



ਪੰਜਾਬ ਕੇਂਦਰੀਯ ਵਿਸ਼ਵਵਿਦਿਆਲਯ
संसदीय अधिनियम 25 (2009) के द्वारा स्थापित
Central University of Punjab
Established vide Act No. 25 (2009) of Parliament

Non-Teaching Positions
Advertisement No. CUPB/Estab./17/020

Applications are invited for following non-teaching posts on regular basis:

Sr. No	Name of the Post	Scale Of Pay	Vacant Position	UR	OBC	SC	ST
1	Librarian	37400-67000 (AGP Rs.10000/-)	1	1	-	-	-
2	Deputy Librarian	15600-39100 (AGP Rs. 8000/-)	1	1	-	-	-
3	Internal Audit Officer	15600-39100 (GP Rs.7600/-)	1 On deputation basis	1 On deputation basis			
4	Executive Engineer	15600-39100 (GP Rs.6600/-)	1	1	-	-	-
5	Assistant Librarian	15600-39100 (GP Rs.6000/-)	2	2	-	-	-
6	Assistant Registrar	15600-39100 (GP Rs.5400/-)	1	1	-	-	-
7	Medical Officer	15600-39100 (GP Rs.5400/-)	1 (Male)	1	-	-	-
8	Public Relation Officer	15600-39100 (GP Rs.5400/-)	1*	1	-	-	-
9	Security Officer	9300-34800 (GP Rs.4600/-)	1	1	-	-	-
10	Private Secretary	9300-34800 (GP Rs.4600/-)	5*	4	1	-	-
11	Estate Officer	9300-34800 (GP Rs.4600/-)	1	1	-	-	-
12	Nurse	9300-34800 (GP Rs.4200/-)	1	1	-	-	-
13	Professional Assistant	9300-34800 (GP Rs.4200/-)	1	1	-	-	-
14	Personal Assistant	9300-34800 (GP Rs.4200/-)	2	2	-	-	-
15	Hindi Translator/Junior Translator	9300-34800 (GP Rs.4200/-)	1	1	-	-	-
16	Assistant	9300-34800 (GP Rs.4200/-)	7	4	2	1	-
17	Jr. Engineer (Civil)	9300-34800 (GP Rs.4200/-)	1 On deputation basis	1 On deputation basis			
18	Pharmacist	5200-20200 (GP Rs.2800/-)	1*	1	-	-	-
19	Security Inspector	5200-20200 (GP Rs.2800/-)	1	1	-	-	-
20	Upper Division Clerk	5200-20200 (GP Rs.2400/-)	2	-	1	1	-
21	Laboratory Assistant	5200-20200 (GP Rs.2400/-)	2	1	1	-	-
22	Lower Division Clerk (LDC)	5200-20200 (GP Rs.1900/-)	6#	2	2	1	1
23	Library Attendant	5200-20200 (GP Rs.1800/-)	3\$	2	-	1	-
24	Laboratory Attendant	5200-20200 (GP Rs.1800/-)	3	2	1	-	-
25	Multitask Staff (MTS)	5200-20200 (GP Rs.1800/-)	1	1	-	-	-

* One post is reserved for PwD-OH ; # One post is reserved for PwD-HI ; \$ One post is reserved for PwD-VH (Low Vision)

Abbreviations:

UR: Unreserved, **OBC:** Other Backward Classes, **SC:** Schedule Caste, **ST:** Schedule Tribe, **PwD-OH:** Person with Disability(Orthopedically Handicapped), **PwD-HI:** Person with Disability (Hearing Impairment)

Note:

