



**TATA INSTITUTE OF SOCIAL SCIENCES**  
**POST BOX NO. 8313, DEONAR, MUMBAI 400 088**

**CADRE RECRUITMENT**  
**RULES (CRRs) :2021**

**TATA INSTITUTE OF SOCIAL SCIENCES (TISS)**  
**CADRE RECRUITMENT RULES (CRRs) NON-TEACHING (INCLUDING**  
**LIBRARY) POSTS, 2021**

The Governing Board (GB) of the “**Tata Institute of Social Sciences**” in exercise of the powers conferred by its Memorandum of Association (MoA) and Bye-Laws hereby revise following rules for regulating the method of recruitment to the Non-Teaching (including Library) posts in the Institute.

**1. Short Title and Commencement:**

- (i) These Rules shall be called “**Tata Institute of Social Sciences (TISS) Cadre Recruitment Rules (CRRs) Non-Teaching (Including Library) Posts 2021**”.
- (ii) These Recruitment Rules shall come into force with effect from the date of notification by the Institute.

**2. Definitions:** In these Rules, unless the context otherwise requires:

- (a) ‘Act’ as amended from time to time.
- (b) ‘Appointing Authority’ in relation to any post in the Institute means the authority competent to make appointment to that post under the CRR’s/Regulations of the Institute as amended from time to time.
- (c) ‘Cadre’ means the strength of service or a part of service sanctioned as a separate unit.
- (d) ‘Departmental Candidate’ means the employee working on regular basis in the TISS against a substantive post in the Institute but does not include an employee working on ad-hoc, daily wages, contract, or temporary basis.
- (e) ‘Direct Recruitment’ means the recruitment made other than by promotion, deputation or absorption.
- (f) ‘Government’ means the Government of India (GoI).
- (g) ‘Non-Teaching Employee’ means an employees of the Institute including Non-Vacation Academic Staff, other than teachers of the Institute and such other employees as defined otherwise.
- (h) ‘Regular Service’ means service rendered by an employee in the cadre on regular basis and shall not include the service on contract/daily wages/temporary/ad-hoc basis.
- (i) ‘Schedule’ means the Schedule appended to these Recruitment Rules.
- (j) ‘Selection Committee’ means a composition of members of Selection Committee including Departmental Promotion Committee (DPC) and Departmental Confirmation Committee as specified in UGC Regulations or the CRRs of the Institute.
- (k) ‘Regulations’ shall mean, the ‘Regulations’ of the Institute pursuant to “UGC

Regulations”, for the time being in force and as amended from time to time.

- (l) 'Institute' means “Tata Institute of Social Sciences (TISS)”
- (m) 'Age' means the age limit as specified in the Schedules.
- (n) 'Notified date' means the date specified in the Notification.
- (o) 'UGC' means the University Grants Commission established under the UGC Act, 1956.
- (p) 'SC' means Scheduled Caste, 'ST' means Scheduled Tribe, 'OBC' means Other Backward Class (NC), 'PwD' means Persons with Disability, 'EWS' means Economically Backward Section.
- (q) 'On Probation' with relation to person means a person appointed to any post on probation as specified in these rules.
- (r) 'Substantive Appointment' means appointment made under the provisions of these Recruitment Rules after due selection process, which includes appointment made on probation followed by confirmation on successful completion of the period of probation.
- (s) 'Service or Experience' wherever prescribed under these rules means a condition for promotion/appointment from one post to another shall include the period for which the person has continuously worked on such lower post after regular appointment in accordance with these Rules.
- (t) “Competent Authority’ means the authority competent to exercise different powers and functions under these Rules.
- (u) All other words and expressions, used herein, but not defined in these Rules, unless the context otherwise requires, shall have the same meaning as they have been assigned in the Regulations made thereunder, or in the rules framed by the Government of India.

3. **Extent of Application:**

- (a) These Rules shall apply to appointments on permanent/tenure basis by the Institute as the case may be.
- (b) The manner of appointment, conditions of service and admissible emoluments etc of the non-teaching employees, who were appointed under the pre-amended Recruitment Rules, shall be deemed to have been covered under these Rules.
- (c) Instructions issued by the GoI /UGC regarding the appointment, conditions of service and admissible emoluments etc of the non-teaching employees from time to time shall be incorporated in these Rules after due approval of the GB.

4. **Classification of posts shall be as under :**

- (a) Group 'A' – (Pay Level 10 and above).
- (b) Group 'B' – (Pay Level 6 to 9).
- (c) Group 'C' – (Pay Level 1 to 5).

5. **Schedule :**

The number of posts, their classification, scale of pay, details of qualifications, experience, method of recruitment, age limit etc., for various posts and any other information relevant to these posts are specified in these rules.

6. **Appointing Authority :**

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

Appointing Authority Posts

A. GB for Permanent appointment to all Group 'A' posts

B. Vice Chancellor/Director for

- (i) Permanent appointment to all Group 'B' and 'C' posts and
- (ii) All Temporary appointments

7. **Method of Recruitment :** The Recruitment to various posts shall be made by the Appointing Authority by adopting following methods:

- (a) Direct Recruitment.
- (b) Promotion.
- (c) Deputation with or without the provision for absorption.
- (d) Tenure appointments, as per the Institute Regulations/Guidelines/MoE instructions.

Note: Notwithstanding the above, the Vice Chancellor / Director may engage retired employees/ make temporary appointments for a short period (not more than one year in one go) against any existing vacancy depending upon the exigency of the situation after assessment of the suitability and observance of due procedures to be decided by the GB.

8. **Authorised sanctioned strength of posts under various cadres:**

(i) The authorized sanctioned strength of the posts under each of the cadres on the date of notification shall be as specified in these rules.

(ii) After notification of these rules, the authorized sanctioned strength of post under various cadres shall be such as may be from time to time determined by the UGC, and notified accordingly, after due approval of the GB of the Institute.

9. **Future Maintenance of the Cadre/ Posts:**

(i) All the appointments made through the methods of recruitment, mentioned in rule 7 above, in the Institute after notification of these rules, shall be made only in accordance with the provision of these rules. The GB may add/delete such other posts and/or Cadre as approved with the prior approval of UGC after notification of these rules.

(ii) The seniority of the employees borne in each cadre/posts specified in these rules shall be maintained by the Registrar of the Institute and/or other officer authorized for the purpose by the Competent Authority. Notwithstanding anything contained herein, any class or category of posts and incumbents thereof may be placed in any of the offices or establishments, as the case may be, by general or specific order(s) of the Vice Chancellor / Director or Registrar.

10. **Initial Constitution :**

(1) The employees holding the posts on regular basis in accordance with the prevailing rules i.e. prior to the commencement of these rules shall be deemed to have been appointed in accordance with the provisions of these rules.

(2) The regular continuous service of personnel mentioned under sub-rule (1) prior to the initial constitution shall count for the purpose of probation period, qualifying service for promotion, confirmation and new pension scheme in the service.

11. **Procedures for issue of advertisement and inviting applications:**

I. Issue of Advertisement: The vacant posts of permanent nature, posts approved under specific schemes, the posts of temporary nature likely to continue, tenure/deputation posts etc shall be advertised at an appropriate time, giving at least one insertion in the national dailies one insertion in the Employment News and the Institute website. The candidates may obtain the prescribed application forms along with the details of qualifications, experience and other requirements from the Institute website and submit Online applications duly completed in all respects along with the prescribed application fees, if any, within the stipulated time.

Note:

(a) In order to economize on publication of advertisement, only bare essential details (Name of the Post, No. of vacancies, Open/Reserved/Deputation, Location, Level of Pay, closing date of the application etc) of the recruitment shall be indicated in the advertisement. The closing date may be extended at the discretion of the Vice Chancellor / Director depending on the exigency of the situation, by notifying on the website only, for which the interested candidates have to be in constant touch.

(b) Applications for engagement of retired employees and/or for short term contractual engagement may be invited through any other mode, such as the circular, notification on the Institute web site, Notice Boards of the Institute and may be done through at least one insertion in the local Newspaper.

(c) In addition to the provisions mentioned at Para 11 (I) above, the Institute at its discretion, may request the Employment Exchange to sponsor candidates for posts as per the prescribed educational qualifications, experience etc.

## II. Time Limit for Recruitment Process:

The Institute may ensure that the entire recruitment process, starting from advertisement, conducting written examination or holding of interview, as applicable may be completed within six months. (Ref: DoPT O.M.No.Misc.14017/15/2015-Estt.(RR) dated 11.01.2016 duly forwarded by UGC vide letter No.F.74-1/2017 (CU) dated 16th October, 2017). Provided that, if in the opinion of the Vice Chancellor / Director, the circumstances so warrant, he/she may extend the time limit for the recruitment process by a maximum period of six months.

## III. Application Form

(a) Applications for all the posts shall be entertained only in the prescribed format along with the prescribed fee, payable in favour of the "Tata Institute of Social Sciences" through Bank Draft or Online payment.

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

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

(d) The application should be addressed to "The Registrar, Tata Institute of Social Sciences" in a closed cover super-scribing "Application for the post of .....".

(e) Holding of Written/Skill Tests: While filling up the posts under direct recruitment, the

Institute shall hold the written and Skill tests for all Group "B" , and "C" Non-Teaching posts. The written tests may comprise Reasoning Ability, Simple Arithmetic, General Knowledge, Domain Knowledge of the Establishment, Accounts, Examinations, Language proficiency in English and Hindi etc, wherever applicable, noting and drafting etc, and/or skill tests, or any other type of test depending upon the job requirements (such as posts under administrative, Infrastructure and services, Information and Communication Technology, Library services etc) to be decided by the Institute.

The Institute may conduct written tests at two stages

(i) A qualifying test (Paper I) consisting of the objective-type questions carrying 100 marks, and

(ii) the Descriptive-type test (Paper II) carrying 100 marks.

The minimum qualifying marks to be secured in Paper I shall be 40%. The answer scripts of the candidates for the descriptive test shall be evaluated only in respect of those candidates who secure the minimum qualifying marks in Paper I.

The candidates who secure 50% marks in Paper II shall be called for the skill test, wherever applicable. The marks allocated for the skill test shall be 50 and the minimum qualifying marks in the skill test shall be 25. The merit of the candidates shall be drawn based on the performance in Paper II (Descriptive test) only subject to qualifying the skill test. Notwithstanding the above, the Institute at its discretion may have a single written test and skill test depending upon the number of candidates, job requirements (such as posts under Infrastructure and services, Information and Communication Technology, Library services etc)

f) The marks allocated for the interview wherever applicable shall be 50 and the credit shall be added to the credit scored in Paper-II for the preparation of the merit list.

(g) The competent authority to frame the syllabi for the tests, skill tests, modalities for carrying out the tests, evaluation, etc, shall be the Vice-Chancellor / Director.

(h) Relaxation in qualifying marks or any other relaxation in the test, if any for the reserved categories shall be extended as per GoI guidelines

(i) The Institute may at its discretion adopt appropriate procedures for recruitment to Group 'A' non-teaching posts on similar lines as given above or will be decided by the Selection Committee/ Competent Authority

(j) The Institute may hold the written/skill tests at the time of promotion of the employees of the Institute and fix qualifying marks and hold interviews, where-ever applicable as per the schedule appended herewith, in addition to the screening the Annual Performance Appraisal Reports for preceding years, depending upon the length of Qualifying Service. While screening the Annual Performance Appraisal Reports, the Institute may also fix any other criteria for consideration of the DPC.

12. **Composition and Functioning of the Selection Committee**

(a) The Composition of Selection Committee shall be as prescribed in the Statues/Ordinances/UGC Regulations amended from time to time/Schedule of CRRs.

(b) The recommendations of the Selection Committee shall be submitted to the Appointing Authority for consideration and appropriate action.

(c) If two or more candidates are recommended, the recommendations shall be made in order of merit.

(d) No recommendation shall be made with a condition attached to it.

13. **Qualifications and Experience**

The qualifications (essential and desirable), and experience required shall be as indicated in the Schedule. The qualification prescribed in the schedule for each of the post shall be the minimum qualification. However, the institute may also include additional qualifications as desirable qualifications at the advertisement to meet the requirement of specific vacant posts.

14. **Age Limit**

The upper age limit for appointment to various posts shall be as specified in the Schedule. The crucial date for determining the age shall be the closing date of the application. For entry level posts upto Level 9 the age limit criterion will be relaxed for internal candidates provided they have acquired the requisite qualification and experience.

15. **Reservation of Posts**

(a) The Institute shall strictly follow the norms of the GoI in respect of reservation/relaxation/concessions to various categories in recruitment/promotions etc, pertaining to age, qualifying marks, experience/fees etc, as amended from time to time.

(b) The candidate belonging to the reserved categories shall enclose self-attested copies of the caste certificate and/or medical certificate (pertaining to the determination of degrees of disability in case of PwD candidates) from the competent authority in the format prescribed by the GoI (subject to verification at a later date), failing which the application shall be rejected.

(c) A candidate belonging to SC/ST/OBC/EWS, who has been selected on the same standard as applied to the general candidates and who appears in the general merit list is treated as own merit candidate. Such candidate is adjusted against unreserved point of reservation roster. In other words, a candidate applying against the unreserved vacancy cannot be considered for any relaxation.



(d) When a relaxed standard is applied in selecting an SC/ST/OBC/EWS candidates, for example in the age limit, experience, qualifications, permitted number of chances in the written examinations, extended zone of consideration larger than what is provided for general category candidates etc, the SC/ST/OBC/EWS candidates are to be counted against reserved vacancies. Such candidates would be deemed as unavailable for the consideration against unreserved vacancies.

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

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

16. **Constitution and Role of the Screening Committee:**

The Vice Chancellor / Director may constitute a Screening Committee by including at least one outside expert in the relevant field, in addition to the internal members. The Member Secretary to the Screening Committee shall be nominated by the Vice Chancellor / Director. It shall be the duty of the Member Secretary to place the relevant documents/rules/guidelines, etc, relating to the selection before the Screening Committee. The Screening Committee shall screen the applications and shortlist the candidates in accordance with the eligibility criteria, prescribed in the advertisement and as per recruitment rules. Except for the posts of Registrar, Finance Officer, Controller of Examination, Librarian, Director of Physical Education, it must be ensured that the ratio between the number of vacant posts to be filled and the number of candidates to be called for interview shall not exceed 1:15 and the minimum ratio shall not be less than 1:3. In order to comply with this requirement of maximum ratio, the Screening committee may fix higher criteria at its discretion for the candidates, so as to downsize the number of candidates. If three candidates are not available to meet the minimum ratio, the post shall

be re-advertised atleast twice, after which the Institute may take appropriate action with regard to the selection. In case of posts in which there is a provision for holding a common written test, all the eligible candidates may be called for the written test notwithstanding the maximum prescribed ratio. However, the successful candidates in the written test may be called for interview, wherever required in order of merit subject to maximum ratio of 1:15.

