechanism.
4.	Jr. Assistant cum Typist (JAT) Pre-revised Pay Scale as per 5 th CPC (Rs. 3050-75-4590) Revised Pay Scale as per 6 th CPC (Rs.5200-20200) (PB-1, GP-1900)	75% by Direct Recruitment ESSENTIAL 10+2 or its equivalent and a typing speed of 40 w.p.m. in English or 35 w.p.m. in Hindi on computers. DESIRABLE: A Bachelor's degree from a recognized University. 25% by Promotion Multi-Tasking Staff who have rendered a minimum of 5 years of continuous service in that grade with 10+2 or its equivalent with a typing speed of 40 w.p.m. in English or 35 w.p.m. in Hindi on computers. Note:- However, in the event of non-filling up of posts under 25% by promotion quota, these posts shall be filled up by Direct Recruitment.
5.	Assistant Pre-revised Pay Scale as per 5 th CPC (Rs.4000-100-6000) Revised Pay Scale as per 6 th CPC (Rs. 5200-20200) (PB-1, GP-2400)	75% by Promotion JATs who have rendered a minimum of 5 years of continuous service. 25% by Direct Recruitment ESSENTIAL 1. A Bachelor's Degree from a recognized University, 2. One year Diploma in Computer. 3. 3 years experience in clerical cadre.
6.	Senior Assistant (to be re-designated as "Executive Assistant") Pre-revised Pay Scale as per 5 th CPC (Rs.5500-175-9000) Revised Pay Scale as per 6 th CPC (Rs.9300-34800) (PB-2, GP-4200)	75% by Promotion Assistants who have rendered a minimum of 5 years of continuous service. 25% by Direct Recruitment ESSENTIAL 1. A Bachelor's Degree from a recognized University, 2. 3 years of experience of drafting, noting, correspondence in general administration/finance and accounts in University/Govt./Autonomous Organisation/Public Sector Undertaking. 3. One year Diploma in Computer.

7.	<p>Section Officer</p> <p>Pre-revised Pay Scale as per 5th CPC (Rs.6500-200-10500)</p> <p>Revised Pay Scale as per 6th CPC (Rs. 9300-34800) (PB-2, GP-4800)</p>	<p>75% by Promotion</p> <p>Sr. Assistants (to be re-designated as Executive Assistant) who have rendered not less than 5 years of continuous service with minimum qualification of Bachelor's Degree.</p> <p>25% by Direct Recruitment</p> <p><u>ESSENTIAL</u></p> <ol style="list-style-type: none"> 1. A Bachelor's Degree from a recognized University. 2. 3 years of relevant experience with a Grade Pay of Rs.4200/- in administrative/finance preferably in Govt./ Academic Institutes/ Open Learning Distance Institutes/ Autonomous Bodies/Public Sector. <p><u>DESIRABLE:</u></p> <ol style="list-style-type: none"> 1. One year Diploma in computer. 2. MBA/CA/LLB.
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CADRE: SECRETERIAL

S. No.	Name of the Post & Pay Scale	Mode of Recruitment & Promotion and the details of Educational Qualification/ Experience.
1.	<p>Stenographer</p> <p>Pre-revised Pay Scale as per 5th CPC (Rs.4000-100-6000)</p> <p>Revised Pay Scale as per 6th CPC (Rs. 5200-20200) (PB-1, GP-2400)</p>	<p>75% by Direct Recruitment</p> <p>ESSENTIAL 10+2 or its equivalent. The candidates have to appear in the written test. After qualifying the written test the skill test will be held @80 w.p.m. in shorthand and typing speed of 40 w.p.m. in English or 35 w.p.m. in Hindi on computers.</p> <p>DESIRABLE: 1. A Bachelor's Degree from a recognized University. 2. Knowledge of computers.</p> <p>25% by Promotion</p> <p>From amongst JATs with 3 years of service in their grade and fulfill the above essential requirements and subject to qualifying the skill test @ 80 w.p.m. in shorthand and typing speed of 40 w.p.m. in English or 35 w.p.m. in Hindi on computers.</p> <p>Note:- However, in the event of non-filling up of posts under 25% by promotion quota, these posts shall be filled up by Direct Recruitment.</p>
2.	<p>Personal Assistant Grade-II (to be re-designated as Personal Assistant)</p> <p>Pre-revised Pay Scale as per 5th CPC (Rs.5500-175-9000)</p> <p>Revised Pay Scale as per 6th CPC (Rs.9300-34800) (PB-2, GP-4200)</p>	<p>75% by Promotion</p> <p>The Stenographers who have rendered a minimum of 5 years of service in that grade.</p> <p>25% by Direct Recruitment</p> <p>ESSENTIAL 1. A Bachelor's Degree from a recognized university. 2. 3 years of experience as Stenographer/Steno-typist in Govt./ Academic Institutes/ Open Learning Distance Institutes/ Autonomous Bodies/Public Sector. 3. On qualifying in the written test the candidates have to appear for skill test 100 w.p.m. in shorthand and 50 w.p.m. in typing speed in English or 40 w.p.m. in Hindi on computers.</p> <p>DESIRABLE: One year Diploma in Computers.</p>
3.	<p>Senior PA (to be re-designated as Private Secretary)</p> <p>Pre-revised Pay Scale as per 5th CPC (Rs.6500-200-10500)</p> <p>Revised Pay Scale as per 6th CPC (Rs. 9300-34800) (PB-2, GP-4800)</p>	<p>75% by Promotion</p> <p>The PAs who have rendered not less than 5 years of service in that grade with minimum qualification of Bachelor's Degree.</p> <p>25% by Direct Recruitment</p> <p>ESSENTIAL 1. A Bachelor's Degree from a recognized University. 2. 3 years experience as Personal Assistant in Govt./ Academic Institutes/ Open Learning Distance Institutes/Autonomous Bodies/Public Sector carrying the Grade Pay of Rs.4200/- 3. On qualifying in the written test the candidates have to appear for skill test @110 w.p.m. in shorthand and 50 w.p.m. in typing speed in English or 40 w.p.m. in Hindi on computers.</p> <p>DESIRABLE: One year Diploma in Computers.</p>

CADRE: ADMINISTRATIVE & MINISTERIAL (Group 'A' Officers)

S. No.	Name of the Post & Pay Scale	Mode of Recruitment & Promotion and the details of Educational Qualification/ Experience.
1.	<p>Assistant Registrar</p> <p>Pre-revised Pay Scale as per 5th CPC (Rs.8000-275-13500)</p> <p>Revised Pay Scale as per 6th CPC (Rs.15600-39100) (PB-3, GP-5400)</p>	<p>66-2/3% by Promotion</p> <p>On combined seniority from Section Officers/ Personal Secretaries (Sr. Personal Assistants) having 5 years continuous service in their grade with a minimum qualification i.e. Graduation from a recognized University.</p> <p>33-1/3% by Direct Recruitment</p> <p><u>ESSENTIAL</u></p> <ol style="list-style-type: none"> 1. A Master Degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC seven point scale along with a good academic record. 2. 5% of marks in Master Degree relaxable in case of SC/ST candidates. 3. 3 years of experience as Section Officer and its equivalent grade in PB-II with Grade Pay of Rs.4800/- in administrative/finance preferably in Govt./ Academic Institutes/ Open Learning Distance Institutes/Autonomous Bodies/Public Sector.
2.	<p>Deputy Registrar</p> <p>Pre-revised Pay Scale as per 5th CPC (Rs.12000-420-18300)</p> <p>(i) Revised Pay Scale as per 6th CPC (Rs.15600-39100) (PB-3, GP-7600)</p> <p>(ii) On completion of 5 years, PB-4 with the Grade Pay of Rs.8700/- admissible.</p>	<p>75% by Promotion</p> <p>From amongst the Assistant Registrars with 13 years continuous service in that grade (8 years in GP-5400 & 5 years in GP-6600).</p> <p>25% by Direct Recruitment (Through Interview only)</p> <p><u>ESSENTIAL</u></p> <ol style="list-style-type: none"> 1. Master Degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC seven point scale. 2. 5% of marks in Master Degree relaxable in case of SC/ST candidates. 3. 9 years of experience as Assistant Professor in the AGP of Rs.6000 and above with experience in educational administration, or 4. Comparable experience in research establishment and/or other institutions of higher education, or 5. 5 years of administrative experience as Assistant Registrar or in an equivalent post.
3.	<p>Joint Registrar</p> <p>Pre-revised Pay Scale as per 5th CPC (Rs.16400-450-20900)</p> <p>Revised Pay Scale as per 6th CPC (Rs.37400-67000) (PB-4, GP-8900)</p>	<p>75% by Promotion</p> <p>From amongst Dy. Registrars who have completed 5 years continuous service in Grade Pay 7600/- in that grade.</p> <p>25% by Direct Recruitment (Through Interview only)</p> <p><u>ESSENTIAL</u></p> <ol style="list-style-type: none"> 1. Master Degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC seven point scale. 2. 5% of marks in Master Degree relaxable in case of SC/ST candidates. 3. Should have worked as Dy. Registrar for 5 years in the GP-7600/- or its equivalent.

CADRE: COMPUTER PERSONNEL

S. No.	Name of the Post & Pay Scale	Mode of Recruitment & Promotion and the details of Educational Qualification/ Experience.
1.	<p>Data Entry Operator</p> <p><i>(Erstwhile Computer Operator - I)</i> (To be re-designated as Assistant Executive (Data Processing))</p> <p>Pre-revised Pay Scale as per 5th CPC (Rs.5000-150-8000)</p> <p>Revised Pay Scale as per 6th CPC (Rs. 9300-34800) (PB-2, GP-4200)</p>	<p>75% by Direct Recruitment</p> <p>ESSENTIAL BCA or Graduation with PGDCA or BSC in Computer Sc./Engg./IT or BBA in IT from a recognized university and working knowledge of office assistance tools like MS OFFICE or Open OFFICE etc. Also 'O' level of DOEACC after Graduation from a recognized university may apply.</p> <p>25% by Promotion</p> <p>From amongst JATs & Stenographers with 3 years experience subject to fulfilling the above essential eligibility conditions as per R&P Rules and clearance of skill test.</p> <p>Note:- However, in the event of non-filling up of posts under 25% by promotion quota, these posts shall be filled up by Direct Recruitment.</p>
2.	<p>Data Processing Assistant</p> <p><i>(Erstwhile Programmer)</i> {To be re-designated as Executive (Data Processing)}</p> <p>Pre-revised Pay Scale as per 5th CPC (Rs.6500-200-10500)</p> <p>Revised Pay Scale as per 6th CPC (Rs.9300-34800) (PB-2, GP-4800)</p>	<p>75% by Promotion</p> <p>From amongst existing Assistant Executive (Data Processing) having 5 years regular in that grade.</p> <p>25% by Direct Recruitment</p> <p>ESSENTIAL</p> <ol style="list-style-type: none"> 1. MCA or M. Sc. in Computer Sc./IT from a recognized university. 2. Minimum of 3 years of experience in software development or ERP, computer programming and in conducting training programme in Computer Science/Engg. or IT.
3.	<p>Hardware Engineer *</p> <p>Pre-revised Pay Scale as per 5th CPC (Rs.8000-275-13500)</p> <p>Revised Pay Scale as per 6th CPC (Rs.15600-39100) (PB-3, GP-5400)</p>	<p>100% by Direct Recruitment</p> <p>ESSENTIAL</p> <ol style="list-style-type: none"> 1. B.E./B. Tech in Electronics from a recognized University with at least 5 years experience in computer manufacturing/maintenance company of repute. 2. Preference will be given to candidates with M. Tech in Electronic Degree.
4.	<p>Software Engineer * {To be re-designated as Assistant Director (Software)}</p> <p>Pre-revised Pay Scale as per 5th CPC (Rs.8000-275-13500)</p> <p>Revised Pay Scale as per 6th CPC (Rs.15600-39100) (PB-3, GP-5400)</p>	<p>66-2/3% by Promotion</p> <p>From amongst Executive (Data Processing) having 5 years of continuous service in that grade.</p> <p>33-1/3% by Direct Recruitment</p> <p>ESSENTIAL</p> <ol style="list-style-type: none"> 1. MCA or M. Sc. in Computer Sc./IT with at least 55% of the marks or its equivalent grade of 'B' in the UGC seven point scale. 2. 5% of marks in Master Degree relaxable in case of SC/ST candidates. 3. Minimum of 5 years of experience in software development or ERP, computer programming and in conducting training programme in Computer Science/Engg. or IT.