1. Last date to apply online: **22.09.2017 by 1700 Hours**
2. Last date of receiving printouts of the online application along with all supporting documents in university: **29.09.2017 by 1700 Hours.**
3. **Applicants for the post of Librarian and Deputy Librarian are required to fill the API form strictly in the format provided by the university.**
4. The posts of **“Librarian, Deputy Librarian, Internal Audit Officer, Assistant Librarian, Public Relation Officer, Estate Officer, Nurse, Jr. Engineer (Civil), Pharmacist, Security Inspector, and Cook “** advertised earlier vide Advertisement No. CUPB/NT-01(2015) and T/NT-01(2016) Dated: 03.11.2015 and 08.05.2016 respectively are hereby withdrawn by the university due to administrative/technical reasons. **The candidates applied earlier against these advertisement are required to apply afresh in case they are willing and eligible.**
5. Candidates who applied against the above vacancies (S.No.4), are requested to apply for the refund of their application fee in prescribed proforma available on the university website: www.cup.edu.in; www.cup.ac.in and **required to fill the same and email to: recruitment.cupb@gmail.com)**

General Instructions, Essential Information and Eligibility conditions for applying to Non-Teaching Positions

Advt. No:- CUPB/Estab./17/020

1. Any type of corrigendum/addendum/amendments/notice/updation etc. related to this advertisement shall be uploaded on University websites www.cup.ac.in; www.cup.edu.in only. Further, the university will not send any further information/call letters by post/newspapers. CUPB will not be responsible for invalid/wrong email ID and Mobile No. mentioned by the candidates. Therefore, it is the responsibility of the candidate to mention correct contact details and regularly check their e-mail, SMS and CUPB websites: www.cup.ac.in; www.cup.edu.in for updates.
2. Mere possession of eligibility conditions shall not entitle a candidate to be called for skill test/written test/interview (as applicable). As per instructions of Govt. of India, there will be no interview for the Group B (Non-Gazetted) and Group C posts, except the posts identified to be filled through interview. **In addition to minimum qualification prescribed in advertisement, selection process and criteria for all non teaching posts is attached at Annexure-I.**
3. The date for determining the eligibility (i.e. age, qualifications and experience) of all candidates in every respect shall be the closing date of online applications as prescribed in the advertisement.
4. University reserves the right to conduct skill test for any post, to which it deems fit.
5. Experience will be counted only after the date of fulfilling the minimum educational qualification as required for the post.
6. The application for appointment on deputation may be forwarded by the employer along with the CR dossiers duly certified by the Competent Authority for the last 5 years through proper channel.
7. Suppression of factual information, supply of fake documents, providing false or misleading information or any other undesirable action by the candidate shall lead to cancellation of his /her candidature. In case, it is detected at any point of time in future even after appointment that the candidate was not eligible as per the prescribed qualification, experience etc. which could not be detected at the time of written test/ interview due to whatever circumstances, his/her appointment shall be liable to be terminated forthwith as per this clause and also based on his/her undertaking.
8. In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after the issue of appointment letter, the University reserves the right to modify/withdraw/cancel any communication made to the candidates.
9. With regard to any ambiguity relating to the recruitment rules in general and eligibility in respect of any post in particular, the decision of the Competent Authority shall be final.
10. If any suitable **PWD** candidate(s) is found against any post, the university will give preference to such candidates in order to give prescribed quota to PWD category candidates, irrespective of fact that the post was not earmarked for PWD candidates in the advertisement.
11. Acceptance of documents/ certificates/ claims etc. submitted by an applicant will be subject to their verification by the competent authorities/ sources. If any claim/ certificate/ document is found to be false/ fake/ incorrect/ *malafide* at any stage of verification before or after appointment, the document in question shall be summarily rejected and action may be initiated against the candidate for this misconduct including rejection of his/her candidature which shall lead to cancellation of his/her appointment, if already appointed.
12. In case of selection, the appointment will be provisional and is subject to the community certificate being verified through proper channels. If the verification reveals that the claim of the candidate to belong to SC/ST/OBC (non creamy layer)/PWD is false, his/her services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of Indian Penal Code for production of false certificate.
13. The appointment of a fresh candidate will be subject to police verification. In case, the report of the police with regard to his/her conduct, character, antecedents etc. is not found to be satisfactory, the provisional appointment shall be withdrawn/ cancelled/ terminated forthwith without notice.
14. The selected candidate will also have to undergo a medical examination/ test to ascertain his/ her medical fitness for the post prior to joining. In case, he/ she is not found to be fit by the authorized medical authorities, the offer of appointment shall be treated as withdrawn. The persons already holding employment under Government or Autonomous Bodies/PSU, may submit Medical Fitness Certificate from