The Screening Committee(s) may at its discretion, recommend the candidate for the post on conditional basis and the conditions must be complied with by the candidate before the written test/skill test/interview as the case may be. Till such time, the candidature of the candidate shall continue to remain provisional.

Note: The Acting/In charge Vice Chancellor / Director shall not make any appointment to permanent non-teaching positions.

17. **Constitution of Selection Committees/Departmental Promotion Committees/ Departmental Confirmation Committees**

The Constitution of the Selection Committees and Departmental Promotion Committees (DPC)/ Departmental Confirmation Committees\* are specified in the Schedule (Appendix-I). The Vice Chancellor / Director, at his/her discretion, may include the Head or any other senior member of the unit concerned, (in the absence of the Head of the Unit) in the Selection Committee/Departmental Promotion Committee at the time of selection/promotion to any post in the Institute. Any other member/ members can also be included in the Selection Committee/Departmental Promotion Committee as per the GoI/UGC guidelines. (\* Ref: DoPT O.M.No.AB.14017/21/2011-Estt.(RR) dated 10th May, 2013). A person shall be disqualified for sitting as a member of any Selection/Departmental Promotion Committee and Departmental Confirmation Committee and from taking part in any selection/promotion process under these Rules, if he is related to any candidate or there would be any conflict of interest in case of his association with the selection process. For this purpose, the Institute shall obtain an undertaking to this effect from the member concerned prior to the commencement of the interview.

18. **Quorum for the Selection Committee:**

The Quorum for the Selection Committee prescribed under UGC Regulations/Notifications/Instructions shall be applicable mutatis mutandis as amended from time to time. For other posts, two-thirds of the members present shall form the quorum for the meeting of a Selection Committee, which shall include the Chairperson, the Visitor's nominee (wherever applicable), at least one external expert out of the two

Experts or two outside experts out of three Experts and one representative from the reserved category as per requirement.

19. **Direct Recruitment by Open Selection:**

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

(b) Recruitment to any regular post in the Institute shall be made on the recommendations of a duly constituted Selection Committee, as prescribed under these rules.

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

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

(e) The recommendations of the Selection Committee for Statutory posts and other Group 'A' academic posts covered under the UGC Regulations, 2018 and as amended from time to time (such as Librarian, Deputy Librarian, etc.) shall be placed before the GB for approval.

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

20. **Seniority**

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

21. **Appointment and Joining Time**

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

(b) An offer of appointment issued by the Institute should clearly specify the period (which shall not normally exceed one or two months) after which the offer would lapse

automatically if the candidate did not join within the specified period.

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

22. **General Terms and Conditions (T&Cs) of Recruitment**

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

(b) The application for appointment on deputation shall be forwarded by the employer along with the Annual Performance Appraisal Reports (APARs) for the preceding five years and Vigilance Clearance Certificate, duly certified by the Competent Authority.

(c) It shall be the responsibility of the candidate to assess his own eligibility for the post for which he is applying in accordance with the prescribed qualifications, experience, etc., and submit his application duly filled-in, along with the desired information and documents as per the advertisement. Suppression of factual information, supply of fake documents, providing false or misleading information or canvassing in any manner on the part of the candidates shall lead to his disqualification. In case, it is detected at any point of time in future, even after appointment, that the candidate was not eligible, his appointment shall be liable to termination forthwith as per this clause. This must be mentioned in the letter of offer and appointment clearly. In case of any ambiguity in the recruitment rules in general and eligibility in respect of any post, the decision of the Governing Board shall be final.

(d) Acceptance of documents submitted by an applicant shall be subject to verification by

the competent authority at any point of time even after joining the employment. If any document is found to be false/fake/incorrect either before or after appointment, the document shall be summarily rejected and action may be initiated against the candidate which shall lead to cancellation of his appointment, as the case may be.

(e) The person appointed against any post shall be governed by MoA, Bye-laws and Rules of the Institute and also the CCS (Conduct) Rules, 1964, CCS (CCA) Rule, 1965 or any other rules of the GoI, as amended from time to time and any other rule resolution prescribed specifically for maintaining the conduct of the employees by the GB of the Institute.

(f) The appointment of a candidate shall be subject to verification of character and antecedents by the competent authority. Until the verification of character and antecedents' reports are received, the appointment shall be treated as provisional. In case the report/s with regard to his conduct, character, antecedents, etc., is found to be unsatisfactory, the appointment shall be cancelled/terminated forthwith.

(g) Canvassing in any form on behalf of any candidate shall be treated as a disqualification which shall lead to cancellation of candidature.

(h) In pursuance of the Letter No. 19-50/2015-Desk-U, dated 22.12.2015, of the MoE (erstwhile MHRD), there shall be no interview for appointment to the Group 'C' and 'B' posts carrying Grade Pay of Rs 4600/- or less. Accordingly, no interview shall be held for appointment to the Group 'C' and Group 'B' posts.

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

(j) The T&Cs of appointment shall be communicated to the candidate in the form of 'Offer of Appointment' to the selected candidates. If the candidate does not accept the terms and conditions mentioned in the offer of appointment within the stipulated time, the offer shall be treated as withdrawn.

(k) The selected candidates shall be required to perform duties as per the Rules of the Institute, as amended from time to time. The Institute shall be free to assign any duty as per the exigency of the situation at any time even during non-working hours/holidays

which the employee shall have to perform without fail to avoid any disciplinary action. The selected candidate shall be governed by the 'New Pension Scheme (NPS)' of the GoI as in force as amended from time to time.

(l) The selected candidate shall be liable to serve anywhere within the jurisdiction of the Institute.

(m) The minimum educational qualification and experience, constitution of Selection Committee, prescribed quota, method of recruitment or any other eligibility criteria, etc., for direct recruitment or promotion/under career progression scheme, wherever applicable on the posts of Registrar, Finance Officer, Controller of Examinations, Librarian, Deputy Registrar, Assistant Registrar, Assistant Librarian etc, and equivalent posts shall be governed strictly as per the UGC's guidelines/regulations. Any amendment to the Notification/Regulations/Guidelines of the UGC/GoI in future shall be deemed to have been adopted by the Institute for Implementation in supersession of the existing provisions already adopted and incorporated in these Rules.

(n) At the time of recruitment, a 'Service Agreement' shall be executed between the Institute and the employee concerned, and a copy of the same shall be kept with the Registrar. Such service agreement shall be duly stamped as per the rates applicable.

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

(p) (i) The details of the vacancies shall be mentioned in the advertisement. The Institute may also include the details with regard to anticipated vacancies arising due to retirement of employee/s of that particular year which shall be filled through the instant advertisement. The Institute reserves the right to fill or not to fill up the posts advertised for any reasons whatsoever. However, the number of posts filled up shall not exceed the number of posts advertised including anticipated vacancies.

(ii) The Institute may draw a panel in form of a waiting list to fill up a post, if a candidate on higher merit regrets to join.

(iii) The Institute reserves the right to withdraw an advertisement, either partly or wholly, at any time without assigning any reason. Page 16 (iv) If any advertisement for any post is withdrawn by the Institute, the application fee collected from the candidates shall be refunded.

23. **Promotion:**

(a) The candidates to be considered for promotion must comply with the prescribed

eligibility criteria as on the date of issue of the notification.

(b) Promotion is earned by dint of hard work, good conduct, and result-oriented performance, as reflected in the APARs. Only performance reported "Good (Grade 5)" carrying Grade Pay up to Rs. 6600, consistently for the preceding five years shall be taken into consideration by the DPC. In case of Group 'A' post carrying Grade Pay of Rs. 7600/- or above, persons reported "Very Good" (Grade Point 7) shall only be considered. Those with "average performance", which is not an adverse remark, shall not be considered for promotion by the DPC.

(c) The DPC should assess the suitability of the employees for promotion on the basis of their service records and the APARs for the preceding five years, as specified above at clause (b). In case there is any adverse entry in the APAR, or for want of prescribed score in the APAR, the case of promotion shall not be considered unless and until the competent authority expunges such adverse entry. If the competent authority does not expunge the adverse entry or does not increase the score after review of performance as per procedures, the employee concerned may have to wait for the required number of reports carrying the prescribed bench marks as required for the post under these Rules.

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

(e) In the case of "Selection", the zone of consideration of eligible officers with extended zone for SC/ST to ensure the promotional chances against the reserved quota shall be decided by the DPC on the basis of the service records of the officers. The normal zone and the extended zone will be as per the GoI rules. The departmental test shall only be qualifying in nature. The DPC shall make its own assessment of the Officers and shall determine the merit of those being assessed for promotion with reference to the benchmark "Good" i.e. minimum score 5 for all officers up to the Grade Pay of Rs. 6600 and "Very Good", i.e. a minimum score of 7 for all Group 'A' posts up to the Grade Pay of Rs. 7600 and above, accordingly, grade the officers as 'fit' or 'unfit' only. Those who are graded as 'fit' shall be included in the select panel in order of their inter-se-seniority in the feeder grade, subject to the availability of regular vacancies. Those employees who are graded 'unfit' by the DPC shall not be included in the selection panel. There shall be no supersession in promotion among those who are graded 'fit'.

The grading and score are quoted below:

S. No.	Grading System and Score in APAR
(i)	Grade "between 8-10" shall be rated as 'outstanding' and shall be given a score of 9 for the purpose of calculating average scores for appointment/promotion.
(ii)	Grade "between 6 and short of 8" shall be rated as 'very good' and will be given a score of 7 for the purpose of calculating average scores for appointment/promotion.
(iii)	Grade "between 4 and short of 6" shall be rated as 'good' and shall be given a score of 5 for the purpose of calculating Average scores for appointment/promotion.
(iv)	Below 4 shall be given a score of 'zero'.

(f) Meeting of the DPC shall ordinarily be convened at least once a year, which shall depend upon the availability of vacancy.

(g) The administrative authorities shall ordinarily ensure that the information furnished to the DPC are accurate and in proper order in all cases and a certificate to this effect duly signed by the officer designated for the purpose shall form a part of the note for the DPC.

(h) Penalties of any kind (major or minor) shall constitute a bar to one's eligibility for promotion or confirmation. However, minor penalty of "censure" would not constitute a bar on the eligibility and consideration for the purpose of promotion/confirmation unless otherwise mentioned specifically in the order about such a bar on the eligibility.

(i) The following cases shall be brought to the notice of the DPC:-

(i) Employees under suspension;

(ii) In respect of whom a charge-sheet has been issued and disciplinary proceedings are pending; and

(iii) In respect of whom prosecution for a criminal charge has been pending. The DPC shall assess their suitability without regard to the disciplinary aspect. The DPC findings shall be kept in a sealed cover as per the fact recorded in the proceedings of the DPC. The same procedures shall be followed by subsequent DPCs till the disciplinary/criminal cases are concluded. On conclusion of the case, the sealed cover will be opened. In case the Officer is completely exonerated with honour, the due date of his promotion shall be determined and he will be promoted notionally with reference to the date of promotion of his junior and if necessary by reverting the junior most officiating person. The Appointing Authority shall decide whether and to what extent the arrears of salary shall be paid. Where arrears are denied,



reasons shall be recorded. If not exonerated, the findings of the sealed cover shall not be acted upon.

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

## **24. Functions of the DPC**

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

(b) While considering the promotional cases, the DPC shall consider the following:

(i) Provisions of the Rules/Institute Regulations/UGC Regulations/guidelines and GoI Rules as applicable from time to time.

(ii) Eligibility criteria and relaxations/concessions applicable to the SC/ST/PwD categories.

(iii) Work and Conduct Reports.

(iv) The APARs for the preceding five years along with the Annual Property Returns (APRs) as available with the competent authority. While screening the APARs, the DPC may also adopt the criteria with regard to the bench marks as mentioned in the Statutes/Ordinances/GoI rules.

(v) Vigilance Clearance Report

(vi) Roster points of the cadre(s) as per the reservation policy of the GoI/UGC.

(vii) Performance in the interview/skill test/written test, if conducted by the Institute as per rules.

(viii) The DPC is expected to screen the cases and decide the eligibility based on the aforementioned documents like APARs, Vigilance Clearance Report, Roster, CRRs etc.

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

## **25. Mode of Promotion**

(a) In addition to the conditions for promotion for the posts, as specified at Para (d) below, the Institute may decide the method and procedure to be followed for promotion in respect of any category of posts. For this purpose, the Institute, at its discretion, may opt the fitness-cum-seniority or hold written test or other trade/professional tests and fix qualifying marks for any post to assess the competence in an objective manner. In such cases, association of at least one external expert shall be mandatory.

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

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

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

26. **Adhoc Promotions**

In case there is an existing vacancy and no eligible employee is available in the feeder Cadre for promotion, the competent authority may consider relaxation by a maximum period of one year at its discretion to promote an employee on adhoc basis after completing all procedural formalities, as laid down under Rule 17 above. However, this arrangement shall not be allowed to continue beyond one year in case the employee concerned is not considered for regular promotion.

27. **Panel for Promotion**

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

28. **Modified Assured Career Progression Scheme (MACP)/Career Advancement Scheme (CAS)**

The financial up-gradation under the CAS such as MACP/DACP Scheme in respect of non-teaching staff of the Institute shall be allowed as per the provisions of the MoA/Bye-laws/Rules of the Institute and orders/guidelines of UGC/GoI (as amended from time to time) duly adopted by the Institute.

(a) The MACP of GoI, duly communicated for implementation by the UGC in respect of Non-Teaching employees, shall be effective from 01.09.2008, or as per the eligibility criteria prescribed by the GoI/UGC from time to time, whichever is later.

(b) In case of up-gradation of pay scale, up to the level of Joint Registrar or equivalent, the Registrar shall chair the meeting of the Screening Committee. The Vice Chancellor / Director shall nominate at least one external expert and other members representing SC/ST/OBC/PwD/Minorities etc, wherever required as per the guidelines of the UGC/GoI.