5.	<p>Sr. Software Engineer {To be re-designated as Deputy Director (Software)}</p> <p>Pre-revised Pay Scale as per 5th CPC (Rs.12000-420-18300)</p> <p>Revised Pay Scale as per 6th CPC (Rs.15600-39100) (PB-3, GP-7600)</p> <p>On completion of 5 years, PB-4 with the Grade Pay of Rs.8700/- admissible.</p>	<p>75% by Promotion</p> <p>From amongst the Assistant Director (Software) with 13 years continuous service in that grade (8 years in GP-5400 & 5 years in GP-6600).</p> <p>25% by Direct Recruitment (Through Interview only)</p> <p>ESSENTIAL</p> <ol style="list-style-type: none"> 1. MCA or M. Sc. Degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC seven point scale. 2. 5% of marks in Master Degree relaxable in case of SC/ST candidates. 3. 5 years of administrative experience as Assistant Director (Software) or in an equivalent post with Grade Pay of Rs.6600/-, or 4. Comparable experience in research establishment and/or other institutions of higher education.
6.	<p>Joint Director (Computer)</p> <p>Pre-revised Pay Scale as per 5th CPC (Rs.16400-450-20900)</p> <p>Revised Pay Scale as per 6th CPC (Rs.37400-67000) (PB-4, GP-8900)</p>	<p>75% by Promotion</p> <p>From amongst Dy. Director (Software) who have completed 5 years continuous service in Grade Pay 7600/- in that grade.</p> <p>25% by Direct Recruitment</p> <p>ESSENTIAL</p> <ol style="list-style-type: none"> 1. B.E./B. Tech in Computers or Master's in Computer Application and 10 years of experience in the field of EDP/computer oriented information system out of which at least 5 years experience should be in a responsible capacity in actual computer programming and system or design development, organizing and developing a large computerized information storage and retrieval system. Or 2. Master's Degree in Statistics/Mathematics (with Statistics)/Econometrics (with Mathematics)/Economics (with Mathematics and Statistics up to degree level) and Science & technology of a recognized university or equivalent with PG Diploma in Computer Applications, from a university or "A" level examination of the DOEACC scheme. <p style="text-align: center;">AND</p> <p>12 years of experience in the field of EDP/Computer oriented information system out of which at least 8 years experience should be in a responsible capacity in actual computer programming and system or design development, organizing and developing a large computerized information storage and retrieval system.</p> <p>DESIRABLE:</p> <ol style="list-style-type: none"> (i) For persons from stream (a) ME/M. Tech in Computers and persons from stream (b) a Ph. D. involving extensive use of computers. For such candidates a minimum of 12 years experience would be required. (ii) Should have held a positions in a reputed institutions / industry with independent responsibility for promotion, planning, design, development, implementation of large computer based information systems.. (iii) Demonstrable/Proven experience in the field of data communication and networking (including internet and www.). Multi-Media development or software engineering related activities using object-oriented approach. (iv) Experience in providing training in IT related subject/topic and writing/development of training materials for the same.

* Equivalent to Assistant Registrar (Group 'A'), hence the ratio is 66-2/3% : 33-1/3.

CADRE: CMD

S. No.	Name of the Post & Pay Scale	Mode of Recruitment & Promotion and the details of Educational Qualification/ Experience.
1.	Chief Project Officer Pre-revised Pay Scale as per 5 th CPC (Rs.18400-22400) Revised Pay Scale as per 6 th CPC (Rs.37400-67000) (PB-4, GP-10000)	<u>By Promotion/Deputation</u> <u>ESSENTIAL</u> 1. Degree in Civil/Electrical Engineering. 2. 8 years service in the grade of Executive Engineer (Civil/Electrical) with 5 years in Grade Pay of Rs.7600/- and 3 years in Grade Pay of Rs.8700/-. <u>DESIRABLE:</u> Master's Degree in Civil/Electrical Engineering.

S. No.	Name of the Post & Pay Scale	Mode of Recruitment & Promotion and the details of Educational Qualification/ Experience.
1.	<p>Helper (Civil)</p> <p>Pre-revised Pay Scale as per 5th CPC (Rs.2650-3200)</p> <p>Revised Pay Scale as per 6th CPC (Rs. 5200-20200) (PB-1, GP-1800)</p>	<p>100% by Direct Recruitment (Through Interview only) <i>(By obtaining names from Employment Exchange and employees working on muster roll)</i></p> <p><u>ESSENTIAL</u></p> <ol style="list-style-type: none"> 10th Pass or ITI equivalent. Age in case of SC/ST/OBC/PWD relaxable as per Govt. of India rules. <p>Those working in muster roll as Helper (Civil) shall get relaxation in age corresponding to the number of years of service rendered in the university apart from the general relaxation prescribed by Govt. of India.</p>
2.	<p>Plumber</p> <p>Pre-revised Pay Scale as per 5th CPC (Rs.3200-4900)</p> <p>Revised Pay Scale as per 6th CPC (Rs. 5200-20200) (PB-1, GP-2000)</p>	<p>75% by Promotion</p> <p>Helper (Civil) employees with 5 years experience in the relevant field and Diploma/Certificate in trade issued by the ITI or other regular Recognized Institute OR Helper (Civil) employee with 7 years experience in the relevant field and a Diploma/Certificate from NIOS. Where the incumbents for promotion do not fulfill the essential qualification they are promoted only after they attain the prescribed eligibility.</p> <p>25% by Direct Recruitment (Through Interview only)</p> <p><u>ESSENTIAL</u></p> <ol style="list-style-type: none"> ITI Certificate/Diploma in Trade. 2 years experience in the relevant field. <p>Note:- However, in the event of non-filling up of posts under 75% by promotion quota, these posts shall be filled up by Direct Recruitment.</p>
3.	<p>Mason</p> <p>Pre-revised Pay Scale as per 5th CPC (Rs.3200-4900)</p> <p>Revised Pay Scale as per 6th CPC (Rs. 5200-20200) (PB-1, GP-2000)</p>	<p>75% by Promotion</p> <p>Helper (Civil) employees with 5 years experience in the relevant field and Diploma/Certificate in trade issued by the ITI or other regular Recognized Institute OR Helper (Civil) employee with 7 years experience in the relevant field and a Diploma/Certificate from NIOS. Where the incumbents for promotion do not fulfill the essential qualification they are promoted only after they attain the prescribed eligibility.</p> <p>25% by Direct Recruitment (Through Interview only)</p> <p><u>ESSENTIAL</u></p> <p>ITI Certificate/Diploma in Trade. 2 years experience in the relevant field.</p> <p>Note:- However, in the event of non-filling up of posts under 75% by promotion quota, these posts shall be filled up by Direct Recruitment.</p>
4.	<p>Carpenter</p> <p>Pre-revised Pay Scale as per 5th CPC (Rs.3200-4900)</p> <p>Revised Pay Scale as per 6th CPC (Rs. 5200-20200) (PB-1, GP-2000)</p>	<p>75% by Promotion</p> <p>Helper (Civil) employees with 5 years experience in the relevant field and Diploma/Certificate in trade issued by the ITI or other regular Recognized Institute OR Helper (Civil) employee with 7 years experience in the relevant field and a Diploma/Certificate from NIOS. Where the incumbents for promotion do not fulfill the essential qualification they are promoted only after they attain the prescribed eligibility.</p> <p>25% by Direct Recruitment (Through Interview only)</p> <p><u>ESSENTIAL</u></p> <p>ITI Certificate/Diploma in Trade. 2 years experience in the relevant field.</p> <p>Note:- However, in the event of non-filling up of posts under 75% by promotion quota, these posts shall be filled up by Direct Recruitment.</p>

5.	<p>Works Assistant (Civil)</p> <p>Pre-revised Pay Scale as per 5th CPC (Rs.4000-100-6000)</p> <p>Revised Pay Scale as per 6th CPC (Rs. 5200-20200) (PB-1, GP-2400)</p>	<p>75% by Promotion</p> <p>From amongst Carpenter/Plumber/Mason with 5 years of continuous service.</p> <p>25% by Direct Recruitment (Through Interview only)</p> <p><u>ESSENTIAL</u> Diploma in Engg. (Civil) from a recognized Institute.</p>
6.	<p>Draftsman (Civil)</p> <p>Pre-revised Pay Scale as per 5th CPC (Rs.5000-150-8000)</p> <p>Revised Pay Scale as per 6th CPC (Rs. 9300-34800) (PB-2, GP-4200)</p>	<p>100% by Direct Recruitment (Through Interview only)</p> <p><u>ESSENTIAL</u></p> <ol style="list-style-type: none"> Two years draftsman diploma/certificate issued by the National Institute of Open Schooling or ITI or other recognized Institute. Knowledge of preparing computer aided drawings. Experience of 3 years in the relevant field with Grade Pay of Rs.2400/-.
7.	<p>Junior Engineer (Civil)</p> <p>Pre-revised Pay Scale as per 5th CPC (Rs.5000-150-8000)</p> <p>Revised Pay Scale as per 6th CPC (Rs. 9300-34800) (PB-2, GP-4200)</p>	<p>75% by Direct Recruitment (Through Interview only)</p> <p><u>ESSENTIAL</u> Diploma in Civil Engineering</p> <p><u>DESIRABLE:</u> Knowledge of Computer Aided Design. Three years experience in the field as works assistant/Draftsman.</p> <p>25% by Promotion</p> <p>Works Assistant having five years experience and a diploma in Civil Engineering from recognized Instt. Where the incumbents for promotion do not fulfill the essential qualifications they are promoted only after they attain the prescribed eligibility.</p>
8.	<p>Assistant Engineer (Civil)</p> <p>Pre-revised Pay Scale as per 5th CPC (Rs.6500-200-10500)</p> <p>Revised Pay Scale as per 6th CPC (Rs. 9300-34800) (PB-2, GP-4800)</p>	<p>75% by Promotion</p> <p>From amongst Jr. Engineers (Civil) and Draftsman (Civil) who have rendered not less than 5 years of continuous service with minimum qualification of Diploma in Civil Engineering.</p> <p>25% by Direct Recruitment (Through Interview only)</p> <p><u>ESSENTIAL</u></p> <ol style="list-style-type: none"> Degree in Civil Engg. 3 year of experience as Jr. Engineer (Civil)/ Draftsman (Civil) with Grade Pay of Rs.4200/-. <p><u>DESIRABLE:</u> Knowledge of Computer Aided Design.</p>
9.	<p>Assistant Executive Engineer (Civil) *</p> <p>Pre-revised Pay Scale as per 5th CPC (Rs.8000-275-13500)</p> <p>Revised Pay Scale as per 6th CPC (Rs.15600-39100) (PB-3, GP-5400)</p> <p>On completion of 8 years service Assistant Executive Engineers shall be placed in the Sr. Scale, PB-3 with the Grade Pay of Rs.6600/-.</p>	<p>66-2/3% by Promotion</p> <p>From amongst Assistant Engineers (Civil) having 5 years of continuous service with Degree in Civil Engineering.</p> <p>33-1/3% by Direct Recruitment (Through Interview only)</p> <p><u>ESSENTIAL</u> A degree in Civil Engineering with 3 years of continuous service in the grade of Assistant Engineer (Civil) with GP of Rs.4800/-.</p>