(c) Any dispute in implementation of the afore mentioned CAS shall be referred to the UGC, and the decision of the UGC shall be final. Page 21 29. Deputation with or without the provision for Absorption: In case the appointment is made on deputation by following the due process of selection prescribed for the post under the CRRs, the incumbent may be allowed to continue for a maximum period of ten years, or any other period as prescribed by the UGC/GoI from time to time or till he attains the age of superannuation prescribed for that particular cadre, whichever is earlier. An appointment on deputation may be made initially for a period of three years (except statutory posts) which may be extended further at the discretion of the Competent Authority subject to satisfactory performance. The Institute, however, shall have the right to repatriate the incumbent at any time even before the prescribed period in case his performance, integrity or conduct are found to be unsatisfactory at any stage, in the opinion of the competent authority. Ordinarily, no person working on deputation shall be absorbed in any post of the Institute after expiry of his period of deputation. In case, it is decided in the interest of the Institute to absorb any such person, then the Institute may take up the matter with his parent organisation for concurrence after obtaining the option of the employee concerned subject to the condition that the matter of absorption is specifically mentioned in the advertisement. After obtaining the consent of the parent department, the case shall be placed before the Competent Authority for a final decision. In case he is absorbed in the Institute, he shall be assigned the bottom seniority of that particular cadre as per the GoI rules.

29. **Probation**

(a) In case of direct recruitment, the selected candidate shall be kept on probation for a period as specified in these rules. The appointing authority may, at its discretion, extend the period of probation by one year in case of unsatisfactory performance, misconduct or on ground of misbehaviour. In case there is no perceivable improvement despite all this, his/her services shall be terminated by giving him/her one month's notice in advance or on payment of one month's salary in lieu of notice. The employee concerned may also exercise his/her option to resign by giving one month's notice or by depositing one month's salary in lieu of notice.

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

Note: (i) If an employee who has been recruited/promoted to any post, avail himself of leave on a piecemeal basis, or at a time for a period of two months or more during the period of probation, his probation shall be extended proportionately, i.e. equal to the total period of leave availed by the employee concerned.

(ii) In order to avoid any anomalous situation, all cases of probation of the officials should be reviewed in every six months. In case, the result of review of performance of an official is found to be unsatisfactory, or not up to the mark, he shall be warned of the consequences of unsatisfactory performance during the period of probation. Such a warning should be issued in advance after which the performance of the official concerned should be continuously kept under observation.

(iii) Notwithstanding anything contained in the above-mentioned provision, if a probationer is placed under suspension during the period of probation, the period of probation may be extended till such period as the appointing authority deems fit in the circumstances.

(iv) No application for outside employment shall ordinarily be forwarded during the period of probation in case of a probationer or temporary employee of the Institute. However, in case his request has been considered by the competent authority of the Institute at his discretion, an

undertaking shall be obtained while forwarding his application that he would submit his technical resignation from the post in the event of his selection in any other organization. The applications for outside employment received from the SC/ST/PwD candidates shall be leniently viewed.

(v) An employee of the Institute shall be confirmed through Departmental Confirmation Committee.

(vi) An employee of the Institute shall not be confirmed on his post unless and until he signs the 'Service Agreement'.

(vii) There shall be no probation in the case of an employee appointed to a post on deputation, tenure, or on re-employment after superannuation.

(viii) The appointing authority shall record the reasons in writing while terminating the appointment of a probationer or extension of the normal period of probation.

(ix) The Orders of the government issued from time shall be followed

**30. Application of GoI Rules/UGC Regulations**

If any particular provision concerning the qualifications for recruitment and promotion or seniority under these Rules is silent, the corresponding rules operating in the Govt. of India/UGC, or the qualifications prescribed by the GoI/UGC shall apply mutatis mutandis. Further, the Pay Scales contained in the Schedules for various posts shall be revised as per the GoI/UGC regulations/guidelines as amended from time to time.

**31. Power to Relax**

(a) Relaxation in age, experience, qualifying marks, etc., Relaxation in age, experience, qualifying marks, etc., may be granted to the candidates belonging to the SC/ST/OBC/PwD or any other reserved category for reserved posts as per the UGC/GoI guidelines. A certificate to this effect issued from the competent authority should be attached with the prescribed application form. Wherever a relaxation of qualification, including percentage of marks, is permitted under the UGC/GoI guidelines, such relaxation shall also be considered in appropriate cases subject to recommendations of the Screening Committee.

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

<b>S. No.</b>	<b>Category of Persons</b>	<b>Extent of Age Relaxation</b>
1.	Regular Employees of the Central Govt/State Govt/ Central Universities/UGC maintained deemed to be Universities/other Central/State autonomous bodies/ organisations/ Institutions	As per GoI rules

2.	Ex-Servicemen	
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(c) The upper age limit for appointment of Group 'C' posts is relaxable for Group 'C' and erstwhile Group 'D' departmental candidates up to 40 years in case of General candidates and 45 years in case of candidates belonging the SC/ST, who has rendered three years continuous regular service in Institute in accordance with the instructions or orders issued by the Govt. of India.

32. **Disqualification:**

The following categories of persons shall not be eligible to apply for any position in the Institute: (a) Who has been convicted by any Court of Law or any criminal proceedings are pending against him; (b) who is a person of unsound mind and questionable conduct or not medically fit to perform his duties. (c) Who has entered into or contracted a marriage with a person having a living spouse; Provided that the Competent Authority of the Institute may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for doing so, exempt any person from the operation of these rules; (d) Who is not a citizen of India; and (e) Any other category of person disqualified for appointment by the GoI/UGC from time to time.

33. **Vigilance Clearance**

(a) Candidate who is already in service shall submit the Vigilance Clearance Certificate from the previous employer or his authorised officer, to the effect that no disciplinary/criminal proceedings are pending or contemplated against him. It shall be directly sent by the parent department or be handed over to the employee concerned in sealed cover at the time of written/skill test/interview as applicable or along with the application.

(b) Willful suppression of factual information or any document relating to the eligibility or otherwise as a candidate, followed by supply of fake documents or misleading statement or information in the application or tampering with the documents or providing such information relating to the achievements, caste, educational qualifications, experience or domicile, etc., the Chief Vigilance Officer of the Institute shall have the powers to investigate/inquire into the matter and submit his report to the Vice Chancellor / Director for further action at any stage of recruitment process or employment. If any of these acts

is found to be true, the candidate shall be disqualified for appointment to the post or if already appointed, his/her services shall be liable to termination, with immediate effect after adhering to the procedures.

34. **Removal of Difficulties**

If any difficulty arises in the implementation or operation of any of the provision of these rules, the Vice Chancellor / Director may, from time to time issue with the approval of the GB, such general or specific directions but not inconsistent with the provisions of the MoA, Bye Laws or directives of the GoI, MoE/UGC, which appear to be necessary for the purpose of removing such difficulty.

35. **Interpretation**

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

36. **Amendment of Rules**

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

37. **Residuary Matters**

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

38. Liability of officers to serve in India or/and abroad Employees appointed shall be liable to serve anywhere in India or abroad within the jurisdiction of the Institute.

39. **Territorial Jurisdiction**

In case of any dispute, the territorial jurisdiction for adjudication shall be the High Court of Bombay.

40. **Repeal**

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

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

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

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

1.	Vice Chancellor / Director or Pro Vice Chancellor / Dy Director* (*in the absence of Vice Chancellor / Director)	:	Chairperson
2	One Nominee of the Chairman of the GB	:	Member
3.	Three experts, not in service of the Institute, nominated by the Vice Chancellor / Director out of the panel approved by the GB	:	Member
4	A representative of SC/ST/OBC/Minority/Women/PwD, if any of candidate representing these categories is the applicant, to be nominated by the Vice Chancellor/Director, if any of the above members of the Selection Committee do not belong to the category.	:	Member
5	Registrar	:	Member Secretary

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

1.	Pro Vice Chancellor / Dy Director* (*in the absence of Pro Vice Chancellor /Dy Director, Registrar or nominee of the Vice Chancellor / Director - not below the rank of Professor)	:	Chairperson
2	One member of the GB to be nominated by the GB	:	Member
3	Two experts, not in service of the Institute, nominated by the Vice Chancellor / Director out of the panel approved by the GB.	:	Member
4	A representative of SC/ST/OBC/Minority/Women/PwD, if any of the candidates representing these categories is the applicant, to be nominated by the Vice Chancellor / Director, if any of the above members of the Selection Committee do not belong to the category.	:	Member
5	Registrar	:	Member



6.	Deputy Registrar/Assistant Registrar* (*To be nominated by the Vice Chancellor/Director)	:	Secretary
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(c) For **Group 'C'** posts :

1	Registrar	:	Chairperson
2.	Two experts, not in service of the Institute, nominated by the Vice Chancellor/Director out of the panel approved by the GB.	:	Member
3	A representative of SC/ST/OBC/Minority/ Women/ PwD, if any of the candidates representing these categories is the applicant, to be nominated by the Vice Chancellor/Director, if any of the above members of the Selection Committee do not belong to the category.	:	Member
4	Deputy Registrar/Assistant Registrar* (*To be nominated by the Vice Chancellor/Director)	:	Secretary

(2) Following shall be the constitution of the DPC/Departmental Confirmation Committee :

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

1.	Vice Chancellor /Director or Pro Vice Chancellor / Dy Director* (*in the absence of Vice Chancellor/ Director)	:	Chairperson
2.	One expert, not in service of the Institute, nominated by the Vice Chancellor / Director out of the panel approved by the GB.	:	Member
3	One faculty member at the level of Professor to be nominated by the Vice Chancellor /Director	:	
4.	Head of the Section / Department	:	Member
5.	A representative of SC/ST/OBC/Minority/ Women/ PwD, if any of candidate representing these categories is the applicant, to be nominated by the Vice Chancellor/Director, if any of the above members of the Selection Committee do not belong to the category.	:	Member
6.	Registrar	:	Member-Secretary

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

1.	Pro Vice Chancellor / Dy Director* (*in the absence of Pro Vice Chancellor/Dy Director, Registrar or nominee of the Vice Chancellor /Director-not below the rank of Professor)	:	Chairperson
2.	One expert, not in service of the Institute, nominated by the Vice Chancellor/Director out of the panel approved by the GB.	:	Member
3.	One faculty member at the level of Associate Professor to be nominated by the Vice Chancellor/Director		Member
4.	Head of the Section/Department		Member
5.	A representative of SC/ST/OBC/Minority/ Women/ PwD, if any of the candidates representing these categories is the applicant, to be nominated by the Vice Chancellor/Director, if any of the above members of the Selection Committee do not belong to the category.	:	Member
6.	Registrar		Member
7.	Deputy Registrar/Assistant Registrar* (*To be nominated by the Vice Chancellor/Director)	:	Secretary

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

1.	Registrar	:	Chairperson
2.	One expert, not in service of the Institute, nominated by the Vice Chancellor/Director out of the panel approved by the GB.	:	Member
3.	One faculty member at the level of Asst. Professor (Selection Grade) to be nominated by the Vice Chancellor/Director		
4.	Head of the Section/Department		
5.	A representative of SC/ST/OBC/Minority/ Women/ PwD, if any of the candidates representing these categories is the applicant, to be nominated by the Vice Chancellor/Director, if any of the above members of the Selection Committee do not belong to the category	:	Member
6.	Deputy Registrar/Assistant Registrar* (*To be nominated by the Vice Chancellor/Director)	:	Secretary

**DETAILS OF SANCTIONED POSITIONS**

<b>S. No.</b>	<b>Name of Post</b>	<b>Group</b>	<b>7<sup>th</sup> CPC Level</b>	<b>No. of Sanctioned Posts</b>
<b>Administrative</b>				
1	Registrar	A	14	1
2	Dy Registrar	A	12	6
3	Asst Registrar / Admn	A	10	10
4	Section Officer (SO)	B	7	15
5	Section Officer (Security)	B	7	1
6	Section Officer (DH / G	B	7	1
7	Assistant	B	6	28
8	UDC	C	4	14
9	LDC	C	2	14
10	Manager (Publications)	A	12	1
11	Asst Manager (Publications)	A	10	1
12	Training & Placement	A	12	1
13	Private Secretary (PS)	B	7	1
14	Stenographer Gr. II	B	6	20
15	Stenographer Gr. III	C	4	6
16	Data Entry Operator (DEO)	C	2	4
<b>Library</b>				
17	Librarian	A	Acad Level:14	1
18	Dy Librarian	A	Acad Level:12	2
19	Assistant Librarian	A	Acad Level:10	4
20	Information Scientist (Lib)	A	10	1
21	Professional Assistant	B	6	4
22	Semi Professional Assistant	C	5	4
23	Library Assistant	C	4	1
24	Library Attendant	C	1	5
<b>Techni</b>				
25	Systems Manager	A	12	1

26	Sys Analyst-cum-Programer	A	10	3
27	Programmer	B	7	2
28	Sr Tech Asst (Comp Centre)	B	6	2
29	Technical Assistant (C C)	C	5	3
30	Producer (SM&CS)	A	10	1
31	Sr Tech Asst (SM&CS)	B	6	1
32	Tech Asst (SM&CS)	C	5	1
33	Counsellor	A	10	1
34	Field Work Coordinator	A	10	2
35	Field Work Supervisor	B	7	2
36	Social Worker	B	7	7
37	Sr Psychiatric Social	B	7	1
38	Psychiatric Social Worker	B	6	2
<b>Infrastructure &amp; Services</b>				
39	Health Officer (Part time) <b>Mumbai Campus</b>	A	10	1
40	Health Officer (Full Time) <b>Tuljapur Campus</b>	A	10	1
41	Nutritionist	B	6	1
42	Asst Engineer	B	7	1
43	Rural Engineer	B	6	1
44	Horticulturist	B	7	1
45	Electrician	C	4	2
46	Asst Electrician	C	1	1
47	Project / Sound Operator - Electrician	C	2	1
48	Carpenter	C	2	1
49	Head Pre-School Teacher	B	6	1
50	Pre-School Teacher	C	4	1
51	Sr DTP Operator	B	7	1
52	Jr DTP Operator	B	6	1
53	Telephone Operator	C	2	2
54	Machine Operator	C	2	3
55	Asst Dining Hall Supervisor	B	6	1
56	Cook	C	2	3
57	Asst Cook	C	1	3
58	Hostel Attendant	C	1	5
59	Driver	C	2	6
60	Security Guard	C	2	6
61	Jamadar	C	2	1
62	Cleaner-cum-Floor	C	1	24
63	Helper (Dining Hall)	C	1	1
64	Mali	C	1	5
65	Helper (Day Care Centre)	C	1	1
66	Sweeper	C	1	1
	<b>Grand Total</b>			<b>252</b>

**RECRUITMENT RULES FOR THE POST OF REGISTRAR**

1	Name of Post	<b>Registrar</b>
2	Number of Post (s)	One (01)
3	Classification	Group – A
4	Level of Pay	7 <sup>th</sup> CPC Level : 14
5	Whether Selection or non-selection Post	Not Applicable
6	Age Limit for Direct Recruits	Preferably below 57 Years
7	Education and other qualifications required for direct recruits	<p><b>Essential:</b></p> <p>i) Master’s Degree with at least 55% of the Marks or its equivalent grade of B in the UGC seven point scale.</p> <p>ii) At least 15 years of experience as Assistant Professor in the Academic Level 11 and above or with 8 years' of service in the Academic Level 12 and above including as Associate Professor, along with experience in educational administration.</p> <p align="center"><b>OR</b></p> <p>Comparable experience in a research establishment and/or other institutions of higher education.</p> <p align="center"><b>OR</b></p> <p>15 years of administrative experience of which 08 years’ in shall be as a Deputy Registrar or an equivalent post.</p> <p><b>Desirable:</b></p> <p>Preference will be given to candidates with experience in Universities and Centrally Funded Educational/Research Institutes and having knowledge of Financial Management, Human Resource Management, Materials Management, Resource Mobilization, Legal, and other related matters connected with general administration.</p> <p>Candidates with Ph.D./LLB/Post Graduation in Management will be preferred. Knowledge of Computer Applications essential.</p>

8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	Not Applicable
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct /Deputation for a tenure of five years or till attaining the age of 62 years, whichever is earlier  (Eligible for re-appointment after due selection process)
11	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made	For Deputation as indicated at Col. 7
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees) 2021 for Group A posts

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

1	Name of Post	<b>Dy Registrar</b>
2	Number of Post	Six (06)
3	Classification	Group – A
4	Level of Pay	7 <sup>th</sup> CPC : Level 12 (After five years of service to be designated as Joint Registrar at Level 13)
5	Whether Selection or non-selection post	Selection
6	Age Limit for Direct Recruits	50 Years
7	Education and other qualifications required for direct recruits	<p><b>Essential:</b></p> <p>i) Master’s Degree with at least 55% of the marks or its equivalent grade of ‘B’ in the UGC seven-point scale.</p> <p>ii) Nine years of experience as Assistant Professor in the Academic Level 10 and above with experience in educational administration.</p> <p align="center"><b>OR</b></p> <p>Comparable experience in research establishment and/or other institutions of higher education.</p> <p align="center"><b>OR</b></p> <p>5 years of administrative experience as Assistant Registrar in Pay Level 11 or in an equivalent post.</p> <p><b>Desirable:</b></p> <p>Experience in the areas of Establishment / Purchase / Finance &amp; Accounts / Academic / Legal matters in an Educational / Research Institute/ Government/Autonomous body. Knowledge of Computer Applications essential.</p>
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of Promotions	<p><b>Age :</b> No</p> <p><b>Qualification:</b> Must possess at least Bachelor’s degree from a recognized University.</p>

9	Period of probation, if any	One year
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	75% by Direct Recruitment/Deputation 25% by promotion, failing which by deputation. (Ref: MHRD Letter No.1-7/2015-U.II (2) dated 2 <sup>nd</sup> November, 2017)
11	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made	<b>Promotion:</b> Assistant Registrar with five years' regular service in Level 11 <b>Deputation:</b> Officers holding analogous posts on regular basis <b>or</b> with five years regular service in Level 11 in the Central/State Government, Universities and other autonomous organisations
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees) 2021 for Group A posts



**RECRUITMENT RULES FOR THE POST OF ASSISTANT REGISTRAR/  
ADMINISTRATIVE OFFICER**

1	Name of Post	<b>Assistant Registrar/Administrative Officer</b>
2	Number of Sanctioned Post	Asst Registrar - Nine (09) + Admin Officer One (01)
3	Classification	Group – A
4	Level of Pay	7 <sup>th</sup> CPC Level: 10 for Direct Recruitment 7 <sup>th</sup> CPC Level : 09 for Promotion  (AR/AO shall be eligible for the higher Pay Level -11 after eight years of service subject to participating in two training programmes on Educational Administration, each of approximately four weeks' duration and consistently satisfactory performance appraisal reports. The higher pay level-11 shall be restricted to 50 % of total strength of Assistant Registrar)
5	Whether Selection or non-selection post	Selection
6	Age Limit for Direct Recruits	45 Years
7	Education and other qualifications required for direct recruits	<b>Essential:</b> Master's Degree with at least 55% of marks or its equivalent grade of 'B' in the UGC seven point scale.  <b>Desirable -</b> Five years of experience in supervisory level in Pay Level 7 in areas related to Administration / Establishment/ Finance/ Academic matters in a University or other Institutions of Higher Education / Research Establishment / PSU / Government organisations  Knowledge of Computer Applications essential.  Degree in Law / Management
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of Promotions	Age : No  Qualification: No, but must possess at least Bachelor's degree from a recognized University/Institute.
9	Period of probation, if any	Two years

10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	50% by Direct Recruitment/Deputation through written test, followed by interview.  50% by Promotion failing which by deputation.
11	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made	<b>Promotion:</b> Among the Section Officers/ Private Secretaries/ in Level 7 with five years of regular service in the cadre.  <b>Deputation:</b> Officers holding analogous posts on regular basis or with 5 years regular service in Level 7/ 8 / 9 in the Central / State Government, Universities and other autonomous organizations with at least a bachelor's degree.
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees) 2021 for Group A posts

**RECRUITMENT RULES FOR THE POST OF SECTION OFFICER (SO)**

1	Name of Post	<b>Section Officer</b>
2	Number of Post (s)	Fifteen (15)
3	Classification	Group – B
4	Level of Pay	7 <sup>th</sup> CPC Level: 7
5	Whether Selection or non-selection post	Selection
6	Age Limit for Direct Recruits	40 years
7	Education and other qualifications required for direct recruit	<p><b>Essential:</b> A Bachelor's Degree in Arts/Commerce from any recognised Institute/University.</p> <p>Three years of experience in supervisory level in Pay Level 6 in areas related to Administration / Establishment/ Finance/ Academic matters in a University or other Institutions of Higher Education / Research Establishment / PSU / Government organisations</p> <p><b>Desirable:</b> Post-Graduation in management / law, experience in establishment / finance and accounts/ academic /facilities services will be preferred.</p>
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Age : No Qualification : Yes
9	Period of probation, if any	Two years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	75% by Promotion from the cadre of Assistant/Steno Grade II, failing which by deputation.  25% by Direct Recruitment
11	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be Made	<p><b>Promotion:</b> 05 years of regular service from the feeder grade of Assistant Level 6 with educational qualification as in Col.7 above.</p> <p><b>Direct recruitment :</b> 25% by Direct Recruitment regular service from the feeder grade of Assistant in Level 6 with</p>

		<p>educational qualification and experience as in Col.7 above.</p> <p><b>Deputation:</b> Officers holding analogous post on regular basis or with three years regular service in Level 6 or equivalent in the Central/ State Govt. Universities or autonomous organisations and possess the educational qualification as prescribed for direct recruits at Col.7 above</p>
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees) 2021 for Group B posts

**RECRUITMENT RULES FOR THE POST OF SECTION OFFICER**  
**(SO – DINING HALL)**

1	Name of Post	<b>Section Officer – Dining Hall</b>
2	Number of Post (s)	One (01)
3	Classification	Group – B
4	Level of Pay	7 <sup>th</sup> CPC Level: 7
5	Whether Selection or non-selection post	Not applicable
6	Age Limit for Direct Recruits	40 years
7	Education and other qualifications required for direct recruit	<b>Essential:</b> A Bachelor's Degree / Three Years Diploma in Hotel Management / Food and Catering Technology with five years' experience in a catering establishment and in pantry / kitchen of a Hospital / University /Hostel.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	Two years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	100% by Direct Recruitment
11	In case of recruitment by promotion/deputation/absorption, grades from which promotion / deputation/absorption to be made	<b>Direct recruitment:</b> 100% by Direct Recruitment / Deputation  <b>Deputation:</b> Officers holding analogous post on regular basis or with three years regular service in Level 6 or equivalent in Hospital / University / Hostel and possess the educational qualification as prescribed for direct recruits at Col.7 above
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees) 2021 for Group B posts

**RECRUITMENT RULES FOR THE POST OF SECTION OFFICER (SO - SECURITY)**

1	Name of Post	<b>Section Officer - Security</b>
2	Number of Post (s)	One (1)
3	Classification	Group – B
4	Level of Pay	7 <sup>th</sup> CPC Level: 7
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	40 years
7	Education and other qualifications required for direct recruit	<p><b>Essential:</b> Bachelor's Degree from a recognized University/ Institution with five years' experience as Security Supervisor / Supervisory Position in Security in a Govt. Office, Educational Institute / Private Organisation of repute with an annual turnover of Rs.200/- Crores.</p> <p align="center"><b>OR</b></p> <p>Persons who have served in the Army or such Uniformed Service at JCO level or equivalent or above, with 10th standard pass or Army class I Examination or an equivalent examination.</p> <p align="center"><b>AND</b></p> <p>Holding a valid Driving License (LMV/ Motor cycle).</p> <p><b>Desirable:</b> Completion of a course in firefighting or unarmed combat course in Army or Para-military force. Knowledge in Computer applications. Should able to speak English and Hindi / <b>Regional Language of the location of the university</b></p>
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	Two years

10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	100% by direct recruitment failing which by deputation
11	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/absorption to be Made	<p><b>Deputation:</b> Officer from the Central/ State Govt./ Universities / Other autonomous organizations.</p> <p>i. Holding analogous post on regular basis.</p> <p style="text-align: center;"><b>OR</b></p> <p>ii. With three years regular service in the Level 6</p>
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees) 2021 for Group B posts

**RECRUITMENT RULES FOR THE POST OF ASSISTANT**

1	Name of Post	<b>ASSISTANT</b>
2	Number of Post (s)	Twenty Eight (28)
3	Classification	Group – B
4	Level of Pay	7 <sup>th</sup> CPC Level: 6
5	Whether Selection or non-selection post	Selection
6	Age Limit for Direct Recruits	35 Years
7	Education and other qualifications required for direct recruits	<p><b>Essential:</b> Bachelor Degree from a recognized University/ Institution.</p> <p>Three Years of experience as UDC or equivalent in the Level 4 in Central/State Government /University /PSU and other Central/State Autonomous Institutions.</p> <p>Speed in English Typing @ 35 wpm. Proficiency in Computer Operations, noting and drafting.</p> <p><b>Desirable:</b> Experience in Administrative/Accounts/ Academic matters. Capacity to work in a fully computerized environment.</p>
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of Promotions	<p>Age : No</p> <p>Qualification : Yes</p>
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	<p>75% by promotion &amp; 25% by Limited Departmental Competitive Examination (LDCE) failing which by direct recruitment</p> <p><b>75% promotion</b> from the cadre of UDC with five years of regular service according to seniority-cum-fitness</p> <p><b>25% by LDCE</b> written test from the cadre of UDC with three years of regular service according to merit cum seniority, failing which by deputation</p>



11	In case of recruitment by promotion/deputation / absorption, grades from which promotion/ deputation / absorption to be made	<p><b>Promotion:</b></p> <p>(i) UDC with 5 years of regular service in Level 4 according to seniority-cum-fitness</p> <p>(ii) In case of limited departmental competitive examination (LDCE), UDC with three years of regular service.</p>
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees) 2021 for Group B posts

**RECRUITMENT RULES FOR THE POST OF UPPER DIVISION CLERK (UDC)**

1	Name of Post	<b>Upper Division Clerk (UDC)</b>
2	Number of Post (s)	Fourteen (14)
3	Classification	Group – C
4	Level of Pay	7 <sup>th</sup> CPC Level: 4
5	Whether Selection or non-selection post	Selection
6	Age Limit for Direct Recruits	32 Years
7	Education and other qualifications required for direct recruits	<p><b>Essential :</b></p> <ol style="list-style-type: none"> <li>1. A Bachelor’s Degree from any recognized Institute/ University.</li> <li>2. Two years’ experience as Lower Division Clerk/Equivalent posts in University/ Research Establishment/ Central/State/Govt/PSU/ Autonomous Bodies</li> <li>3. Speed in English Typing @ 35 wpm</li> <li>4. Proficiency in Computer Operations.</li> </ol> <p><b>Desirable:</b> Experience in Administration/Accounts/ Academic matters. Capacity to work in a fully computerized environment.</p>
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	No
9	Period of probation, if any	Two years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	100% by promotion from the cadre of LDC / Telephone Operator / Data Entry Operator with five years of regular service according to seniority-cum-fitness failing which by direct recruitment.
11	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	<b>Promotion :</b> Lower Division Clerk with five years regular service in Level 2
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees) 2021 for Group C Posts

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

1	Name of Post	<b>Lower Division Clerk (LDC)</b>
2	Number of Post (s)	Fourteen (14)
3	Classification	Group – C
4	Level of Pay	7 <sup>th</sup> CPC Level: 2
5	Whether Selection or non-selection post	Selection
6	Age Limit for Direct Recruits	30 Years
7	Education and other qualifications required for direct recruits	<p><b>Essential :</b></p> <ol style="list-style-type: none"> <li>1. A Bachelor's Degree (other than in Engineering) from any recognized Institute/ University.</li> <li>2. Speed in English Typing @ 35 wpm</li> <li>5. Proficiency in Computer Operations.</li> </ol> <p><b>Desirable:</b> Experience in Administration/ Accounts / Academic matters. Capacity to work in a fully computerized environment.</p>
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Age : No  Qualifications : Yes
9	Period of probation, if any	Two years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	<p>i) 85% by Direct Recruitment through written and skill test</p> <p>ii) 10% of vacancies shall be filled up from amongst the Group 'C' employees in Level 1 and who possess Senior Secondary (10+2) or equivalent qualification and have rendered originally three years regular service in the scale, on the basis of the departmental qualifying examination. The maximum age limit for eligibility for such examination is 45 Years</p> <p>Note: The panel shall be valid for a period of one year.</p>

		iii. <b>Promotion:</b> 5% of the vacancies shall be filled on seniority-cum-fitness basis from Group 'C' employees who have five years regular service in posts Level 1
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	As in Column No.10
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees) 2021 for Group C Posts

**RECRUITMENT RULES FOR THE POST OF MANAGER (PUBLICATIONS)**

1	Name of Post	<b>Manager (Publications)</b>
2	Number of Post	One (01)
3	Classification	Group A
4	Level of Pay	Level 12
5	Whether Selection or non-selection post	Selection
6	Age Limit for Direct Recruits	50 Years
7	Education and other qualifications required for direct recruits	PhD in Social Sciences with eight years' experience in publishing / communications OR Master's Degree in Social Sciences with at least 55% of the marks or its equivalent grade of 'B' in the UGC seven-point scale with fifteen years' experience. Experience in publishing or public relations industry with computerized administrative systems and processes. Candidates must have good skills in writing and social media skills. Knowledge of DTP Programs like Coral Ventura, Coral Draw, Adopbe Indesign and QuartkXpress etc. Should be well versed in online platforms, social media
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of Promotions	No
9	Period of probation, if any	One Year
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	By Promotion failing which by direct recruitment / deputation