10.	<p>Executive Engineer (Civil)</p> <p>Pre-revised Pay Scale as per 5th CPC (Rs.12000-420-18300)</p> <p>(i) Revised Pay Scale as per 6th CPC (Rs.15600-39100) (PB-3, GP-7600)</p> <p>(ii) On completion of 5 years, PB-4 with the Grade Pay of Rs.8700/- admissible.</p>	<p>75% by Promotion</p> <p>From amongst Assistant Executive Engineer (Civil) with 13 years continuous service in that grade (8 years in GP-5400 & 5 years in GP-6600).</p> <p>25% by Direct Recruitment (Through Interview only)</p> <p><u>ESSENTIAL</u></p> <ol style="list-style-type: none"> 1. Degree in Civil Engineering. 2. 5 years of experience as Assistant Executive Engineer (Civil) in the GP of Rs.5400/- or Rs.6600/-. <p><u>DESIRABLE:</u> Knowledge of Computer Aided Design.</p>
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* Equivalent to Assistant Registrar (Group 'A'), hence the ratio is 66-2/3% : 33-1/3.

CADRE: CMD (Electrical)

S. No.	Name of the Post & Pay Scale	Mode of Recruitment & Promotion and the details of Educational Qualification/ Experience.
1.	<p>Helper (Electrical)</p> <p>Pre-revised Pay Scale as per 5th CPC (Rs.2550-3200)</p> <p>Revised Pay Scale as per 6th CPC (Rs. 5200-20200) (PB-1, GP-1800)</p>	<p>100% by Direct Recruitment (Through Interview only)</p> <p><u>ESSENTIAL</u></p> <ol style="list-style-type: none"> 10th Pass or ITI equivalent. Age in case of SC/ST/OBC/PWD relaxable as per Govt. of India rules. <p>By obtaining names from Employment Exchange: Those working in muster roll as Helper (Electrical) shall get relaxation in age corresponding to the number of years of service rendered in the university apart from the general relaxation prescribed by Govt. of India.</p>
2.	<p>Wireman</p> <p>Pre-revised Pay Scale as per 5th CPC (Rs.3200-4900)</p> <p>Revised Pay Scale as per 6th CPC (Rs. 5200-20200) (PB-1, GP-2000)</p>	<p>75% by Promotion</p> <p>Multi-Tasking Staff with 5 years experience in the relevant field and Diploma/Certificate in trade issued by the ITI or other regular Recognized Institute OR Helper (Civil) employee with 5 years experience in the relevant field and a Diploma/Certificate from NIOS. Where the incumbents for promotion do not fulfill the essential qualification they are promoted only after they attain the prescribed eligibility.</p> <p>25% by Direct Recruitment (Through Interview only)</p> <p><u>ESSENTIAL</u></p> <ol style="list-style-type: none"> ITI Certificate/Diploma in Trade. 2 years experience in the relevant field. <p>Note: - However, in the event of non-filling up of posts under 75% by promotion quota, these posts shall be filled up by Direct Recruitment.</p>
3.	<p>Pump Operator</p> <p>Pre-revised Pay Scale as per 5th CPC (Rs.3200-4900)</p> <p>Revised Pay Scale as per 6th CPC (Rs. 5200-20200) (PB-1, GP-2000)</p>	<p>75% by Promotion</p> <p>Multi-Tasking Staff with 5 years experience in the relevant field and Diploma/Certificate in trade issued by the ITI or other regular Recognized Institute OR Helper (Civil) employee with 5 years experience in the relevant field and a Diploma/Certificate from NIOS. Where the incumbents for promotion do not fulfill the essential qualification they will be promoted only after they attain the prescribed eligibility.</p> <p>25% by Direct Recruitment (Through Interview only)</p> <p><u>ESSENTIAL</u></p> <ol style="list-style-type: none"> ITI Certificate/Diploma in Trade. 2 years experience in the relevant field. <p>Note: - However, in the event of non-filling up of posts under 75% by promotion quota, these posts shall be filled up by Direct Recruitment.</p>
4.	<p>Electrician</p> <p>Pre-revised Pay Scale as per 5th CPC (Rs.4500-125-7000)</p> <p>Revised Pay Scale as per 6th CPC (Rs. 5200-20200) (PB-1, GP-2800)</p>	<p>75% by Promotion</p> <p>Pump Operator/Wireman with 5 years experience and Electrical trade Certificate or Diploma in Electrical Engineering from a recognized Institute. Where the incumbents for promotion do not fulfill the essential qualification they will be promoted only after they attain the prescribed eligibility.</p> <p>25% by Direct Recruitment (Through Interview only)</p> <p><u>ESSENTIAL</u></p> <ol style="list-style-type: none"> ITI Certificate in Trade. 5 years experience in the field.

5.	<p>Draftsman (Electrical)</p> <p>Pre-revised Pay Scale as per 5th CPC (Rs.5000-150-8000)</p> <p>Revised Pay Scale as per 6th CPC (Rs. 9300-34800) (PB-2, GP-4200)</p>	<p>100% by Direct Recruitment (Through Interview only)</p> <p>ESSENTIAL</p> <ol style="list-style-type: none"> Two years draftsman diploma/certificate issued by the National Institute of Open Schooling or ITI or other recognized Institute. Knowledge of preparing computer aided drawings. Experience of 3 years in the relevant field with Grade Pay of Rs.2400/-.
6.	<p>Junior Engineer (Electrical)</p> <p>Pre-revised Pay Scale as per 5th CPC (Rs.5000-150-8000)</p> <p>Revised Pay Scale as per 6th CPC (Rs. 9300-34800) (PB-2, GP-4200)</p>	<p>75% by Direct Recruitment (Through Interview only)</p> <p>ESSENTIAL Diploma in Electrical Engineering</p> <p>DESIRABLE: Knowledge of Computer Aided Design. Three years experience in the field as Electrician.</p> <p>25% by Promotion</p> <p>Electrician having five years experience and a diploma in Electrical Engineering from recognized instt. Where the incumbents for promotion do not fulfill the essential qualifications they are promoted only after they attain the prescribed eligibility.</p>
7.	<p>Assistant Engineer (Electrical)</p> <p>Pre-revised Pay Scale as per 5th CPC (Rs.6500-200-10500)</p> <p>Revised Pay Scale as per 6th CPC (Rs. 9300-34800) (PB-2, GP-4800)</p>	<p>75% by Promotion</p> <p>From amongst Jr. Engineers (Electrical)/Draftsman (Electrical) who have rendered not less than 5 years of continuous service with minimum qualification of Diploma in Electrical Engineering.</p> <p>25% by Direct Recruitment (Through Interview only)</p> <p>ESSENTIAL</p> <ol style="list-style-type: none"> Degree in Electrical Engineering. 3 year of experience as Jr. Engineer (Electrical) with Grade Pay of Rs.4200/-. <p>DESIRABLE: Knowledge of Computer Aided Design.</p>
8.	<p>Assistant Executive Engineer (Electrical)*</p> <p>Pre-revised Pay Scale as per 5th CPC (Rs.8000-275-13500)</p> <p>Revised Pay Scale as per 6th CPC (Rs.15600-39100) (PB-3, GP-5400)</p> <p>On completion of 8 years service Assistant Executive Engineers shall be placed in the Sr. Scale, PB-3 with the Grade Pay of Rs.6600/-.</p>	<p>66-2/3% by Promotion</p> <p>From amongst Assistant Engineers (Electrical) having 5 years of continuous service with Degree in Electrical Engineering.</p> <p>33-1/3% by Direct Recruitment (Through Interview only)</p> <p>ESSENTIAL</p> <p>A degree in Electrical Engineering with 3 years of continuous service in the grade of Assistant Engineer (Electrical) with GP of Rs.4800/-.</p>
9.	<p>Executive Engineer (Electrical)</p> <p>Pre-revised Pay Scale as per 5th CPC (Rs.12000-420-18300)</p> <p>(i) Revised Pay Scale as per 6th CPC (Rs.15600-39100) (PB-3, GP-7600)</p> <p>(ii) On completion of 5 years, PB-4 with the Grade Pay of Rs.8700/- admissible.</p>	<p>75% by Promotion</p> <p>From amongst Assistant Executive Engineer (Electrical) with 13 years continuous service in that grade (8 years in GP-5400 & 5 years in GP-6600).</p> <p>25% by Direct Recruitment (Through Interview only)</p> <p>ESSENTIAL</p> <ol style="list-style-type: none"> Degree in Electrical Engineering. 5 years of experience as Assistant Executive Engineer (Electrical) in the GP of Rs.5400/- or Rs.6600/-. <p>DESIRABLE: Knowledge of Computer Aided Design.</p>

* Equivalent to Assistant Registrar (Group 'A'), hence the ratio is 66-2/3% : 33-1/3.

CADRE: Engineer (Automobile)

S. No.	Name of the Post & Pay Scale	Mode of Recruitment & Promotion and the details of Educational Qualification/ Experience.
1.	Junior Engineer (Automobile) Pre-revised Pay Scale as per 5 th CPC (Rs.5000-150-8000) Revised Pay Scale as per 6 th CPC (Rs. 9300-34800) (PB-2, GP-4200)	100% by Direct Recruitment (Through Interview only) <u>ESSENTIAL</u> Diploma in Automobile Engineering <u>DESIRABLE:</u> Knowledge of Computer Aided Design. Three years experience in the field of Automobile Engineering.
2.	Assistant Engineer (Automobile) Pre-revised Pay Scale as per 5 th CPC (Rs.6500-200-10500) Revised Pay Scale as per 6 th CPC (Rs. 9300-34800) (PB-2, GP-4800)	75% by Promotion Junior Engineers (Automobile) having 5 years experience with diploma qualification or with four years experience with degree qualification in Automobile Engineering. 25% by Direct Recruitment (Through Interview only) <u>ESSENTIAL</u> 1. Degree in Automobile Engineering 2. 3 years of experience as Jr. Engineer (Automobile) with GP of Rs.4200/-. <u>DESIRABLE:</u> Knowledge of Computer Aided Design.

CADRE: LIBRARY & DOCUMENTATION

S. No.	Name of the Post & Pay Scale	Mode of Recruitment & Promotion and the details of Educational Qualification/ Experience.
1.	<p>Library Attendant</p> <p>Pre-revised Pay Scale as per 5th CPC (Rs.3050-75-4590)</p> <p>Revised Pay Scale as per 6th CPC (Rs.5200-20200) (PB-1, GP-1900)</p>	<p>100% by Direct Recruitment (Through Interview only)</p> <p>ESSENTIAL 10+2 with certificate course (1 year) of Library Science.</p>
2.	<p>Semi-Professional Assistant</p> <p>Pre-revised Pay Scale as per 5th CPC (Rs.4500-125-7000)</p> <p>Revised Pay Scale as per 6th CPC (Rs.5200-20200) (PB-1, GP-2800)</p>	<p>75% by Promotion: 5 years experience as Library Attendant with BLIS.</p> <p>25% by Direct Recruitment (Through Interview only)</p> <p>ESSENTIAL A Bachelor's Degree of a recognised University with Certificate Course in Library Science preferably with computer knowledge.</p>
3.	<p>Professional Assistant</p> <p>Pre-revised Pay Scale as per 5th CPC (Rs.5500-175-9000)</p> <p>Revised Pay Scale as per 6th CPC (Rs.9300-34800) (PB-2, GP-4200)</p>	<p>75% by Promotion Having 5 years of continuous service as a Semi Professional Assistant.</p> <p>25% by Direct Recruitment (Through Interview only)</p> <p>ESSENTIAL M.A./M.Sc./M.Com with a Degree in Library Science of a recognised University with 2 years Library experience with computer knowledge. OR B.A./B.Sc./B.Com. with a Degree in Library Science of a recognised University and 4 years experience in a Library with computer knowledge.</p>
4.	<p>Technical Library Officer *</p> <p>Pre-revised Pay Scale as per 5th CPC (Rs.8000-275-13500)</p> <p>Revised Pay Scale as per 6th CPC (Rs.15600-39100) (PB-3, GP-5400)</p>	<p>66-2/3% by Promotion Having 5 years of continuous service as a Professional Assistant.</p> <p>33-1/3% by Direct Recruitment</p> <p>ESSENTIAL</p> <ol style="list-style-type: none"> MA/M.Sc./M.Com with at least 55% of the marks or its equivalent grade of 'B' in the UGC seven point scale plus BLIS with computer knowledge. OR BA/BSc./B.Com with MLIS with at least 55% of the marks or its equivalent grade of 'B' in the UGC seven point scale with computer knowledge. Experience of 3 years of continuous service in the grade of Professional Assistant.

* Equivalent to Assistant Registrar (Group 'A'), hence the ratio is 66-2/3% : 33-1/3%.

CADRE: PRINTING & PUBLICATION

S. No.	Name of the Post & Pay Scale	Mode of Recruitment & Promotion and the details of Educational Qualification/ Experience.
1.	<p>Proof Reader</p> <p>Pre-revised Pay Scale as per 5th CPC (Rs.4500-125-7000)</p> <p>Revised Pay Scale as per 6th CPC (Rs.5200-20200) (PB-1, GP-2800)</p>	<p>100% by Direct Recruitment</p> <p>ESSENTIAL</p> <ol style="list-style-type: none"> 1. Graduate in any discipline with Book Publishing as a subject or P. G. Diploma in Book Publishing. 2. 3 years experience in a Reputed Book Publishing/ Printing Organization as a Proof Reader. 3. Proficiency in English/Hindi. <p>DESIRABLE: Proficiency in any regional language in addition to English & Hindi.</p>
2.	<p>Section Officer (P)</p> <p>Pre-revised Pay Scale as per 5th CPC (Rs.6500-200-10500)</p> <p>Revised Pay Scale as per 6th CPC (Rs. 9300-34800) (PB-2, GP-4800)</p>	<p>75% by Promotion</p> <p>The Proof Readers who have rendered not less than 5 years of continuous service with minimum qualification i.e. Graduation from a recognized University.</p> <p>25% by Direct Recruitment</p> <p>ESSENTIAL</p> <ol style="list-style-type: none"> 1. A Bachelor's Degree from a recognized University. 2. 3 years Diploma in Printing Technology. 3. 3 years of experience preferably in Govt./ Academic Institutes/ Open Learning Distance Institutes/Autonomous Bodies/Public Sector/Pvt. Sector. <p>DESIRABLE: Degree in Printing Technology.</p>
3.	<p>Assistant Registrar (P)</p> <p>Pre-revised Pay Scale as per 5th CPC (Rs.8000-275-13500)</p> <p>Revised Pay Scale as per 6th CPC (Rs.15600-39100) (PB-3, GP-5400)</p>	<p>66-2/3% by Promotion</p> <p>Section Officers (P) having 5 years continuous service in their grade with a minimum qualification i.e. BA or equivalent.</p> <p>33-1/3% by Direct Recruitment (Through Interview only)</p> <p>ESSENTIAL</p> <ol style="list-style-type: none"> 1. A Master Degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC seven point scale along with a good academic record. 2. 5% of marks in Master Degree relaxable in case of SC/ST candidates. 3. 5 years of experience in lower grade. 4. 3 years Diploma in Printing Technology. <p>DESIRABLE: Degree in Printing Technology.</p>
4.	<p>Deputy Registrar (P)</p> <p>Pre-revised Pay Scale as per 5th CPC (Rs.12000-420-18300)</p> <p>(i) Revised Pay Scale as per 6th CPC (Rs.15600-39100) (PB-3, GP-7600)</p> <p>(ii) On completion of 5 years, PB-4 with the Grade Pay of Rs.8700/-admissible.</p>	<p>75% by Promotion</p> <p>From amongst the Assistant Registrars (P) with 13 years continuous service in that grade (8 years in GP-5400 & 5 years in GP-6600).</p> <p>25% by Direct Recruitment (Through Interview only)</p> <p>ESSENTIAL</p> <ol style="list-style-type: none"> 1. Master Degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC seven point scale. 2. 5% of marks in Master Degree relaxable in case of SC/ST candidates. 3. 5 years of experience as AR (P) or APO or its equivalent post. 4. 3 years Diploma in Printing Technology. <p>DESIRABLE: Degree in Printing Technology.</p>

5.	<p>Joint Registrar (P)</p> <p>Pre-revised Pay Scale as per 5th CPC (Rs.16400-450-20900)</p> <p>Revised Pay Scale as per 6th CPC (Rs.37400-67000) (PB-4, GP-8900)</p>	<p>75% by Promotion</p> <p>From amongst Dy. Registrars (P) who have completed 5 years continuous service in that grade.</p> <p>25% by Direct Recruitment (Through Interview only)</p> <p><u>ESSENTIAL</u></p> <ol style="list-style-type: none"> 1. Master Degree with at least 55% of marks or its equivalent grade of 'B' in the UGC 7 point scale. 2. 3 years Diploma in Printing Technology. 3. 10 years of experience in the field of print production, and possess knowledge of paper and latest technologies in printing. 4. 5% of marks in Master Degree relaxable in case of SC/ST candidates. 5. Must have worked for 5 years as Dy. Registrar (P) or its equivalent. <p><u>DESIRABLE:</u> Degree in Printing Technology.</p>
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CADRE: OFFICIAL LANGUAGE CELL

S. No.	Name of the Post & Pay Scale	Mode of Recruitment & Promotion and the details of Educational Qualification/ Experience.
1.	<p>TRANSLATOR</p> <p>Pre-revised Pay Scale as per 5th CPC (Rs.5500-175-9000)</p> <p>Revised Pay Scale as per 6th CPC (Rs.9300-34800) (PB-2, GP-4200)</p>	<p>100% by Direct Recruitment</p> <p>ESSENTIAL</p> <ol style="list-style-type: none"> Masters Degree with second class in Hindi or English with the other language as a main subject at the Degree level. OR Masters Degree with second class in any subject with Hindi and English as main subjects at the Degree level. OR Masters Degree with second class in any subject with Hindi or English Medium and other language as main subject at the Degree level. Experience of 3 years of Translation work in an organisation. OR Experience of terminological work of 3 years in an institution or independent translation work of equivalent nature. 5% of marks in Master Degree relaxable in case of SC/ST candidates. <p>DESIRABLE:</p> <ol style="list-style-type: none"> A Certificate or Diploma in translation. Knowledge of regional language.
2.	<p>SECTION OFFICER (Official Language)</p> <p>Pre-revised Pay Scale as per 5th CPC (Rs.6500-200-10500)</p> <p>Revised Pay Scale as per 6th CPC (Rs.9300-34800) (PB-2, GP-4800)</p>	<p>75% by Promotion</p> <p>Translators (Official Language) who have rendered not less than 5 years of continuous service with minimum qualification of Bachelor's Degree.</p> <p>25% by Direct Recruitment</p> <p>ESSENTIAL</p> <ol style="list-style-type: none"> Masters Degree with second class in Hindi or English with the other language as a main subject at the Degree level. OR Masters Degree with second class in any subject with Hindi and English as main subjects at the Degree level. OR Masters Degree with second class in any subject with Hindi or English Medium and other language as main subject at the Degree level. Experience of 3 years of Translation work in an organisation. OR Experience of terminological work of 3 years in an institution or independent translation work of equivalent nature. 5% of marks in Master Degree relaxable in case of SC/ST candidates <p>DESIRABLE:</p> <ol style="list-style-type: none"> A Certificate or Diploma in translation. Knowledge of regional language.
3.	<p>ASSISTANT REGISTRAR (Official Language)</p> <p>Pre-revised Pay Scale as per 5th CPC (Rs.8000-275-13500)</p> <p>Revised Pay Scale as per 6th CPC (Rs.15600-39100) (PB-3, GP-5400)</p>	<p>66-2/3% by Promotion</p> <p>Section Officer (Official Language) with 5 years of continuous service in the cadre.</p> <p>33-1/3% by Direct Recruitment (Through Interview only)</p> <p>ESSENTIAL</p> <ol style="list-style-type: none"> Masters Degree with 55% marks in Hindi or English with the other language as a main subject at the Degree level Or Masters Degrees with 55% marks in any subject with Hindi and English as main subjects at the Degree level Or Masters Degree with 55% marks in any subject with Hindi or English Medium and other language as main subject at the Degree level. 5% of marks in Master Degree relaxable in case of SC/ST candidates. 3 years Experience as Section Officer (Official Language) in Govt./PSU/Autonomous Body. <p>DESIRABLE:</p> <ol style="list-style-type: none"> A certificate or Diploma in translation Knowledge of regional language