11	In case of recruitment by deputation/absorption, grades from which deputation/ absorption to be made	Asst Manager (Publications) five years experience in Level 11
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees) 2021 for Group A posts

**RECRUITMENT RULES FOR THE POST OF ASSISTANT MANAGER  
(PUBLICATIONS)**

1	Name of Post	<b>Assistant Manager (Publications)</b>
2	Number of Post	One (01)
3	Classification	Group – A
4	Level of Pay	7 <sup>th</sup> CPC Level: 10
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	45 Years
7	Education and other qualifications required for direct recruits	<p><b>Essential</b></p> <p>Master’s Degree in Social Sciences with at least 55% of the marks or its equivalent grade of ‘B’ in the UGC seven-point scale with ten years’ experience.</p> <p>Minimum seven years’ Experience in publishing or public relations industry with computerized administrative systems and processes.</p> <p>Candidates must have good skills in writing and social media skills.</p> <p>Experience in publishing or public relations industry with computerized administrative systems and processes.</p> <p>Candidates must have good skills in writing and social media skills.</p> <p>KnowledgeDT of DTP Programs like Coral Ventura, Coral Draw, Adopbe Indesign and QuartkXpress etc. Should be well versed in online platforms, social media</p>
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of Promotions	No
9	Period of probation, if any	Two Years

10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment / Deputation
11	In case of recruitment by promotion/deputation/absorption, grades from which promotion/ deputation / absorption to be made	Not applicable
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees) 2021 for Group A posts



**RECRUITMENT RULES FOR THE POST OF TRAINING & PLACEMENT OFFICER**

1	Name of Post	<b>Training &amp; Placement Officer</b>
2	Number of Post	One (01)
3	Classification	Group – A
4	Level of Pay	7 <sup>th</sup> CPC Level: 12
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	50 years
7	Education and other qualifications required for direct recruits	<p><b>Essential</b>  A Post-graduate degree in Management/ Social Work/Counselling/Media Studies, or related disciplines from a recognized University with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale;</p> <p>(i) Nine years' of experience as Assistant Professor in the Academic Pay Level 10 and above with experience in training/capacity building and placement  OR  (ii) Comparable experience in research establishment and/or other Institutions of higher education,</p> <p><b>Desirable</b>  Professional qualification in Training and Development. Should have good interpersonal skills and ability to interface with various stakeholders – students, teachers, and should have strong industries links and exposure to University / academic set up.</p>
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of Promotions	Not Applicable
9	Period of probation, if any	One year

10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment/Deputation
11	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/deputation/ absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees) 2021 for Group A posts

**RECRUITMENT RULES FOR THE POST OF PRIVATE SECRETARY**

1	Name of Post	<b>Private Secretary (PS)</b>
2	Number of Post (s)	One (01)
3	Classification	Group – B
4	Level of Pay	7 <sup>th</sup> CPC Level: 7
5	Whether Selection or non-selection post	Selection
6	Age Limit for Direct Recruits	40 Years
7	Education and other qualifications required for direct recruits	<p><b>Essential:</b></p> <ol style="list-style-type: none"> <li>1. A Bachelor's Degree (other than in Engineering) from a recognized University/ Institute.</li> <li>2. At least 03 Years' experience as Personal Assistant in Level 6 in a University/Research Establishment /Central /State Govt/ PSU and other autonomous bodies.</li> <li>3. English Stenography speed : 120 wpm in English</li> <li>4. English Type speed: 35 wpm.</li> <li>5. Proficiency in computer applications.</li> </ol> <p><b>Desirable:</b> Proficiency in English &amp; good communication skills. Skill Test Norms on Computer; Dictation: 10 minutes @ 120 wpm Transcription : 50 minutes</p>
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Age : No Qualification : Yes
9	Period of probation, if any	Two years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Promotion (100%) failing which by deputation/direct recruitment

11	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be Made	<p><b>Promotion:</b> Stenographers Grade II with 05 (five) years regular service in the Level 6 along with the qualification as in Col. 07.</p> <p><b>Deputation:</b> Persons holding analogous posts on regular basis or with 3 (three) years regular service as Personal Assistant in Level 6 of any Central/State Govt/University/Public Sector Undertaking as other Central or State Autonomous bodies and fulfilling the educational qualifications and other professional requirements as prescribed at Col 7.</p>
12	Composition of DPC or Selection Committee	As per CRRs (Non-Teaching Employees) 2021 for Group B posts

**RECRUITMENT RULES FOR THE POST OF STENOGRAPHER (GRADE II)**

1	Name of Post	<b>Stenographer (Grade II)</b>
2	Number of Post (s)	Twenty (20)
3	Classification	Group – B
4	Level of Pay	7 <sup>th</sup> CPC Level: 6
5	Whether Selection or non-selection post	Selection
6	Age Limit for Direct Recruits	35 Years
7	Education and other qualifications required for direct recruits	<p><b>Essential :</b></p> <ol style="list-style-type: none"> <li>1. A Bachelor's Degree (other than in Engineering) from any recognised Institute/University.</li> <li>2. Proficiency in Stenography in English/Hindi with minimum speed of 100 wpm.</li> <li>3. Proficiency in Typing in English with minimum speed of 35 wpm.</li> <li>4. Proficiency in Computer Applications</li> <li>5. Three years' (experience as Stenographer in Central State Govt Organisations/University Research Institution or Central/State autonomous Institution.</li> </ol> <p><b>Desirable:</b></p> <p>Proficiency in English and good communication skills.</p> <p><b>Skill Test Norms on Computer:</b>  Dictation: 10 minutes @ 100 wpm  Transcription : 40 minutes English</p>
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Age No  Qualification Yes
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	25% by Direct Recruitment, 50% by promotion & 25% by limited departmental competitive examination (LDCE) failing which by direct recruitment  (i) 25% by direct recruitment

		<p>(ii) 50% promotion from the cadre of Stenographers Grade III with five years of regular service according to seniority-cum-fitness</p> <p>(iii) 25% by promotion by departmental competitive written test from the cadre of Stenographers Grade III with three years of regular service according to merit cum seniority</p>
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be Made	<p><b>Promotion:</b></p> <p>(i) 50% by promotion from Stenographers Grade III with 5 (five) years of regular service in Level 4</p> <p>(ii) 25% by promotion by limited departmental competitive examination (LDCE) written test from the cadre of Stenographers Grade III with three years of regular service according to merit cum seniority</p> <p>Written examination and skill test will be conducted</p>
12	Composition of DPC or Selection Committee	As per CRRs (Non-Teaching Employees) 2021 for Group B Posts

**RECRUITMENT RULES FOR THE POST OF STENOGRAPHER (GRADE III)**

1	Name of Post	<b>Stenographer (Grade III)</b>
2	Number of Post (s)	Six (06)
3	Classification	Group – C
4	Level of Pay	7 <sup>th</sup> CPC Level: 4
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	32 years
7	Education and other qualifications required for direct recruits	<p><b>Essential:</b></p> <ol style="list-style-type: none"> <li>1. A Bachelor's Degree from a recognized University/Institute.</li> <li>2. At least 02 Years' experience as Stenographer / Personal Assistant in a University/Research Establishment/ Central/ State Govt / PSU/ private organisation.</li> <li>3. English Stenography speed: 80 wpm in English</li> <li>4. English - Type speed: 35 wpm in English</li> <li>5. Knowledge of computer applications.</li> </ol> <p><b>Desirable:</b> Proficiency in English &amp; good communication skills. Skill Test Norms on Computer: Dictation: 10 minutes @ 80 wpm Transcription : 50 minutes</p>
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	Two years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment

11	In case of recruitment by promotion/ deputation /absorption, grades from which promotion/ deputation / absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee	As per CRRs (Non-Teaching Employees) 2021 for Group C Posts



**RECRUITMENT RULES FOR THE POST OF DATA ENTRY OPERATOR**

1	Name of Post	<b>Data Entry Operator</b>
2	Number of Post (s)	Four (04)
3	Classification	Group – C
4	Level of Pay	7 <sup>th</sup> CPC Level: 2
5	Whether Selection or non-selection post	Selection
6	Age Limit for Direct Recruits	30 years
7	Education and other qualifications required for direct recruits	<p><b>Essential :</b> A Bachelor's Degree (other than in Engineering) from any recognized Institute/ University.</p> <p>Speed in English Typing @ 35 wpm</p> <p>Proficiency in Computer Operations.</p> <p><b>Desirable:</b> Experience in Administration/ Accounts / Academic matters. Capacity to work in a fully computerized environment</p>
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not applicable
9	Period of probation, if any	Two years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	<p>i) 85% by Direct Recruitment through written and skill test</p> <p>ii) 10% of vacancies shall be filled up from amongst the Group 'C' employees in Level 1 and who possess Senior Secondary (10+2) or equivalent qualification and have rendered originally three years regular service in the scale, on the basis of the departmental qualifying examination. The maximum age limit for eligibility for such examination is 45 Years</p>

		<p>Note: The panel shall be valid for a period of one year.</p> <p>iii. <b>Promotion:</b> 5% of the vacancies shall be filled on seniority-cum-fitness basis from Group 'C' employees who have five years regular service in posts Level 1</p>
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be Made	As in Col. No.10
12	Composition of DPC or Selection Committee	As per CRRs (Non-Teaching Employees) 2021 for Group C posts

## **LIBRARY CADRE**

**RECRUITMENT RULES FOR THE POST OF LIBRARIAN**

1	Name of Post	<b>Librarian</b>
2	Number of Post (s)	One (01)
3	Classification	Group – A
4	Level of Pay	7 <sup>th</sup> CPC Academic Level : 14
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	Preferably below 55 Years
7	Education and other qualifications required for direct recruits	<p><b>Essential: A</b></p> <p>i) Master Degree in Library Science/ Information Science/ Documentation with at least 55% of marks or its equivalent grade of 'B' in the UGC seven point scale and consistently good academic record.</p> <p>ii) At least 13 years' as a Deputy Librarian in University Library or 18 years' experience as a College Librarian.</p> <p>iii) Evidence of innovative Library service and organization of published work.</p> <p><b>Desirable:</b> M.Phil./Ph.D degree in Library Science/Information Science/Documentation/Achieves and Manuscript Keeping.</p> <p align="center"><b>OR</b></p> <p>Deputy Librarian completing service of 03 years in the Academic Level 13 and otherwise eligible as per conditions prescribed by the UGC Regulations as amended from time to time.</p> <p>Note: Other conditions as per UGC Regulations</p>
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of Promotions	Not Applicable
9	Period of probation, if any	One Year

10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct recruitment failing which by Deputation.
11	In case of recruitment by promotion/ deputation / absorption, grades from which promotion / deputation / absorption to be made	<b>Deputation:</b> Officers of Central/State Governments, Universities and other Autonomous Organizations holding analogous posts on regular basis subject to possessing educational qualification and experience as prescribed in column 07
12	Composition of DPC or Selection Committee	As per UGC regulations issued from time to time.

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

1	Name of Post	<b>Dy Librarian</b>
2	Number of Post	Two (02)
3	Classification	Group – A
4	Level of Pay	7 <sup>th</sup> CPC Academic Level: 12
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	50 Years
7	Education and other qualifications required for direct recruits	<p><b>Essential:</b></p> <p>i) Master's Degree in Library Science/ Information Science/Documentation Science with at least 55% marks or its equivalent grade of B in the UGC seven-point scale and consistently good academic record.</p> <p>ii) Five years' experience as an Assistant Librarian in any University Library/College Librarian.</p> <p>iii) Evidence of Innovative Library Service and organization of published work and professional commitment, computerisation of library.</p> <p><b>Desirable:</b> A M.Phil./Ph.D. degree in Library Science/Information Science/Documentation/Archives and Manuscript Keeping.</p> <p><b>Note:</b> Other conditions as per UGC Regulations.</p>
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	One Year
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment / Deputation

11	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made	<b>Deputation:</b> Officers of Central/State Governments, Universities and other Autonomous Organizations holding analogous posts on regular basis subject to possessing educational qualification and experience as prescribed in column 07.
12	Composition of DPC or Selection Committee	As per UGC regulations issued from time to time

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

1	Name of Post	<b>Assistant Librarian</b>
2	Number of Post	Four (04)
3	Classification	Group – A
4	Level of Pay	7 <sup>th</sup> CPC Academic Pay Level: 10
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	40 Years
7	Education and other qualifications required for direct recruits	<b>Essential:</b> i) Master's Degree in Library Science/ Information Science/Documentation or an equivalent professional degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) and a consistently Good Academic Record with knowledge of computerization of Library. ii) Qualifying in the National Level Test conducted for the purpose by the UGC or any other agency approved by the UGC.  However candidates, who are or have been awarded Ph.D. degree in accordance with the "(Minimum Standards and Procedure for Award of Ph.D. Degree). Regulations 2016, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET. <b>Desirable:</b> PG Diploma in Library Automation and networking or PGDCA <b>Note:</b> Other conditions as per UGC Regulations
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of Promotions	Not Applicable
9	Period of probation, if any	2 Years



10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment
11	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee	As per UGC regulations issued from time to time

## **RECRUITMENT RULES FOR THE POST OF INFORMATION SCIENTIST**

1	Name of Post	<b>Information Scientist</b>
2	Number of Post	One (01)
3	Classification	Group – A
4	Level of Pay	7 <sup>th</sup> CPC Level: 10
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	40 Years
7	Education and other qualifications required for direct recruits	<p><b>Essential :</b> First Class M.E./M.Tech. (Computer Science)/ Information Technology) Or equivalent with two years experience</p> <p style="text-align: center;">OR</p> <p>First Class B.E. / B.Tech (Computer Science)/ Information Technology) or equivalent with five years of relevant experience.</p> <p style="text-align: center;">OR</p> <p>First Class Master in Computer Applications (MCA) or equivalent with two years of relevant experience.</p> <p style="text-align: center;">OR</p> <p>First Class M.Sc.(Computer Science/ Information Technology) from a recognized University/Institute with three years of relevant experience.</p> <p style="text-align: center;">OR</p> <p>Masters Degree in Library and Information Science (M.Lib) or M. Lib I.Sc) and Post Graduate Diploma in Computer Applications or MCA or MSC (Computer Science/Information Technology)</p> <p><b>Desirable:</b> Relevant experience in Library/office automation/server configuration/maintenance of e- resource/data base management/ content management/programming/development of website/portals/information systems/gateway and networking. Cisco Certified Network Associate/Cisco Certified Network Professional or equivalent certification</p>

8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of Promotions	Not Applicable
9	Period of probation, if any	Two years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment failing which by deputation
11	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/deputation/ absorption to be made	In case of deputation - i) Holding analogous post on regular basis in the parent cadre or department or ii) with 5 years' service rendered after appointment to the post on regular basis in the Level 7 or equivalent in the parent cadre or department; and (iii) Possessing the qualifications and experience prescribed for direct recruitment under column 7.
12	Composition of DPC or Selection Committee	As per CRRs (Non-Teaching Employees) 2021 for Group A Posts

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

1	Name of Post	<b>Professional Assistant ( Library)</b>
2	Number of Post (s)	Four (04)
3	Classification	Group – B
4	Level of Pay	7 <sup>th</sup> CPC Level: 6
5	Whether Selection or non-selection post	Selection
6	Age Limit for Direct Recruits	35 Years
7	Education and other qualifications required for direct recruits	<b>Essential :</b> 1. Master's Degree in Library & Information Science from any recognised University /Institution with one year experience in the relevant field in a University/Research establishment/Central/State Govt /PSU and Library of other autonomous Institutions.  OR Bachelor's Degree in Library/Library and Information Science from any recognised Institute/University with three years' experience in the relevant field in a University/Research Establishment/ Central/State Govt/PSU and Library of other autonomous Institutions.  2. Knowledge of Computer Applications.  Two years relevant experience in any Central / State/ PSU / University / other Central or Autonomous Institutions / Private Institution  <b>Desirable:</b> PG Diploma in Library Automation and Networking or PGDCA or equivalent.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Age : No  Qualification : Yes
9	Period of probation, if any	Two years

10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	50% by Direct Recruitment and 50% by Promotion failing which by deputation/direct recruitment
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be Made	<b>Direct/Promotion:</b> Semi Professional Assistant with five years regular service in the Level 5
12	Composition of DPC or Selection Committee	As per CRRs (Non-Teaching Employees) 2021 for Group B posts.