<p>4.</p>	<p>DEPUTY REGISTRAR (Official Language)</p> <p>Pre-revised Pay Scale as per 5th CPC (Rs.12000-420-18300)</p> <p>(i) Revised Pay Scale as per 6th CPC (Rs.15600-39100) (PB-3, GP-7600)</p> <p>(ii) On completion of 5 years, PB-4 with the Grade Pay of Rs.8700/- admissible.</p>	<p>75% by Promotion</p> <p>Assistant Registrar (<i>Official Language</i>) with 13 years of continuous service (8+5 years) 8 years of continuous service in PB-3 with GP of Rs.5400/- and 5 years of continuous service in the senior scale of PB-3 with GP of Rs.6600/-.</p> <p>25% by Direct Recruitment (Through Interview only)</p> <p><u>ESSENTIAL</u></p> <p>1. Masters Degree with second class in Hindi or English with the other language as a main subject at the Degree level Or Masters Degrees with second class in any subject with Hindi and English as main subjects at the Degree level Or Masters Degree with second class in any subject with Hindi or English Medium and other language as main subject at the Degree level.</p> <p>2. 5% of marks in Master Degree relaxable in case of SC/ST candidates</p> <p>3. Experience of 5 years of continuous service in the GP of Rs.5400/- or 6600/- in the field of Translation. Or Experience of terminological work of 3 years in an institution or independent translation work of equivalent nature in the grade pay of Rs.5400/- or 6600/-.</p> <p><u>DESIRABLE:</u></p> <p>i) A certificate or Diploma in translation ii) Knowledge of regional language</p>
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S. No.	Name of the Post & Pay Scale	Mode of Recruitment & Promotion and the details of Educational Qualification/ Experience.
1.	<p>TRANSLATOR</p> <p>Pre-revised Pay Scale as per 5th CPC (Rs.5500-175-9000)</p> <p>Revised Pay Scale as per 6th CPC (Rs.9300-34800) (PB-2, GP-4200)</p>	<p>100% by Direct Recruitment</p> <p><u>ESSENTIAL</u></p> <p>1. Masters Degree with second class in Hindi or English with the other language as a main subject at the Degree level. OR Masters Degree with second class in any subject with Hindi and English as main subjects at the Degree level. OR Masters Degree with second class in any subject with Hindi or English Medium and other language as main subject at the Degree level.</p> <p>2. Experience of 3 years of Translation work in an organisation. OR Experience of terminological work of 3 years in an institution or independent translation work of equivalent nature.</p> <p>3. Relaxation of 5% shall be allowed for SC/ST candidates.</p> <p><u>DESIRABLE:</u></p> <p>i. A Certificate or Diploma in Translation. ii. Knowledge of regional language.</p>
2.	<p>SECTION OFFICER (Translation)</p> <p>Pre-revised Pay Scale as per 5th CPC (Rs.6500-200-10500)</p> <p>Revised Pay Scale as per 6th CPC (Rs.9300-34800) (PB-2, GP-4800)</p>	<p>75% by Promotion</p> <p>Translators who have rendered not less than 5 years of continuous service with minimum qualification of Bachelor's Degree.</p> <p>25% by Direct Recruitment</p> <p><u>ESSENTIAL</u></p> <p>1. Masters Degree with second class in Hindi or English with the other language as a main subject at the Degree level. OR Masters Degree with second class in any subject with Hindi and English as main subjects at the Degree level. OR Masters Degree with second class in any subject with Hindi or English Medium and other language as main subject at the Degree level.</p> <p>2. Experience of 3 years of Translation work in an organisation. OR Experience of terminological work of 3 years in an institution or independent translation work of equivalent nature.</p> <p>3. 5% of marks in Master Degree relaxable in case of SC/ST candidates</p> <p><u>DESIRABLE:</u></p> <p>i. A Certificate or Diploma in Translation. ii. Knowledge of regional language.</p>

<p>3.</p>	<p>ASSISTANT REGISTRAR (Translation)</p> <p>Pre-revised Pay Scale as per 5th CPC (Rs.8000-275-13500)</p> <p>Revised Pay Scale as per 6th CPC (Rs.15600-39100) (PB-3, GP-5400)</p> <p>On completion of 8 years service as Assistant Registrar shall be placed in the Sr. Scale, PB-3 with the Grade Pay of Rs.6600/-</p>	<p>66-2/3% by Promotion</p> <p>Section Officer (<i>Translation</i>) with 5 years of continuous service in the cadre.</p> <p>33-1/3% by Direct Recruitment (Through Interview only)</p> <p><u>ESSENTIAL</u></p> <ol style="list-style-type: none"> Masters Degree with 55% marks in Hindi or English with the other language as a main subject at the Degree level Or Masters Degrees with 55% marks in any subject with Hindi and English as main subjects at the Degree level Or Masters Degree with 55% marks in any subject with Hindi or English Medium and other language as main subject at the Degree level. 5% of marks in Master Degree relaxable in case of SC/ST candidates. 3 years Experience as Section Officer (<i>Translation</i>) in Govt./PSU/Autonomous Body. <p><u>DESIRABLE:</u></p> <ol style="list-style-type: none"> A certificate or Diploma in translation Knowledge of regional language
<p>4.</p>	<p>DEPUTY REGISTRAR (Translation)</p> <p>Pre-revised Pay Scale as per 5th CPC (Rs.12000-420-18300)</p> <p>(i) Revised Pay Scale as per 6th CPC (Rs.15600-39100) (PB-3, GP-7600)</p> <p>(ii) On completion of 5 years, PB-4 with the Grade Pay of Rs.8700/- admissible.</p>	<p>75% by Promotion</p> <p>Assistant Registrar (<i>Translation</i>) with 13 years of continuous service (8+5 years) 8 years of continuous service in PB-3 with GP of Rs.5400/- and 5 years of continuous service in PB-3 with GP of Rs.6600/-.</p> <p>25% by Direct Recruitment (Through Interview only)</p> <p><u>ESSENTIAL</u></p> <ol style="list-style-type: none"> Masters Degree with second class in Hindi or English with the other language as a main subject at the Degree level Or Masters Degrees with second class in any subject with Hindi and English as main subjects at the Degree level Or Masters Degree with second class in any subject with Hindi or English Medium and other language as main subject at the Degree level. 5% of marks in Master Degree relaxable in case of SC/ST candidates Experience of 5 years of continuous service in the GP of Rs.5400/- or 6600/- in the field of Translation. Or Experience of terminological work of 3 years in an institution or independent translation work of equivalent nature in the grade pay of Rs.5400/- or 6600/-. <p><u>DESIRABLE:</u></p> <ol style="list-style-type: none"> A certificate or Diploma in translation Knowledge of regional language

CADRE: SECURITY

S. No.	Name of the Post & Pay Scale	Mode of Recruitment & Promotion and the details of Educational Qualification/ Experience.
1.	<p>SECURITY SUPERVISOR</p> <p>Pre-revised Pay Scale as per 5th CPC (Rs.5500-175-9000)</p> <p>Revised Pay Scale as per 6th CPC (Rs.9300-34800) (PB-2, GP-4200)</p>	<p>100% by Direct Recruitment (Through Interview only)</p> <p>ESSENTIAL</p> <ol style="list-style-type: none"> Retired personnel from Military (Navy, Army, Air Force) and Para Military Services from the rank of JCO or equivalent. Graduate. Security Course from DGR for JCOs. <p>DESIRABLE:</p> <ol style="list-style-type: none"> Knowledge of local Police Act. Experience of handling/supervising private/similar security jobs. Valid driving license for LMV
2.	<p>ASSISTANT SECURITY OFFICER</p> <p>Pre-revised Pay Scale as per 5th CPC (Rs.6500-200-10500)</p> <p>Revised Pay Scale as per 6th CPC (Rs. 9300-34800) (PB-2, GP-4800)</p>	<p>75% by Promotion From amongst Security Supervisors with 5 years of experience in that grade.</p> <p>25% by Direct Recruitment (Through Interview only)</p> <p>ESSENTIAL</p> <ol style="list-style-type: none"> A Bachelor's degree from a recognized University. 3 years of experience as Security Supervisor in Govt./PSU/Autonomous Bodies.
3.	<p>SECURITY OFFICER*</p> <p>Pre-revised Pay Scale as per 5th CPC (Rs.8000-275-13500)</p> <p>Revised Pay Scale as per 6th CPC (Rs.15600-39100) (PB-3, GP-5400)</p>	<p>66-2/3% by Promotion From amongst Assistant Security Officers with 5 years of experience in that grade.</p> <p>33-1/3% Direct Recruitment (Through Interview only)</p> <p>ESSENTIAL</p> <ol style="list-style-type: none"> Master Degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC seven point scale. Should be a released Short Service Commissioned Officer or serving as such after having completed his initial period of assignment of 5 years of military service and whose case the Ministry of Defence issues certificate that he would be released within 3 months of selection and from the date of receipt of offer of appointment.

* Equivalent to Assistant Registrar (Group 'A'), hence the ratio is 66-2/3% : 33-1/3.

CADRE: LABORATORY PERSONNEL

S. No.	Name of the Post & Pay Scale	Mode of Recruitment & Promotion and the details of Educational Qualification/ Experience.
1.	<p>LAB ATTENDANT</p> <p>Pre-revised Pay Scale as per 5th CPC (Rs.3050-75-4590) Revised Pay Scale as per 6th CPC (Rs.5200-20200) (PB-1, GP-1900)</p>	<p>100% by Direct Recruitment</p> <p>ESSENTIAL 10+2 with Science subjects.</p> <p>DESIRABLE: Some lab experience.</p>
2.	<p>LAB ASSISTANT</p> <p>Pre-revised Pay Scale as per 5th CPC (Rs.4000-100-6000) Revised Pay Scale as per 6th CPC (Rs. 5200-20200) (PB-1, GP-2400)</p>	<p>75% by Promotion</p> <p>From amongst Lab. Attendants having 5 years of experience in that grade.</p> <p>25% by Direct Recruitment</p> <p>ESSENTIAL 1. 10+2 with Science subjects. 2. 3 years of experience as Lab. Attendant.</p>
3.	<p>TECHNICAL ASSISTANT (Lab)</p> <p>Pre-revised Pay Scale as per 5th CPC (Rs.4500-125-7000) Revised Pay Scale as per 6th CPC (Rs.5200-20200) (PB-1, GP-2800)</p>	<p>75% by Promotion</p> <p>6 years experience in the cadre of Laboratory Assistant with a Certificate/Diploma in Lab Techniques or Instrumentation from a recognised Institute.</p> <p>25% by Direct Recruitment</p> <p>ESSENTIAL B.Sc. Degree with two years experience in the concerned discipline laboratory.</p>
4.	<p>SENIOR TECHNICAL ASSISTANT</p> <p>Pre-revised Pay Scale as per 5th CPC (Rs.5500-175-9000) Revised Pay Scale as per 6th CPC (Rs.9300-34800) (PB-2, GP-4200)</p>	<p>75% by Promotion</p> <p>From amongst Technical Assistant having B. Sc. Degree with 5 years experience in that grade.</p> <p>25% by Direct Recruitment (Through Interview only)</p> <p>ESSENTIAL B.Sc. Degree with 3 years experience in the concerned discipline laboratory as Technical Assistant.</p>
5.	<p>JUNIOR LAB SUPERINTENDENT</p> <p>Revised Pay Scale as per 6th CPC (Rs.9300-34800) (PB-2, GP-4800)</p>	<p>75% by Promotion</p> <p>From amongst Sr. Technical Assistant having B. Sc. Degree with 5 years experience in that grade.</p> <p>25% by Direct Recruitment (Through Interview only)</p> <p>ESSENTIAL B.Sc. Degree with 3 years experience in the concerned discipline laboratory as Sr. Technical Assistant.</p>
6.	<p>SENIOR LAB SUPERINTENDENT *</p> <p>Revised Pay Scale as per 6th CPC (Rs.15600-39100) (PB-3, GP-5400)</p>	<p>66-2/3% by Promotion</p> <p>From amongst Jr. Lab. Superintendent having B.Sc. Degree with 5 years experience in the cadre of Jr. Lab. Superintendent.</p> <p>33-1/3% by Direct Recruitment (Through Interview only)</p> <p>ESSENTIAL B.Sc. Degree with 3 years experience in the concerned discipline laboratory as Jr. Lab Superintendent.</p>

* Equivalent to Assistant Registrar (Group 'A'), hence the ratio is 66-2/3% : 33-1/3.

CADRE: HORTICULTURE

S. No.	Name of the Post & Pay Scale	Mode of Recruitment & Promotion and the details of Educational Qualification/ Experience.
1.	MALI Pre-revised Pay Scale as per 5 th CPC (Rs.2550-55-2660-60-3200) Revised Pay Scale as per 6 th CPC (Rs.5200-20200) (PB-1S, GP-1800)	100% by Direct Recruitment (Through Interview only) ESSENTIAL 1. 10 th class pass. 2. Age relaxable in case of SC/ST/OBC/PWD candidates as per Govt. of India rules. 3. Elementary knowledge in gardening with agricultural background. Must be conversant with gardening operations.
2.	HEAD MALI Pre-revised Pay Scale as per 5 th CPC (Rs. 3050-75-4590) Revised Pay Scale as per 6 th CPC (Rs.5200-20200) (PB-1, GP-1900)	75% by Promotion From amongst Mali having Matriculation with 5 years experience in that grade. 25% by Direct Recruitment (Through Interview only) ESSENTIAL 1. 10 th class pass. 2. 3 years of experience as Mali/Gardener. 3. Elementary knowledge in gardening with agricultural background. Must be conversant with gardening operations.
3.	HORTICULTURE ASSISTANT Pre-revised Pay Scale as per 5 th CPC (Rs.4500-125-7000) Revised Pay Scale as per 6 th CPC (Rs.5200-20200) (PB-1, GP-2800)	75% by Promotion From amongst Head Malis having 5 years experience in that grade. 25% by Direct Recruitment (Through Interview only) ESSENTIAL 1. B. Sc. in Agriculture/Horticulture/Botany. 2. 3 years practical experience in Agriculture or Horticulture.
4.	HORTICULTURIST (To be re-designated as Horticulture Supervisor) Pre-revised Pay Scale as per 5 th CPC (Rs.6500-200-10500) Revised Pay Scale as per 6 th CPC (Rs. 9300-34800) (PB-2, GP-4800)	75% by Promotion From amongst Horticulture Assistant with 5 years of continuous service. 25% by Direct Recruitment (Through Interview only) ESSENTIAL 1. M. Sc. in Agriculture/Horticulture/Botany with 5 years experience in gardening in the GP of Rs.2800/- OR 2. B.Sc. Agriculture with at least 8 years experience as Horticulture Assistant.
5.	HORTICULTURIST * Pre-revised Pay Scale as per 5 th CPC (Rs.8000-275-13500) Revised Pay Scale as per 6 th CPC (Rs.15600-39100) (PB-3, GP-5400)	66-2/3% by Promotion From amongst Horticulture Supervisor with 5 years of continuous service with minimum qualification of B. Sc. in Agriculture/Horticulture/Botany. 33-1/3% by Direct Recruitment (Through Interview only) ESSENTIAL 1. M. Sc. in Agriculture/Horticulture/Botany 2. 5 years experience in Horticulture in the GP of Rs.4200/-
6.	CHIEF HORTICULTURIST Pre-revised Pay Scale as per 5 th CPC (Rs.12000-420-18300) Revised Pay Scale as per 6 th CPC (Rs.15600-39100) (PB-3, GP-7600) On completion of 5 years placement shall be made in PB-4 with Grade Pay of Rs.8700/-	75% by Departmental Promotion From amongst Horticulturist with 13 years of continuous service i.e. 8 years in the GP of Rs.5400/- and 5 years in the GP of Rs.6600/-. 25% by Direct Recruitment (Through Interview only) ESSENTIAL 1. M. Sc. in Agriculture/Horticulture/Botany. 2. 5 years of regular experience as Horticulturist in the GP of Rs.5400/- or Rs.6600/-.

* Equivalent to Assistant Registrar (Group 'A'), hence the ratio is 66-2/3% : 33-1/3.

Cadre: Public Relations

S. No.	Name of the Post & Pay Scale	Mode of Recruitment & Promotion and the details of Educational Qualification/ Experience.
1.	<p>Public Relations Officer (PRO)</p> <p>Pre-revised Pay Scale as per 5th CPC (Rs.12000-420-18300)</p> <p>Revised Pay Scale as per 6th CPC (Rs.15600-39100) (PB-3, GP-7600)</p> <p>On completion of 5 years placement shall be made in PB-4 with Grade Pay of Rs.8700/-.</p>	<p>100% by Direct Recruitment (Through Interview only)</p> <p><u>ESSENTIAL</u></p> <ol style="list-style-type: none"> 1. A post-Graduate degree from a recognized University with at least 55% marks or its equivalent grade, preferably in Journalism. 2. 8 years experience in Public Relations Works in the scale of pay not less than Rs.15600-39100 (PB-3, GP-5400) preferably in University or Institutions of Higher Education, Including relations with the press and electronic Media, Preparation publicity material etc. <p><u>DESIRABLE:</u></p> <p>Preference will be given to candidates with experience in distance education institutions.</p>

Cadre : Legal Section

S. No.	Name of the Post & Pay Scale	Mode of Recruitment & Promotion and the details of Educational Qualification/ Experience.
1.	<p>Sr. Assistant (Legal)# [to be re-designated as "Executive Assistant (Legal)"]</p> <p>Pre-revised Pay Scale as per 5th CPC (Rs.5500-175-9000)</p> <p>Revised Pay Scale as per 6th CPC (Rs.9300-34800) (PB-2, GP-4200)</p>	<p>100% by Direct Recruitment (Through Interview)</p> <p>ESSENTIAL</p> <ol style="list-style-type: none"> 1. Bachelor's Degree with at least 2nd class and LLB or its equivalent. 2. 2 years experience of noting/drafting, legal case work.
2.	<p>Section Officer (Legal)</p> <p>Pre-revised Pay Scale as per 5th CPC (Rs.6500-200-10500)</p> <p>Revised Pay Scale as per 6th CPC (Rs. 9300-34800) (PB-2, GP-4800)</p>	<p>75% by Promotion</p> <p>Executive Assistant (Legal) with 5 years of experience in that grade.</p> <p>25% by Direct Recruitment</p> <p>ESSENTIAL</p> <ol style="list-style-type: none"> 1. Bachelor's Degree with at least 2nd class and LLB or its equivalent. 2. 3 years experience of noting/drafting, legal case work.
3.	<p>Assistant Registrar (Legal)</p> <p>Pre-revised Pay Scale as per 5th CPC (Rs.8000-275-13500)</p> <p>Revised Pay Scale as per 6th CPC (Rs.15600-39100) (PB-3, GP-5400)</p>	<p>66-2/3% by Promotion</p> <p>From amongst Section Officer (Legal) with 5 years of continuous service in that grade.</p> <p>33-1/3% by Direct Recruitment (Through Interview only)</p> <p>ESSENTIAL</p> <ol style="list-style-type: none"> 1. Master's Degree with 55% marks in any subject; and LLB or its equivalent degree. 2. 5% of marks in Master Degree relaxable in case of SC/ST candidates. 3. 3 years experience as practicing lawyer or processing of legal matter.
4.	<p>Deputy Registrar (Legal)</p> <p>Pre-revised Pay Scale as per 5th CPC (Rs.12000-420-18300)</p> <p>(i) Revised Pay Scale as per 6th CPC (Rs.15600-39100) (PB-3, GP-7600)</p> <p>(ii) On completion of 5 years, PB-4 with the Grade Pay of Rs.8700/- admissible.</p>	<p>75% by Promotion</p> <p>From amongst the Assistant Registrars (Legal) with 13 years continuous service in that grade (8 years in GP-5400 & 5 years in GP-6600).</p> <p>25% by Direct Recruitment (Through Interview only)</p> <p>ESSENTIAL</p> <ol style="list-style-type: none"> 1. Master's Degree with 55% marks in any subject; and LLB or its equivalent degree. 2. 5% of marks in Master Degree relaxable in case of SC/ST candidates. 3. 5 years experience as practicing lawyer or processing of legal matter in the Civil/High Court.

Being feeder cadre hence 100% Direct Recruitment.

CADRE: EMPC (GRAPHIC & SET DESIGN UNIT)

S. No.	Name of the Post & Pay Scale	Mode of Recruitment & Promotion and the details of Educational Qualification/ Experience.
1.	<p>Carpenter</p> <p>Pre-revised Pay Scale as per 5th CPC (Rs.4000-6000)</p> <p>Revised Pay Scale as per 6th CPC (Rs. 5200-20200) (PB-1, GP-2400)</p>	<p>100% by Direct Recruitment</p> <p>ESSENTIAL</p> <ol style="list-style-type: none"> 12th Pass. Certificate in Carpentry/Wood Craft from a recognised institution. . Experience as carpenter preferably in a TV/Film Studio.
2.	<p>Floor Assistant</p> <p>Pre-revised Pay Scale as per 5th CPC (Rs.5000-8000)</p> <p>Revised Pay Scale as per 6th CPC (Rs. 9300-34800) (PB-2, GP-4200)</p>	<p>100% by Direct Recruitment</p> <p>ESSENTIAL</p> <ol style="list-style-type: none"> 12th Pass. Diploma/Degree in Dramatics and equivalent qualifications, preferably with the Specialisation in stage craft/ TV production 2 years experience of working in a TV Studio <p>OR</p> <ol style="list-style-type: none"> Matriculation or its equivalent. 6 years experience in floor management of TV/film/stage production
3.	<p>Make-Up Artist</p> <p>Pre-revised Pay Scale as per 5th CPC (Rs.5000-8000)</p> <p>Revised Pay Scale as per 6th CPC (Rs. 9300-34800) (PB-2, GP-4200)</p>	<p>100% by Direct Recruitment</p> <p>ESSENTIAL</p> <ol style="list-style-type: none"> 12th Pass. Diploma or certificate from a recognised institution with Specialisation in make up. 3 years practical experience in make up for Television/Film/Stage.
4.	<p>Set Designer</p> <p>Pre-revised Pay Scale as per 5th CPC (Rs.6500-10500)</p> <p>Revised Pay Scale as per 6th CPC (Rs. 9300-34800) (PB-2, GP-4800)</p>	<p>75% by Promotion</p> <p>Floor Assistant with 5 years of continuous service in the grade.</p> <p>25% by Direct Recruitment</p> <p>ESSENTIAL</p> <ol style="list-style-type: none"> A Bachelor's Degree from a recognised University. A Diploma in Stage Craft from a recognised institution. Three years experience in set design for Television/Film/Stage.
5.	<p>Jr. Graphic Artist</p> <p>Pre-revised Pay Scale as per 5th CPC (Rs.5500-9000)</p> <p>Revised Pay Scale as per 6th CPC (Rs.9300-34800) (PB-2, GP-4200)</p>	<p>100% by Direct Recruitment</p> <p>ESSENTIAL</p> <ol style="list-style-type: none"> A Bachelor's Degree/Diploma in Fine Arts/Commercial Arts/Graphic Design/Animation from a recognised University. Three years experience in Production of Graphic for television film advertising agency <p>DESIRABLE</p> <p>A Bachelor's degree of recognised University.</p>