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

1	<b>Name of Post</b>	<b>Semi Professional Assistant</b>
2	Number of Post (s)	Four (04)
3	Classification	Group – C
4	Level of Pay	7 <sup>th</sup> CPC Level: 5
5	Whether Selection or non-selection post	Selection
6	Age Limit for Direct Recruits	35 Years
7	Education and other qualifications required for direct recruits	<p><b>Essential :</b> Master's Degree in Library Science and Information Science from any recognised University/Institution</p> <p style="text-align: center;"><b>OR</b></p> <p>Bachelor's Degree in Library/Library and Information Science from a recognised Institute/University with two years relevant experience in a University/Research Establishment/Central/State Govt/PSU Autonomous Institutions.</p> <p><b>Desirable:</b> PG Diploma in Library Automation and Networking or PGDCA.</p>
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Age : No Qualification : Yes
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	50% by Direct Recruitment / Deputation through written test  50% by Promotion failing which by direct recruitment on deputation
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	<b>Promotion:</b> Library Assistant with 5 years of regular service in Level 4
12	Composition of DPC or Selection Committee	As per CRRs (Non-Teaching Employees) 2021 for Group C Posts

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

1	Name of Post	<b>Library Assistant</b>
2	Number of Post (s)	One (01)
3	Classification	Group – C
4	Level of Pay	7 <sup>th</sup> CPC Level: 4
5	Whether Selection or non-selection post	Selection
6	Age Limit for Direct Recruits	32 Years
7	Education and other qualifications required for direct recruits	Bachelor's Degree in Library and Information Science or equivalent from a recognized university.  Knowledge of ICT for working in a automated library system.  Desirable : Two years' experience in a library.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of Promotions	No
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	By promotion failing which by direct recruitment / deputation
11	In case of recruitment by promotion/deputation / absorption, grades from which promotion/ deputation / absorption to be made	Promotion : Library Attendant in Level 1 with 10 years' or regular service in the cadre.
12	Composition of DPC or Selection Committee	As per CRRs (Non-Teaching Employees) 2021 for Group C posts

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

1	Name of Post	<b>Library Attendant</b>
2	Number of Post (s)	Five (05)
3	Classification	Group – C
4	Level of Pay	7 <sup>th</sup> CPC Level: 1
5	Whether Selection or non-selection post	Not applicable
6	Age Limit for Direct Recruits	30 years
7	Education and other qualifications required for direct recruits	<b>Essential</b> 10+2 or its equivalent examination from a recognized board. Certificate Course in Library Science from a recognized institution.  Desirable: Two years' experience in a library and basic computer knowledge.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	Two years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment
11	In case of recruitment by promotion/deputation/absorption, grades from which promotion/ deputation/absorption to be Made	Not applicable
12	Composition of DPC or Selection Committee	As per CRRs (Non-Teaching Employees) 2021 for Group C Posts



**TECHNICAL**

**RECRUITMENT RULES FOR THE POST OF SYSTEMS MANAGER (COMPUTER CENTRE)**

1	Name of Post	<b>Systems Manager (Computer Centre)</b>
2	Number of Post (s)	One (01)
3	Classification	Group – A
4	Level of Pay	7 <sup>th</sup> CPC Level: 12
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	50 Years
7	Education and other qualifications required for direct recruits	<p><b>Essential:</b>            First class M.E./M.Tech. (Computer Science &amp; Technology)/ Information Technology) with two years' experience            OR            First class B.E./B. Tech. (Computer Science &amp; Technology/Information Technology) or equivalent with five years of relevant experience            OR            First class Master in Computer Applications (MCA) with two years of relevant experience            OR            First class M.Sc. (Computer Science/ Information Technology) from a recognized University/Institute with three years of relevant experience.</p> <p><b>Desirable:</b>            Formal training in computer programming/ system design/analysis with knowledge of one or more programming languages (to be indicated). Cisco Certified Network Associate/ CISCO Certified Network Professional or equivalent certification. Experience in handling social science research data analysis.</p> <p>Eight years' experience in leading the team and managing the systems.</p> <p>Experience in managing servers in converge systems and cloud environment.            Experience in managing campus</p>

		networking, internet technologies. Experience in managing Integrated ERP systems of HR, Finance and Academics
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	One year
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment failing which by deputation
11	In case of recruitment by promotion/deputation/absorption, grades from which promotion/ deputation / absorption to be made	N. A.
12	Composition of DPC or Selection Committee	As per CRRs (Non-Teaching Employees) 2021 for Group A Posts

**RECRUITMENT RULES FOR THE POST OF SYSTEM ANALYST-CUM-PROGRAMMER**

1	Name of Post	<b>System Analyst-cum- Programmer</b>
2	Number of Post	Three (03)
3	Classification	Group – A
4	Level of Pay	7 <sup>th</sup> CPC Level: 10
5	Whether Selection or non-selection post	Not applicable
6	Age Limit for Direct Recruits	45 Years
7	Education and other qualifications required for direct recruits	<p><b>Essential:</b>            First class M.E./M.Tech. (Computer Science &amp; Technology)/ Information Technology) with two years of relevant experience or equivalent            OR            First class Master in Computer Applications (MCA) with two years of relevant experience.            OR            First class M.Sc. (Computer Science/Information Technology) from a recognized University/Institute with three years of relevant experience.</p> <p><b>Desirable:</b>            Doctorate degree any of the subjects mentioned in essential qualification. Formal training in computer programming/system design/analysis with knowledge of one or more programming languages (to be indicated). CISCO Certified Network Associate/Cisco Certified Network Professional or equivalent certification            Experience in managing servers in converge systems</p>
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of Promotions	Not Applicable
9	Period of probation, if any	Two years

10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment failing which by deputation
11	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/deputation/ absorption to be made	<p><b>Deputation:</b> Officers of the Central/State Government, Autonomous or Statutory Organisations, PSU, University or recognised research institution</p> <p>(i) Holding analogous post on regular basis in the parent cadre or department or with 5 years' service rendered after appointment to the post on regular basis in the Level 7 or equivalent in the parent cadre or department; and Possessing the qualifications and experience prescribed for direct recruitment under column 7.</p>
12	Composition of DPC or Selection Committee	As per CRRs (Non-Teaching Employees) 2021 for Group A posts

**RECRUITMENT RULES FOR THE POST OF PROGRAMMER**

1	Name of Post	<b>Programmer</b>
2	Number of Post (s)	Two (02)
3	Classification	Group - B
4	Level of Pay	7 <sup>th</sup> CPC Level: 7
5	Whether Selection or non-selection post	Selection
6	Age Limit for Direct Recruits	40 years
7	Education and other qualifications required for direct recruits	<p>i) A Bachelors' degree in Computer Science / Engineering / Technology or having a post graduate degree in the subject and degree/diploma with five years' experience from recognized University or Institute with five years' experience in a University/ Research establishment / Central/State Govt PSU and other autonomous bodies or Private organization of repute.</p> <p>Desirable :</p> <p>Formal training in computer programming/system design/analysis with knowledge of one or more programming languages (to be indicated). Cisco Certified Network Associate/CISCO Certified Network Professional or equivalent certification. Experience in handling social science research data analysis.</p> <p>Programming with latest technology for the development framework, programming language and version control system to maintain the codes.</p>
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	No
9	Period of probation, if any	Two years

10	Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the post to be filled by various methods.	50% by direct recruitment /deputation through written test followed by Interview  50% by promotion failing which by deputation
11	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Sr Technical Assistant with five years regular service in Level 6
12	Composition of DPC or Selection Committee	As per CRRs (Non-Teaching Employees) 2021 for Group B Posts

**RECRUITMENT RULES FOR THE POST OF SR. TECHNICAL ASSISTANT (COMPUTER CENTRE)**

1	Name of Post	<b>Sr Technical Assistant (Computer Centre)</b>
2	Number of Post (s)	Two (02)
3	Classification	Group – B
4	Level of Pay	7 <sup>th</sup> CPC Level: 6
5	Whether Selection or non-selection post	Selection
6	Age Limit for Direct Recruits	35 Years
7	Education and other qualifications required for direct recruits	<p>i) A Masters’ degree in in Computer Science/Masters in Computer Applications with two years’ experience in Central/State Govt/ PSU and other autonomous bodies or Private organization of repute.</p> <p style="text-align: center;">OR</p> <p>ii) Bachelors’ Degree in Engineering/ Technology in Computer Science and Technology / Electronics and Communication / Information Technology from recognized University or Institute with five years’ experience in a University / Research establishment/with five years’ experience in Central/State Govt/ PSU and other autonomous bodies or Private organization of repute.</p> <p><b>Desirable:</b> Knowledge of managing servers and networking.</p>
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	<p>Age: No</p> <p>Qualification : Yes</p>
9	Period of probation, if any	2 Years



10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	50% by direct recruitment /deputation through written test followed by Interview  50% by promotion failing which by deputation
11	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	<b>Promotion:</b> Technical Assistant with five years regular service in Level 5 qualification as prescribed at Col.7
12	Composition of DPC or Selection Committee	As per CRRs (Non-Teaching Employees) 2021 for Group B Posts

**RECRUITMENT RULES FOR THE POST OF TECHNICAL ASSISTANT**  
**(COMPUTER CENTRE)**

1	Name of Post	<b>Technical Assistant (Computer Centre)</b>
2	Number of Post (s)	Two (02)
3	Classification	Group – B
4	Level of Pay	7 <sup>th</sup> CPC Level: 5
5	Whether Selection or non-selection post	Selection
6	Age Limit for Direct Recruits	35 Years
7	Education and other qualifications required for direct recruits	<p>i) A Masters' degree in in Computer Science / Masters in Computer Applications</p> <p align="center">OR</p> <p>iii) Bachelors' Degree in Engineering/ Technology in Computer Science and Technology/Electronics and Communication / Information Technology from recognized University or Institute with five years' experience in a University/Research establishment /with two years' experience in Central/ State Govt/ PSU and other autonomous bodies or Private organization of repute.</p>
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Age: No Qualification : Yes
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation absorption and percentage of the post to be filled by various methods.	50% by direct recruitment /deputation  50% by promotion failing which by direct recruitment
11	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	<b>Promotion:</b> Data Entry Operator with eight years regular service in Level 2 qualification as prescribed at Col.7

12	Composition of DPC or Selection Committee	As per CRRs (Non-Teaching Employees) 2021 for Group B Posts
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**RECRUITMENT RULES FOR THE POST OF : PRODUCER (MEDIA AND COMMUNICATION)**

1	Name of Post	<b>Producer (Media and Communication)</b>
2	Number of Post	One (01)
3	Classification	Group – A
4	Level of Pay	7 <sup>th</sup> CPC Level: 10
5	Whether Selection or non-selection post	Not applicable
6	Age Limit for Direct Recruits	45 years
7	Education and other qualifications required for direct recruits	<p>Masters' degree in Social Sciences/ Humanities / Commercial art/ Photography/ audiography /videography / film production with 55% marks or its equivalent grade of B in the UG seven point scale</p> <p>Five years' experience of still and video camera/editing work and demonstrated ability of competence over all aspects of video production.</p> <p>Desirable : Experience in supervising production facilities.</p>
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	Two years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment/Deputation
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion / deputation absorption to be made	Not Applicable.