6.	<p>Graphic Artist *</p> <p>Pre-revised Pay Scale as per 5th CPC (Rs.8000-13500)</p> <p>Revised Pay Scale as per 6th CPC (Rs.15600-39100) (PB-3, GP-5400)</p> <p>On completion of 8 years placement in the Sr. Scale shall be made in PB-3 with Grade Pay of Rs.6600/-</p>	<p>66-2/3% by Promotion</p> <p>Jr. Graphic Artist with 5 years continuous service in the grade.</p> <p>33-1/3% by Direct Recruitment</p> <p>ESSENTIAL</p> <ol style="list-style-type: none"> 1. Degree in Fine Arts/Commercial Arts or equivalent . 2. At least 5 years experience in the field of graphics, preferably in a broadcasting/educational media organisation <p>DESIRABLE</p> <ol style="list-style-type: none"> i. Experience of working on computer graphics and animation systems. ii. Familiarity with computer operations.
7.	<p>Dy. Director (Graphic)</p> <p>Pre-revised Pay Scale as per 5th CPC (Rs.12000-420-18300)</p> <p>(i) Revised Pay Scale as per 6th CPC (Rs.15600-39100) (PB-3, GP-7600)</p> <p>(ii) On completion of 5 years, PB-4 with the Grade Pay of Rs.8700/- admissible.</p>	<p>75% by Promotion</p> <p>Graphic Artist with 8 + 5 years continuous service in the grade i.e. 8 years in GP of Rs.5400/- and 5 years in GP of Rs.6600/-.</p> <p>25% by Direct Recruitment</p> <p>ESSENTIAL</p> <ol style="list-style-type: none"> 1. Post graduate Degree/Diploma in fine arts/Stage Craft/Commercial arts or equivalent with 55% marks. 2. At least 8 years experience in the design & execution of graphics (including computer graphics) set design in broadcasting/educational media organisation, out of which at least 5 years to be in a supervisory capacity. <p>DESIRABLE</p> <ol style="list-style-type: none"> i. Familiarity with computer operations. ii. Knowledge of Television production and equipment systems.
8.	<p>Jt. Director (Graphic)</p> <p>Pre-revised Pay Scale as per 5th CPC (Rs.16400-20900)</p> <p>Revised Pay Scale as per 6th CPC (Rs.37400-67000) (PB-4, GP-8900)</p>	<p>75% by Promotion</p> <p>From amongst Dy. Director (Graphic) who have completed 5 years of continuous service in the GP of Rs.7600/- in that grade.</p> <p>25% by Direct Recruitment (Through Interview only)</p> <p>ESSENTIAL</p> <ol style="list-style-type: none"> 1. Post graduate Degree/Diploma in fine arts/Stage Craft / Commercial arts or equivalent with 55% marks. 2. At least 8 years experience in the design & execution of graphics (including computer graphics) set design in broadcasting/educational media organisation, out of which at least 5 years to be in a supervisory capacity. <p>DESIRABLE</p> <ol style="list-style-type: none"> i. Familiarity with computer operations. ii. Knowledge of Television production and equipment systems.

* Equivalent to Assistant Registrar (Group 'A'), hence the ratio is 66-2/3% : 33-1/3.

CADRE: EMPC (Engineering)

S. No.	Name of the Post & Pay Scale	Mode of Recruitment & Promotion and the details of Educational Qualification/ Experience.
1.	<p>Helper-cum-Dollyman</p> <p>Pre-revised Pay Scale as per 5th CPC (Rs. 2550-3200)</p> <p>Revised Pay Scale as per 6th CPC (Rs.5200-20200) (PB-1, GP-1800)</p>	<p>100% by Direct Recruitment</p> <p>ESSENTIAL</p> <ol style="list-style-type: none"> 10th Pass or ITI equivalent. General physical fitness for carrying equipments etc.
2.	<p>Technician</p> <p>Pre-revised Pay Scale as per 5th CPC (Rs.4500-7000)</p> <p>Revised Pay Scale as per 6th CPC (Rs. 5200-20200) (PB-1, GP-2800)</p>	<p>75% by Promotion</p> <p>Amongst Helper-cum-Dollyman with 5 years experience in that grade having 10+2 qualification with ITI Certification in Electronic/Radio and TV Servicing from recognized institution.</p> <p>25% by Direct Recruitment</p> <p>ESSENTIAL</p> <ol style="list-style-type: none"> Diploma in Electronics/Telecommunication Engg. or its equivalent. <p style="text-align: center;">OR</p> <ol style="list-style-type: none"> ITI Certificate in Electronic/Radio and TV servicing from the recognized institution. Two years experience in the relevant field. <p>DESIRABLE: Experience in a broadcasting/education media organization.</p>
3.	<p>Technical Assistant</p> <p>Pre-revised Pay Scale as per 5th CPC (Rs.5500-175-9000)</p> <p>Revised Pay Scale as per 6th CPC (Rs.9300-34800) (PB-2, GP-4200)</p>	<p>75% by Promotion</p> <p>Amongst Technician with 5 years experience in that grade.</p> <p>25% by Direct Recruitment</p> <p>ESSENTIAL</p> <ol style="list-style-type: none"> Diploma in Electronic/Radio and TV servicing from the recognized institution. At least five years experience in the technician capacity.
4.	<p>Sr. Technical Assistant</p> <p>Pre-revised Pay Scale as per 5th CPC (Rs.6500-200-10500)</p> <p>Revised Pay Scale as per 6th CPC (Rs. 9300-34800) (PB-2, GP-4800)</p>	<p>75% by Promotion</p> <ol style="list-style-type: none"> Diploma in Electronics/Sound from a recognized institution. At least 8 years experience in the various engineering capacity, out of which five years should be in the Technical Assistant Position. <p>25% by Direct Recruitment</p> <p>ESSENTIAL</p> <ol style="list-style-type: none"> Degree in Electronics and Telecommunications Engineering or its equivalent. Two years experience of maintenance of TV/Sound equipment or in Audio/Video recording. <p style="text-align: center;">OR</p> <ol style="list-style-type: none"> Diploma in Electrical/Electronics/Sound from a recognized institution. At least 5 years experience in maintenance of TV/Sound equipment or Audio/Video recording preferably in a broadcasting/Educational media organization. <p>DESIRABLE: Good knowledge in broadcasting systems in India and abroad.</p>
5.	<p>Assistant Engineer*</p> <p>Pre-revised Pay Scale as per 5th CPC (Rs.8000-13500)</p> <p>Revised Pay Scale as per 6th CPC (Rs. 15600-39100) (PB-3, GP-5400)</p>	<p>66-2/3% by Promotion :</p> <ol style="list-style-type: none"> Graduate in Electronics and Telecommunications Engineering (B.E/B.Tech/Grad. IETE/AMIE) or its equivalent At least 10 years professional experience in the various engineering capacity out of which at least five years experience in Sr. Technical Assistant Position. <p>33-1/3% by Direct Recruitment</p> <p>ESSENTIAL</p> <ol style="list-style-type: none"> Graduate in Electronics and Telecommunications Engineering (B.E/B.Tech/Grad. IETE/AMIE) or its equivalent At least 8 years professional experience in installation/technical operations/maintenance of Radio and TV production equipment and facilities <p>DESIRABLE: Good knowledge in broadcasting systems in India and abroad.</p>

<p>6.</p>	<p>Maintenance Engineer Pre-revised Pay Scale as per 5th CPC (Rs.12000-420-18300)</p> <p>(i) Revised Pay Scale as per 6th CPC (Rs.15600-39100) (PB-3, GP-7600)</p> <p>(ii) On completion of 5 years, PB-4 with the Grade Pay of Rs.8700/- admissible.</p>	<p>75% by Promotion</p> <ol style="list-style-type: none"> Degree in Electronics and Telecommunications Engineering (B.E/B.Tech/Grad. IETE/AMIE) or its equivalent At least 13 years professional experience in the various engineering capacity out of which at least five years experience in an A.E. (Senior Scale) position. <p>25% by Direct Recruitment</p> <p>ESSENTIAL Degree in Electronics and Telecommunications Engineering (B.E/B.Tech/Grad. IETE/AMIE) or its equivalent</p> <p>At least 10 years professional experience in installation/technical operations/maintenance of Radio and TV production equipment and facilities preferably in a broadcasting/educational media organization, out of which at least five years to in a senior capacity.</p> <p style="text-align: center;">OR</p> <p>M.E./M. Tech in Electronic and Telecommunications Engineering or its equivalent.</p> <p>At least 8 years professional experience in installation/technical operations/maintenance of Radio and TV production equipment and facilities preferably in a broadcasting/educational media organization, out of which at least five years to in a senior capacity.</p> <p>DESIRABLE: Good knowledge in Television systems in India and abroad and familiarity with television standards of different countries.</p>
<p>7.</p>	<p>Engineer-in-charge Pre-revised Pay Scale as per 5th CPC (Rs.12000-420-18300)</p> <p>(i) Revised Pay Scale as per 6th CPC (Rs.15600-39100) (PB-3, GP-7600)</p> <p>(ii) On completion of 5 years, PB-4 with the Grade Pay of Rs.8700/- admissible.</p>	<p>75% by Promotion</p> <ol style="list-style-type: none"> Degree in Electronics and Telecommunications Engineering (B.E/B.Tech/Grad. IETE/AMIE) or its equivalent At least 13 years professional experience in the various engineering capacity out of which at least five years experience in an A.E-. (Senior Scale) position. <p>25% by Direct Recruitment</p> <p>ESSENTIAL Degree in Electronics and Telecommunications Engineering (B.E/B.Tech/Grad. IETE/AMIE) or its equivalent</p> <p>At least 10 years professional experience in Radio and T.V. Production & Broadcast equipment in a broadcasting/educational media organization, out of which at least five years to in a senior capacity.</p> <p style="text-align: center;">OR</p> <p>M.E./M.Tech in Electronic and Telecommunications Engineering or its equivalent.</p> <p>At least 8 years professional experience in Radio and T.V. Production & Broadcast equipment in a broadcasting/educational media organization, out of which at least five years to in a senior capacity.</p> <p>DESIRABLE: Good knowledge in Radio/Television systems in India and abroad and familiarity with television standards of different countries.</p>
<p>8.</p>	<p>Joint Director (Engineering) Pre-revised Pay Scale as per 5th CPC (Rs.16400-20900)</p> <p>Revised Pay Scale as per 6th CPC (Rs. 37400-67000) (PB-4, GP-8900)</p>	<p>75% by Promotion</p> <p>Degree in Electronics and Telecommunications Engineering (B.E/B.Tech/Grad. IETE/AMIE) or its equivalent</p> <p>At least 18 years professional experience in the various engineering capacity out of which at least five years experience in an E-in-C/M.E. Level.</p> <p>25% by Direct Recruitment</p> <p>ESSENTIAL Degree in Electronics and Telecommunications Engineering (B.E/B.Tech/Grad. IETE/AMIE) or its equivalent</p> <p>At least 12 years professional experience in Radio and T.V. Production & Broadcast equipment in a broadcasting/educational media organization, out of which at least five years to in a senior capacity.</p> <p style="text-align: center;">OR</p> <p>M.E./M.Tech in Electronic and Telecommunications Engineering or its equivalent.</p> <p>At least 10 years professional experience in Radio and T.V. Production & Broadcast equipment in a broadcasting/educational media organization, out of which at least five years to in a senior capacity (equivalent to E-in-C/M.E. Level Position).</p> <p>DESIRABLE: Good knowledge in Radio/Television systems in India and abroad and familiarity with television standards of different countries.</p>

* Equivalent to Assistant Registrar (Group 'A'), hence the ratio is 66-2/3% : 33-1/3.