12	Composition of DPC or Selection Committee	As per CRRs (Non-Teaching Employees) 2021 Group A post
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**RECRUITMENT RULES FOR THE POST OF SR. TECHNICAL ASSISTANT (MEDIA AND COMMUNICATION)**

1	Name of Post	<b>Sr Technical Assistant (Media and Communication)</b>
2	Number of Post (s)	One (1)
3	Classification	Group – B
4	Level of Pay	7 <sup>th</sup> CPC Level: 6
5	Whether Selection or non-selection post	Selection
6	Age Limit for Direct Recruits	35 Years
7	Education and other qualifications required for direct recruits	Bachelor's degree or equivalent Diploma in Photography / videography/Art or B.A./B.Sc./ B.Com. with three years' experience of assisting in video production. Experience in image manipulation software required.  Experience and familiarity in the use of video and sound equipment, editing and still photography equipment essential. Skills in visual and digital graphic design desirable.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Age: No Qualification : Yes
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	50% by direct recruitment /deputation  50% by promotion failing which by direct recruitment
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be Made	<b>Promotion:</b> Technical Assistant with five years regular service in Level qualification as prescribed at Col.7
12	Composition of DPC or Selection Committee	As per CRRs (Non-Teaching Employees) 2021 for Group B Posts

**RECRUITMENT RULES FOR THE POST OF TECHNICAL ASSISTANT**  
**(MEDIA AND COMMUNICATION)**

1	Name of Post	<b>Technical Assistant (Media and Communication)</b>
2	Number of Post (s)	One (01)
3	Classification	Group – B
4	Level of Pay	7 <sup>th</sup> CPC Level: 5
5	Whether Selection or non-selection post	Not applicable
6	Age Limit for Direct Recruits	35 Years
7	Education and other qualifications required for direct recruits	Bachelor's degree with two years' experience of assisting in Digital Video Camera Work, or HSC with 5 years experience of assisting in Video Camera and Audio Visual equipment.  Experience in image manipulation software and skills in visual and digital graphic design desirable.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Age: No  Qualification : Yes
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be Made	Not Applicable
12	Composition of DPC or Selection Committee	As per CRRs (Non-Teaching Employees) 2021 for Group B Posts

**RECRUITMENT RULES FOR THE POST OF COUNSELLOR**

1	Name of Post	<b>Counsellor</b>
2	Number of Post	One (1)
3	Classification	Group – A
4	Level of Pay	7 <sup>th</sup> CPC Level: 10
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	45 Years
7	Education and other qualifications required for direct recruits	Masters in Social Work / Counselling / Applied Psychology with ten years of experience in Counselling, Adolescent students. Should have strong leadership qualities, administrative skills, written and oral communication skills and ability to plan and conduct training programs.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of Promotions	Not Applicable
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment/Deputation
11	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation / absorption to be made	Not applicable
12	Composition of DPC or Selection Committee	As per CRRs (Non-Teaching Employees) 2021 for Group A posts



## **RECRUITMENT RULES FOR THE POST OF FIELD WORK COORDINATOR**

1	Name of Post	<b>FIELD WORK COORDINATOR</b>
2	Number of Posts	Two (2)
3	Classification	Group – A
4	Scale of Pay	7 <sup>th</sup> CPC Level: 10
5	Whether Selection or non-selection post	Selection
6	Age Limit for Direct Recruits	45 Years
7	Education and other qualifications required for direct recruits	<b>Essential:</b> Master's Degree in Social Work with at least 55% of marks or its equivalent grade of 'B' in the UGC seven point scale.  15 years' experience in field work.  <b>Desirable:</b>  Should have strong leadership qualities and administrative skills, written and oral communication skills, ability to coordinate and supervise field work of social work students, identify new organisations in the field for placements and maintain good relations with existing organisations where students are placed, engage in process documentation and develop protocols and manuals relating to field work and write reports. Should have proficiency in English, Hindi and preferably Marathi languages.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of Promotions	Not applicable
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment / Deputation
11	In case of recruitment by promotion/ deputation / absorption, grades from which Promotion / deputation / absorption to be made	Not applicable

12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees) 2020 for Group A Posts
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## **RECRUITMENT RULES FOR THE POST OF FIELD WORK SUPERVISOR**

1	Name of Post	<b>Field Work Supervisor</b>
2	Number of Post	Two (02)
3	Classification	Group – B
4	Level of Pay	7 <sup>th</sup> CPC Level: 7
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	40 Years
7	Education and other qualifications required for direct recruits	<b>Essential:</b> Masters degree in Social Work preferably M.Phil with ten years' experience in the relevant field. Should have strong leadership qualities, administrative skills, written and oral communication skills and ability to supervise students of Social Work, write project proposals, engage in research and write report. Should have proficiency in English Hindi and Marathi language.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of Promotions	Not applicable
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment/Deputation
11	In case of recruitment by promotion/ deputation / absorption, grades from which promotion/deputation/ absorption to be made	Not applicable
12	Composition of DPC or Selection Committee	As per CRRs (Non-Teaching Employees) 2021 for Group A posts

## **RECRUITMENT RULES FOR THE POST OF SOCIAL WORKER**

1	Name of Post	<b>Social Worker</b>
2	Number of Post (s)	Seven (07) – Rural campus – 6 and Mumbai campus - 1
3	Classification	Group – B
4	Level of Pay	7 <sup>th</sup> CPC Level: 7
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	40 years
7	Education and other qualifications required for direct recruits	<b>Essential</b> Masters Degree in Social Work with at least 55% marks or its equivalent grade of B in the UGC seven point scale with 3 years' experience in the relevant field.  <b>Desirable</b> Should have strong leadership qualities and administrative skills, written and oral communication skills, working with faculty, staff and student community, networking and resource mobilization skills, writing project proposals, engage in research and writing reports and should have proficiency in English, Hindi and preferably Marathi languages.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	N.A.
9	Period of probation, if any	Two years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the post to be filled by various methods	Direct Recruitment
11	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee	As per CRRs Rules (Non-Teaching Employees) 2021 for Group B Posts

**RECRUITMENT RULES FOR THE POST OF SR. PSYCHIATRIC SOCIAL  
WORKER (CHILD GUIDANCE CLINIC)**

1	Name of Post	<b>Sr Psychiatric Social Worker (Child Guidance Clinic)</b>
2	Number of Post (s)	One (01)
3	Classification	Group – B
4	Level of Pay	7 <sup>th</sup> CPC Level: 7
5	Whether Selection or non-selection post	Selection
6	Age Limit for Direct Recruits	40 years
7	Education and other qualifications required for direct recruits	<p><b>Essential</b> Master's degree in Social Work with specialization in Medical and Psychiatric Social Work or Health and Mental Health with at least 55% marks or an equivalent grade seven point scale.</p> <p>Ten years' experience of working with children and adolescents in the field of mental health.</p> <p>Should have proficiency in English, Hindi and preferably Marathi languages.</p> <p><b>Desirable :</b> Ability to work in community with different stakeholders, supervise students of social work, write project proposals, engage in research, case documentation and writing reports.</p> <p>Strong in community assessment and development skills, written and oral communication skills.</p>
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	No  Same as Col.7
9	Period of probation, if any	Two years

10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Promotion (100%), failing which by direct recruitment
11	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Psychiatric Social Worker (CGC) with five years' experience
12	Composition of DPC or Selection Committee	As per CRRs (Non-Teaching Employees) 2021 for Group B Posts

**RECRUITMENT RULES FOR THE POST OF PSYCHIATRIC SOCIAL  
WORKER (CGC)**

1	Name of Post	<b>Psychiatric Social Worker (CGC)</b>
2	Number of Post (s)	Two (02)
3	Classification	Group – B
4	Level of Pay	7 <sup>th</sup> CPC Level: 6
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	35 years
7	Education and other qualifications required for direct recruits	<p><b>Essential</b></p> <p>Master's degree in Social Work with specialization in Medical and Psychiatric Social Work or Health and Mental Health with at least 55% marks or an equivalent grade seven point scale.</p> <p>Five years' experience of working with children and adolescents in the field of mental health.</p> <p>Should have proficiency in English, Hindi and preferably Marathi languages.</p> <p><b>Desirable</b> : Ability to work in community with different stakeholders, supervise students of social work, write project proposals, engage in research, case documentation and writing reports.</p> <p>Strong in community assessment and development skills, written and oral communication skills.</p>
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of Promotions	Not Applicable
9	Period of probation, if any	Two Years

10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment
11	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee	As per CRRs (Non-Teaching Employees) 2021 for Group B posts



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

1	Name of Post	<b>Health Officer</b>
2	Number of Post (s)	One (01)
3	Classification	Group – A
4	Level of Pay	7 <sup>th</sup> CPC Level : 10
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	45 Years
7	Education and other qualifications required for direct recruits	<b>Essential:</b> MBBS recognised by MCI. Registered with MCI / State Medical Council  Three years of working experience in a Hospital attached with a Medical College/Corporate Hospital.  <b>Desirable:</b> Post Graduate Medical Qualification recognized by the MCI.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment/Deputation
11	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee	As per CRRs (Non-Teaching Employees) 2021 for Group A posts

**RECRUITMENT RULES FOR THE POST OF HEALTH OFFICER (Part Time)**

1	Name of Post	<b>Health Officer (Part Time)</b>
2	Number of Post (s)	One (01)
3	Classification	Group – A
4	Level of Pay	7 <sup>th</sup> CPC Level : 10
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	45 Years
7	Education and other qualifications required for direct recruits	<b>Essential:</b> MBBS recognised by MCI. Registered with MCI / State Medical Council  Three years of working experience in a Hospital attached with a Medical College/Corporate Hospital.  <b>Desirable:</b> Post Graduate Medical Qualification recognized by the MCI.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	Not Applicable
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment/Deputation
11	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee	As per CRRs (Non-Teaching Employees) 2021 for Group A posts

**RECRUITMENT RULES FOR THE POST OF NUTRITIONIST**

1	Name of Post	<b>Nutritionist</b>
2	Number of Post (s)	One (01)
3	Classification	Group – B
4	Level of Pay	7 <sup>th</sup> CPC Level : 6
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	35 Years
7	Education and other qualifications required for direct recruits	<b>Essential:</b> Degree in Dietics, foods and nutrition, food service systems management or a related area with at least 55% of marks in or its equivalent grade of 'B' in the UGC seven-point scale.  Three years of experience in food planning, supervising the preparation and serving of meals. Knowledge of Computer Applications essential.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment/Deputation
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee	As per CRRs (Non-Teaching Employees) 2021 for Group B posts

## **RECRUITMENT RULES FOR THE POST OF HEAD PRE-SCHOOL EACHER**

1	Name of Post	<b>Head Pre-School Teacher</b>
2	Number of Post (s)	One (01)
3	Classification	Group – B
4	Level of Pay	7 <sup>th</sup> CPC Level: 6
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	35 years
7	Education and other qualifications required for direct recruits	B.Sc. Home Science (Child Development) with minimum of three years' experience in a creche/nursery/ DCC. Experience of work with children is essential. Should be fluent in Hindi/ Marathi and able to teach English.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Age – No Qualification Same as Col 7
9	Period of probation, if any	Two years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	100% by promotion failing which by Direct Recruitment
11	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	<b>Promotion:</b> Pre-School Teacher with five years regular service in Level 5 qualification as prescribed at Col.7
12	Composition of DPC or Selection Committee	As per CRRs (Non-Teaching Employees) 2021 (Appendix-I)

## **RECRUITMENT RULES FOR THE POST OF PRE-SCHOOL TEACHER**

1	Name of Post	<b>Pre-School Teacher</b>
2	Number of Post (s)	One (01)
3	Classification	Group – C
4	Level of Pay	7 <sup>th</sup> CPC Level: 4
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	32 years
7	Education and other qualifications required for direct recruits	HSC with certificate/diploma in pre-school education or Diploma in education, experience in pre-school education programme or in a short-term certificate/diploma course, should be fluent in Hindi/ Marathi and be able to teach in English.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	Two years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Not applicable
12	Composition of DPC or Selection Committee	As per CRRs (Non-Teaching Employees) 2021 (Appendix-I)

# **INFRASTRUCTURE & SERVICES**

## **RECRUITMENT RULES FOR THE POST OF ASSISTANT ENGINEER**

1	Name of Post	<b>Assistant Engineer</b>
2	Number of Post (s)	One (01)
3	Classification	Group – B
4	Level of Pay	7 <sup>th</sup> CPC Level: 7
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	40 Years
7	Education and other qualifications required for direct recruits	<b>Essential:</b> i) First Class Bachelor's Degree in relevant field (Civil/Electrical/Mechanical) from a recognised Institute/University or equivalent. ii) Three years' experience in the relevant field as Junior Engineer or Equivalent in State Government PWD services or similar organized services/Statutory or Autonomous organization/University System or reputed private organizations with an annual turnover of Rs 200/- crores.  <b>Desirable:</b> Knowledge of Computer Aided Design (CAD) and latest Management Technology/other relevant software.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	Two years
10	Method of recruitment whether by direct recruitment or by	Direct recruitment

	promotion or by deputation/absorption and percentage of the post to be filled by various methods.	
11	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee	As per CRRs (Non-Teaching Employees) 2021 for Group B posts



## **RECRUITMENT RULES FOR THE POST OF RURAL ENGINEER**

1	Name of Post	<b>Rural Engineer</b>
2	Number of Post (s)	One (01)
3	Classification	Group – B
4	Level of Pay	7 <sup>th</sup> CPC Level: 6
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	35 Years
7	Education and other qualifications required for direct recruits	<b>Essential:</b> i) Bachelor's Degree in relevant field (Civil/Electrical/Mechanical) from a recognised Institute/University or equivalent with one year experience in State Government PWD services or similar organized services/ Statutory or Autonomous organization/ University System or reputed private organizations  Diploma in Engineering (Civil/Electrical/Mechanical) with Five years' experience in State Government PWD services or similar organized services/ Statutory or Autonomous organization / University System or reputed private organizations  <b>Desirable:</b> Knowledge of Computer Aided Design (CAD) and latest Management Technology/other relevant software.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	2 Years

10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment
11	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee	As per CRRs (Non-Teaching Employees) 2021 for Group B Posts

## **RECRUITMENT RULES FOR THE POST OF HORTICULTURIST**

1	Name of Post	<b>Horticulturist</b>
2	Number of Post (s)	One (01)
3	Classification	Group – B
4	Level of Pay	7 <sup>th</sup> CPC Level: 7
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	40 years
7	Education and other qualifications required for direct recruits	A bachelors' degree in agriculture/horticulture/floriculture or equivalent with three years' experience from recognized University / Research establishment /Central /State Govt/ PSU and other autonomous bodies or Private organization of repute
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	Two years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/ absorption to be made	N.A.
12	Composition of DPC or Selection Committee	As per CRRs (Non-Teaching Employees) 2021 for Group B Posts

## **RECRUITMENT RULES FOR THE POST OF ELECTRICIAN**

1	Name of Post	<b>Electrician</b>
2	Number of Post (s)	One (01)
3	Classification	Group – C
4	Level of Pay	7 <sup>th</sup> CPC Level: 2
5	Whether Selection or non-selection post	Selection
6	Age Limit for Direct Recruits	30 years
7	Education and other qualifications required for direct recruits	SSC and ITI Certificate in trade of Electrician.  Two years' experience in wiring and maintenance of electrical installations and fittings.  Should have knowledge of repairing/rewinding motors for pumping water, handling of AV equipment.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	No
9	Period of probation, if any	Two years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Promotion (100%) failing which by direct recruitment
11	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Assistant Electrician /Project Sound Operator-cum Electrician with five years' regular service in Level 1
12	Composition of DPC or Selection Committee	As per CRRs (Non-Teaching Employees) 2021 (Appendix-I)

## **RECRUITMENT RULES FOR THE POST OF ASSISTANT ELECTRICIAN**

1	Name of Post	<b>Assistant Electrician</b>
2	Number of Post (s)	One (01)
3	Classification	Group – C
4	Level of Pay	7 <sup>th</sup> CPC Level: 1
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	30 years
7	Education and other qualifications required for direct recruits	SSC and ITI Cert. in trade of Electrician.  One Year experience in wiring and maintenance of electrical installations and fittings. Should have knowledge of repairing/rewinding motors for pumping water.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not applicable
9	Period of probation, if any	Two years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment
11	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be Made	Not Applicable
12	Composition of DPC or Selection Committee	As per CRRs (Non-Teaching Employees) 2021 (Appendix-I)