CADRE: EMPC (Production Unit)

S. No.	Name of the Post & Pay Scale	Mode of Recruitment & Promotion and the details of Educational Qualification/ Experience.
1.	<p>Production Assistant</p> <p>Pre-revised Pay Scale as per 5th CPC (Rs.5500-175-9000)</p> <p>Revised Pay Scale as per 6th CPC (Rs.9300-34800) (PB-2, GP-4200)</p>	<p>100% by Direct Recruitment</p> <p><u>ESSENTIAL</u></p> <ol style="list-style-type: none"> 1. A Bachelor's degree of recognised University or Diploma in TV/Film/Stage from a recognised institute. 2. Proficiency in English. 3. Two years experience in Radio/TV/Films. <p><u>DESIRABLE:</u></p> <ol style="list-style-type: none"> i. Practical experience in production of educational Radio/TV Pogrammes. ii. Knowledge of Hindi.
2.	<p>Electronic Media Officer *</p> <p>Pay Scale (Rs.15600-39100) (PB-3, GP-5400)</p> <p>On completion of 8 years placement in the Sr. Scale shall be made in PB-3 with Grade Pay of Rs.6600/-</p>	<p>66-2/3% by Promotion</p> <p>From amongst Production Assistants having 8 years of continuous service in their grade with Master's Degree based on interview and Annual Performance Assessment Report for 8 years.</p> <p>33-1/3% by Direct Recruitment</p> <p><u>ESSENTIAL</u></p> <ol style="list-style-type: none"> 1. A Master Degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC seven point scale along with a good academic record. 2. 5% of marks in Master Degree relaxable in case of SC/ST candidates. 3. 3 years of experience as Production Assistant or its equivalent grade in Media, Doordarshan etc.

* Equivalent to Assistant Registrar (Group 'A'), hence the ratio is 66-2/3% : 33-1/3.

CADRE: EMPC (Camera Unit)

S. No.	Name of the Post & Pay Scale	Mode of Recruitment & Promotion and the details of Educational Qualification/ Experience.
1.	<p>Camera Person</p> <p>Pre-revised Pay Scale as per 5th CPC (Rs.8000-13500)</p> <p>Revised Pay Scale as per 6th CPC (Rs. 15600-39100) (PB-3, GP-5400/-)</p> <p>On completion of 8 years placement in the Sr. Scale shall be made in PB-3 with Grade Pay of Rs.6600/-</p>	<p>100% by Direct Recruitment (Feeder Cadre)</p> <p><u>ESSENTIAL</u></p> <ol style="list-style-type: none"> 1. A Bachelor's degree in any discipline. 2. Diploma in Cinematography from FTII, Film and Television Institute, Pune or Tamil Nadu or equivalent. 3. At least 5 years experience with film/video camera out of which at least 3 years will be as a Cameraman in a broadcasting/educational media organisation. <p><u>DESIRABLE:</u></p> <p>Good knowledge of television systems in India and abroad.</p>
	<p>Video Executive</p> <p>Pre-revised Pay Scale as per 5th CPC (Rs.12000-420-18300)</p> <p>(i) Revised Pay Scale as per 6th CPC (Rs.15600-39100) (PB-3, GP-7600)</p> <p>(ii) On completion of 5 years, PB-4 with the Grade Pay of Rs.8700/- admissible.</p>	<p>75% by Promotion</p> <p>From amongst the Camera Person with 13 years continuous service in that grade (8 years in GP-5400 & 5 years in GP-6600).</p> <p>25% by Direct Recruitment (Through Interview only)</p> <p><u>ESSENTIAL</u></p> <ol style="list-style-type: none"> 1. Master Degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC seven point scale. 2. 5% of marks in Master Degree relaxable in case of SC/ST candidates. 3. 5 years of experience as Camera Person or its equivalent carrying PB-3 with GP -5400/- .

CADRE: Media Research and Evaluation

<i>S. No.</i>	<i>Name of the Post & Pay Scale</i>	<i>Mode of Recruitment & Promotion and the details of Educational Qualification/ Experience.</i>
1.	<p>Research Assistant</p> <p>Pre-revised Pay Scale as per 5th CPC (Rs.5500-175-9000)</p> <p>Revised Pay Scale as per 6th CPC (Rs.9300-34800) (PB-2, GP-4200)</p>	<p>100% by Direct Recruitment (Feeder Cadre)</p> <p><u>ESSENTIAL</u> Master's Degree from a recognized University preferably in Mass Communication / Transmission Technology / Distance Education / Journalism.</p> <p><u>DESIRABLE:</u> 3 years experience in the filed of formative/summative process/feed back research.</p>

CADRE: Audio/Video Library (EMPC)

<i>S. No.</i>	<i>Name of the Post & Pay Scale</i>	<i>Mode of Recruitment & Promotion and the details of Educational Qualification/ Experience.</i>
1.	<p>Professional Assistant (A/V Library)</p> <p>Pre-revised Pay Scale as per 5th CPC (Rs.5500-175-9000)</p> <p>Revised Pay Scale as per 6th CPC (Rs.9300-34800) (PB-2, GP-4200)</p>	<p>75% by Promotion</p> <p>Having 5 years of continuous service as a Semi Professional Assistant.</p> <p>25% by Direct Recruitment (Through Interview only)</p> <p><u>ESSENTIAL</u> M.A./M.Sc/M.Com with a Degree in Library Science of a recognised University with 2 years Library experience with computer knowledge. OR B.A./B.Sc/B.Com. with a Degree in Library Science of a recognised University and 4 years experience in a Library with computer knowledge.</p>

CADRE: Liaison (VC's Secretariat)

S. No.	Name of the Post & Pay Scale	Mode of Recruitment & Promotion and the details of Educational Qualification/ Experience.
1.	Liaison Officer Pre-revised Pay Scale as per 5 th CPC (Rs.8000-275-13500) Revised Pay Scale as per 6 th CPC (Rs.15600-39100) (PB-3, GP-5400)	The post will be filled up on deputation/contract basis. <u>ESSENTIAL</u> 1. A post-Graduate degree from a recognized University with at least 55% marks or its equivalent grade, preferably in Journalism. 2. 3 years experience in Public Relations and Journalism.

Composition of Selection Committee for Administrative/Secretarial/Technical/Professional & Engineering posts.

I. For posts carrying the Pay Band: 4 - ` 37400-67000 with Grade Pay of ` 10000/- (Non-Statutory Position)

1. Vice-Chancellor – Chairman
2. A Pro-Vice-Chancellor to be nominated by the Vice-Chancellor.
3. One expert not in the service of the University to be nominated by the Vice-Chancellor.
4. One member of the Board of Management, not being in the service of the University to be nominated by the Vice-Chancellor.
5. SC/ST representative in the Grade Pay of not below than ` 10000/- .

Minority representative (Woman/OBC/PWD) – As per Govt. of India Rules.

(Note: Quorum 4 (3 & 4 must)

II. For posts carrying the Pay Band: 4 - ` 37400-67000 with Grade Pay of ` 8900/-.

1. Vice-Chancellor – Chairman
2. A Pro-Vice-Chancellor to be nominated by the Vice-Chancellor.
3. One expert not in the service of the University to be nominated by the Vice-Chancellor.
4. One member of the Board of Management, not being in the service of the University to be nominated by the Vice-Chancellor.
5. SC/ST representative in the Grade Pay of not below than ` 8900/- .

Minority representative (Woman/OBC/PWD) – As per Govt. of India Rules.

(Note: Quorum 4 (3 & 4 must)

III. For posts carrying the Pay Band: 3 - ` 15600-39100 with Grade Pay of ` 7600, ` 6600 & ` 5400/-

1. Vice-Chancellor – Chairman
2. The Pro-Vice-Chancellor nominated by the Vice-Chancellor.
3. Director/Registrar of the concerned Division/Unit to be nominated by the Vice-Chancellor.
4. One expert not in the service of the University to be nominated by the Vice-Chancellor.
5. One member of the Board of Management, not being in the service of the University to be nominated by the Vice-Chancellor.
6. SC/ST representative in the Grade Pay of not below than ` 8700/- .

Minority representative (woman/OBC/PWD) - As per Govt. of India Rules.

(Note: Quorum 4 (3 & 4 must)

IV. For posts carrying the Pay Band: 2 - ` 9300-34800 with Grade Pay ` 4800/-

1. Pro-Vice-Chancellor/Registrar in charge of Administration Division – Chairman.
2. Director/Registrar of concerned Division/Unit.
3. & 4. Two experts not in the service of the University to be nominated by the Vice-Chancellor.
5. SC/ST representative to be nominated by the Vice-Chancellor.

Minority Representative (Woman/OBC/PWD) – As per Govt. of India Rules.

(Note: Quorum 4 (3 or 4 must)

V. For posts carrying the Pay Band: ` 9300-34800 with Grade Pay ` 4200/-

1. Registrar (Admn.) – Chairman.
2. Director/Registrar of the concerned Division/Unit.
3. One expert not in the service of the University to be nominated by the Vice-Chancellor.
4. One Joint Registrar/ Joint Director of the University to be nominated by the Vice-Chancellor.
5. SC/ST representative to be nominated by the Vice-Chancellor.

Minority Representative (Woman/OBC/PWD) – As per Govt. of India Rules.

(Note: Quorum 4 (3 must)

Composition of Departmental Promotion Committee in respect of Administrative/ Secretarial/Technical/Professional & Engineering posts.

I. For posts carrying the Pay Band: 3 - ` 15600-39100 with Grade Pay ` 5400/- and above

1. Vice-Chancellor – Chairman
2. A Pro-Vice-Chancellor to be nominated by the Vice-Chancellor.
3. Director/Registrar of the concerned Division/Unit.
4. One member of the Board of Management, not in the service of the University, to be nominated by the Vice-Chancellor.
5. An Officer belonging to SC/ST to be nominated by the Vice-Chancellor.
6. Registrar (Administration).

(Note: Quorum shall be four which shall include 3 & 4 above)

II. For posts carrying the Pay Band: 2 - ` 9300-34800 with Grade Pay ` 4800, ` 4600 & ` 4200 /-

1. Pro-Vice-Chancellor/Registrar in charge of Administration Division – Chairman.
2. Director/Registrar of the concerned Division/Unit.
3. A Director of School to be nominated by the Vice-Chancellor.
4. An Officer belonging to SC/ST to be nominated by the Vice-Chancellor.
5. Registrar (Administration).

(Note: Quorum 4)

III. For posts carrying the Pay Band: 1 - ` 5200-20200 with Grade Pay ` 1800 and above.

1. Registrar (Administration) – Chairman.
2. Two Joint Registrar(s)/Deputy Registrar(s) to be nominated by Vice-Chancellor.
3. An Officer belonging to SC/ST to be nominated by the Vice-Chancellor.

(Note: Quorum 3)