**RECRUITMENT RULES FOR THE POST OF PROJECT SOUND  
OPERATOR—CUM-ELECTRICIAN**

1	Name of Post	<b>Project Sound Operator-cum-Electrician</b>
2	Number of Post (s)	One (01)
3	Classification	Group – C
4	Level of Pay	7 <sup>th</sup> CPC Level: 2
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	30 years
7	Education and other qualifications required for direct recruits	SSC and ITI Certificate in trade of Electrician or a diploma in the trade of Electrician.  Two years' experience of electrical work & familiarity with system & projection equipment desirable.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	Two years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be Made	Not Applicable
12	Composition of DPC or Selection Committee	As per CRRs (Non-Teaching Employees) 2021 (Appendix-I)

**RECRUITMENT RULES FOR THE POST OF CARPENTER**

1	Name of Post	<b>Carpenter</b>
2	Number of Post (s)	One (01)
3	Classification	Group – C
4	Level of Pay	7 <sup>th</sup> CPC Level : 2
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	30 years
7	Education and other qualifications required for direct recruits	SSC and ITI certificate in the trade of Carpenter, with atleast 'Two years' experience in carpentry work,
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	Two years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee	As per CRRs (Non-Teaching Employees) 2021 (Appendix-I)

## **RECRUITMENT RULES FOR THE POST OF SENIOR DTP OPERATOR**

1	Name of Post	<b>Senior DTP Operator</b>
2	Number of Post (s)	One (01)
3	Classification	Group – B
4	Level of Pay	7 <sup>th</sup> CPC Level: 7
5	Whether Selection or non-selection post	Selection
6	Age Limit for Direct Recruits	40 years
7	Education and other qualifications required for direct recruits	<b>Essential</b> Bachelor's Degree in Social Sciences with at least 55% of the marks or its equivalent grade of 'B' in the UGC seven-point scale with five years' experience. Experience in publishing or public relations industry with computerized administrative systems and processes. Candidates must have good skills in writing and social media skills.  Experience in publishing or public relations industry with computerized administrative systems and processes. Candidates must have good skills in writing and social media skills.  Knowledge of DTP Programs like Coral Ventura, Coral Draw, Adobe Indesign and QuartkXpress etc. Should be well versed in online platforms, social media
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Yes, but age relaxation will be applicable
9	Period of probation, if any	Two Years



10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	100% by promotion, failing which by Direct Recruitment
11	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/absorption to be Made	Junior DTP Operator with five years' experience in Level 6
12	Composition of DPC or Selection Committee	As per CRRs (Non-Teaching Employees) 2021 (Appendix-I)

## **RECRUITMENT RULES FOR THE POST OF JUNIOR DTP OPERATOR**

1	Name of Post	<b>Jr DTP Operator</b>
2	Number of Post (s)	One (01)
3	Classification	Group – B
4	Level of Pay	7 <sup>th</sup> CPC Level: 6
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	35 years
7	Education and other qualifications required for direct recruits	<b>Essential</b> Bachelor's Degree in Social Sciences with at least 55% of the marks with two years' experience. Experience in publishing or public relations industry with computerized administrative systems and processes. Candidates must have good skills in writing and social media skills.  Knowledge of DTP Programs like Coral Ventura, Coral Draw, Should be well versed in online platforms, social media
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not applicable
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment
11	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation / absorption to be made	Not Applicable
12	Composition of DPC or Committee Selection	As per CRRs (Non-Teaching Employees) 2021 (Appendix-I)

## **RECRUITMENT RULES FOR THE POST OF TELEPHONE OPERATOR**

1	<b>Name of Post</b>	<b>Telephone Operator</b>
2	Number of Post (s)	Two (02)
3	Classification	Group – C
4	Level of Pay	7 <sup>th</sup> CPC Level: 2
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	30 years
7	Education and other qualifications required for direct recruits	A degree with a certificate course in telephone Operating, experience of EPABX 10+100 Board, and ability to speak and write in English, Hindi and Marathi  Two years' experience in the relevant field
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	Two years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee	As per CRRs (Non-Teaching Employees) 2021 for Group B Posts

## **RECRUITMENT RULES FOR THE POST OF MACHINE OPERATOR**

1	Name of Post	<b>Machine Operator</b>
2	Number of Post (s)	Three (03)
3	Classification	Group – C
4	Level of Pay	7 <sup>th</sup> CPC Level: 2
5	Whether Selection or non-selection post	Selection
6	Age Limit for Direct Recruits	30 years
7	Education and other qualifications required for direct recruits	<b>Essential</b> 10+2 or its equivalent examination from a recognized board with experience in photocopying, scanning, lamination, spiral binding etc.  <b>Desirable:</b> Two years' experience in the relevant field
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	No
9	Period of probation, if any	Two years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Promotion (100%) failing which by direct recruitment
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be Made	Library Attendant/ Peons/ Cleaner-cum-Floor Attendant
12	Composition of DPC or Selection Committee	As per CRRs (Non-Teaching Employees) 2021 (Appendix-I)

**RECRUITMENT RULES FOR THE POST OF ASSISTANT DINING HALL SUPERVISOR**

1	Name of Post	<b>Assistant Dining Hall Supervisor</b>
2	Number of Post (s)	One (01)
3	Classification	Group – B
4	Level of Pay	7 <sup>th</sup> CPC Level: 6
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	35 years
7	Education and other qualifications required for direct recruits	Bachelors' Degree / Three year Diploma in Hotel Management or related areas with three years' experience in a catering establishment or in a Pantry/Kitchen of a Hospital University or Hostel
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	Two years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the post to be filled by various methods.	Direct Recruitment
11	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee	As per CRRs (Non-Teaching Employees) 2021 for Group B Posts

**RECRUITMENT RULES FOR THE POST OF DINING HALL  
COOK**

1	Name of Post	<b>Dining Hall Cook</b>
2	Number of Post (s)	Three (03)
3	Classification	Group – C
4	Level of Pay	7 <sup>th</sup> CPC Level: 2
5	Whether Selection or non-selection post	Selection
6	Age Limit for Direct Recruits	30 Years
7	Education and other qualifications required for direct recruits	<p><b>Essential:</b> Class 12<sup>th</sup> from a recognized Higher Secondary Board. Two years' experience in cooking / catering services in educational institutions/guest houses, reputed hotels, restaurants or similar organisations.</p> <p><b>Desirable:</b> i) ITI Trade certificate in Bakery and Confectionery (one year duration) ii) Experience in preparation of vegetarian and non-vegetarian food items both of South Indian/North Indian cuisine and continental cuisine.</p>
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Age: No Qualification : Yes
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	50% by Direct Recruitment  50% by promotion according to seniority-cum-fitness and qualifying skill test, failing which by direct recruitment

11	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made	<b>Promotion:</b> Asst. Dining Hall Cook / Helper in Dining Hall and with three years of regular service in Level 1
12	Composition of DPC or Selection Committee	As per CRRs (Non-Teaching Employees) 2021 for Group C Posts

**RECRUITMENT RULES FOR THE POST OF ASST. COOK**

1	Name of Post	<b>Asst. Cook</b>
2	Number of Post (s)	Three (03)
3	Classification	Group – C
4	Level of Pay	7 <sup>th</sup> CPC Level:1
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	30 Years
7	Education and other qualifications required for direct recruits	<b>Essential:</b> Class 10 <sup>th</sup> from a recognized School Board. Two years' experience in cooking/ catering services in educational institutions/guest houses, reputed hotels, restaurants or similar organisations. <b>Desirable:</b> ITI Trade certificate in Bakery and Confectionery (one year duration) Experience in preparation of vegetarian and non-vegetarian food items both of South Indian/North Indian cuisine and continental cuisine.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the post to be filled by various methods.	Direct recruitment
11	In case of recruitment by promotion/ deputation /absorption, grades from which	Not Applicable



	promotion/ deputation/ absorption to be made	
12	Composition of DPC or Selection Committee	As per CRRs (Non-Teaching Employees) 2021 for Group C Posts

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

1	Name of Post	<b>Hostel Attendant</b>
2	Number of Post (s)	Five (05)
3	Classification	Group – C
4	Level of Pay	7 <sup>th</sup> CPC Level:1
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	30 Years
7	Education and other qualifications required for direct recruits	<b>Essential:</b> Class 12 <sup>th</sup> from a recognized School Board. Two years' experience in hospitality industry
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	By Direct recruitment
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation /absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee	As per CRRs (Non-Teaching Employees) 2021 for Group C Posts

### **RECRUITMENT RULES FOR THE POST OF DRIVER**

1	Name of Post	<b>Driver</b>
2	Number of Post (s)	Six (06)
	Classification	Group – C
4	Level of Pay	7 <sup>th</sup> CPC Level: 2
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	30 Years
7	Education and other qualifications required for direct recruits	<b>Essential :</b> (i) 10 <sup>th</sup> Pass from any recognised Board (ii) Possess a Valid Commercial Driving License for Light/ Medium/Heavy Vehicles issued by the Competent authority having no adverse endorsement (iii) Knowledge of motor mechanism (the candidate should be able to remove minor defects in vehicles). (iv) Experience of driving motor vehicles for at least 3 years.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment through driving test, knowledge of traffic rules and skill test.
11	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee	As per CRRs (Non-Teaching Employees) 2021 for Group C Posts

**RECRUITMENT RULES FOR THE POST OF HEAD SECURITY  
GUARD**

1	Name of Post	<b>Head Security Guard</b>
2	Number of Post (s)	Six (06)
3	Classification	Group – C
4	Level of Pay	7 <sup>th</sup> CPC Level: 2
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	30 Years
7	Education and other qualifications required for direct recruits	<p>XII Pass with three years' experience as Security Supervisor/ Supervisory Position in Security in a Govt. Office, Educational Institute/ Private Organisations of repute.</p> <p style="text-align: center;"><b>OR</b></p> <p>Persons who have served in the Army or such Uniformed service as Hawaldar / Head Constable or equivalent or above with at least Class 10th standard pass or Army Class I examination or an equivalent examination.</p> <p style="text-align: center;"><b>AND</b></p> <p>Holding a valid Driving License (LMV/ Motor cycle).</p> <p><b>Desirable:</b> Completion of a course in fire fighting or unarmed combat course in Army or Para-military force.</p>
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the post to be filled by various methods.	100% by direct recruitment

11	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee	As per CRRs (Non-Teaching Employees) 2021 for Group C Posts

**RECRUITMENT RULES FOR THE POST OF JAMADAR**

1	Name of Post	<b>JAMADAR</b>
2	Number of Post (s)	One (01)
3	Classification	Group – C
4	Level of Pay	7 <sup>th</sup> CPC Level: 2
5	Whether Selection or non-selection post	Selection
6	Age Limit for Direct Recruits	30 years
7	Education and other qualifications required for direct recruits	10+2 Pass with Two Years' experience in the as supervisor in the field in a Govt. Office, Educational Institute/ Private Organisations of repute
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	Two years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Promotion (100%) failing which by direct recruitment
11	In case of recruitment by promotion / deputation/absorption, grades from which promotion/ deputation/ absorption to be made	Cleaner cum floor attendant / Helper DH / Mali / Helper Day Care Centre / Sweeper with five years' experience with qualification at Col.No.7
12	Composition of DPC or Selection Committee	As per CRRs (Non-Teaching Employees) 2021 for Group C Posts

**RECRUITMENT RULES FOR THE POST OF CLEANER-CUM  
-FLOOR ATTENDANT**

1	Name of Post	<b>Cleaner-cum-Floor Attendant</b>
2	Number of Post (s)	Twenty Four (24)
3	Classification	Group – C
4	Level of Pay	7 <sup>th</sup> CPC Level: 1
5	Whether Selection or non-selection post	Not applicable
6	Age Limit for Direct Recruits	30 years
7	Education and other qualifications required for direct recruits	X Standard Pass from a recognised Board or ITI passed.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	Two years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct recruitment through Written and Trade test
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Not applicable
12	Composition of DPC or Selection Committee	As per CRRs (Non-Teaching Employees) 2021 for Group C Posts

**RECRUITMENT RULES FOR THE POST OF HELPER (DH)**

1	Name of Post	<b>Helper (DH)</b>
2	Number of Post (s)	One (01)
3	Classification	Group – C
4	Level of Pay	7 <sup>th</sup> CPC Level: 1
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	30 years
7	Education and other qualifications required for direct recruits	X Standard Pass from a recognised Board or ITI passed.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	Two years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct recruitment through Written and Trade test
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be Made	Not applicable
12	Composition of DPC or Selection Committee	As per CRRs (Non-Teaching Employees) 2021 for Group C Posts



**RECRUITMENT RULES FOR THE POST OF MALI**

1	Name of Post	<b>Mali</b>
2	Number of Post (s)	Five (05)
3	Classification	Group – C
4	Level of Pay	7 <sup>th</sup> CPC Level: 1
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	30 years
7	Education and other qualifications required for direct recruits	X Standard Pass from a recognised Board or ITI passed.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	Two years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Not Applicable
11	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation / absorption to be made	Direct recruitment through Written and Trade test
12	Composition of DPC or Selection Committee	As per CRRs (Non-Teaching Employees) 2021 for Group C Posts

**RECRUITMENT RULES FOR THE POST OF HELPER (DCC)**

1	Name of Post	<b>Helper (Day Care Centre)</b>
2	Number of Post (s)	One (01)
3	Classification	Group – C
4	Level of Pay	7 <sup>th</sup> CPC Level: 1
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	30 years
7	Education and other qualifications required for direct recruits	X Standard Pass from a recognised Board or ITI passed.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	Two years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct recruitment
11	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion / deputation/absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee	As per CRRs (Non-Teaching Employees) 2021 for Group C Posts

**RECRUITMENT RULES FOR THE POST OF SWEEPER**

1	Name of Post	<b>Sweeper</b>
2	Number of Post (s)	One (01)
3	Classification	Group – C
4	Level of Pay	7 <sup>th</sup> CPC Level: 1
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	30 years with relaxation as per rules for SC/ST and others
7	Education and other qualifications required for direct recruits	X Standard Pass from a recognised Board or ITI passed.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	Two years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct recruitment
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/ absorption to be Made	Not Applicable
12	Composition of DPC or Selection Committee	As per CRRs (Non-Teaching Employees) 2021 for Group C Posts

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