- any Government Hospital at the place of his/ her work duly countersigned by the Civil Surgeon or Chief Medical Officer of the concerned district.
15. The terms and conditions of appointment/ Engagement shall be communicated in the "Offer of Appointment/ Engagement "to the Selected Candidates. If the candidate does not accept the terms and conditions mentioned in the offer of appointment/ engagement letter within the stipulated time period, the offer will be treated as withdrawn and no further communication shall be entertained in this regard.
 16. The probation period for the regular posts (wherever applicable) will be two years. An employee will be considered for confirmation only if:
 - a) No one else holds a lien on the post on account of technical resignation, EOL etc.
 - b) The service of the employee have been found satisfactory.
 - c) A verification report about the character and antecedents of the employee is received from the district authorities.
 - d) A verification report of any other documents/certificates (as the university deems fit) have been obtained from the sources.
 17. **Nature of Duties:** The selected candidate will be required to perform duties as per the rules of the University as amended from time to time. The University is free to assign any duty as per the exigency of the situation at any time even during non-working hours/ holidays which the employee has to perform without fail to avoid disciplinary action in this regard. The University administration notwithstanding the schedule of five-day week in its working may also direct any employee to work for six days in a week at its discretion depending upon the exigency of service and in the interest of the organization. However, it may be kept in view that the total number of working hours prescribed per week shall be equal to all the employees as per the Govt. of India rules.
 18. The selected person shall be required to arrange his/ her own accommodation as per his/ her convenience.
 19. The selected candidates, will be governed by the "National Pension System" (earlier known as 'New Pension Scheme') of the Govt. of India as applicable w.e.f. 01.01.2004. Those who are appointed on deputation, payment of both leave salary and pension contribution will be as per rules.
 20. The salary of eligible superannuated candidates, in case of selection on regular basis, will be fixed as per UGC letter No. F.71-6/2012(CU) Dated 03.04.2013
 21. The selected candidate shall be liable to serve anywhere under the jurisdiction of the Central University of Punjab.
 22. The selected candidates shall be governed by the Act/ Statutes/ Ordinances/ Regulations/ Rules governing the service conditions/ method of recruitments as amended from time to time and resolutions of the Executive Council of the university and rules of the Govt. of India such as DOPT rules, the CCS(Conduct) Rules, 1964 and CCS (CCA) Rule, 1965 etc. adopted by the University from time to time.
 23. The grade point B in the 7 point scale (Grades O, A, B, C, D, E & F) shall be regarded as equivalent to 55% wherever the grading system is followed.
 24. Seven Point Scale for grading system is given below for information of all concerned with recruitment:

**PERCENTAGE EQUIVALENCE OF GRADE POINTS
FOR A SEVEN POINTS SCALE
(Ref. UGC Regulations, 2010)**

Grade	Grade Point	% Equivalent
O-Outstanding	5.50-6.00	75-100
A-Very Good	4.50-5.49	65-74
B-Good	3.50-4.49	55-64
C-Average	2.50-3.49	45-54
D-Below Average	1.50-2.49	35-44
E-Poor	0.50-1.49	25-34
F-Fail	0-0.49	00-24

25. The preference against the MTS post(s) may be given to the candidates who have adequate experience of working in the university administration with knowledge of data-feeding/ typewriting on computer, record maintenance, operation and maintenance of photocopier/ lamination machines etc. or having adequate experience in some other technical/ professional fields.
26. Candidate should bring all original certificates relating to his/ her age, qualification, experience and caste etc. at the time of document verification and/or interview. In case the candidate fails to submit the original documents for verification of the certified/ xerox copies of the enclosures to his/ her application, he/she shall not be allowed to appear at the written test/interview and his candidature shall be treated as cancelled without any further communication in this regard.
27. The University reserves the right to fill or not to fill up the posts advertised for any reasons whatsoever. If any vacancy arises after recruitment to a particular post due to whatsoever reasons, the vacancy may be filled up from the panel of that post within a period of one year from the date of selection committee. In any case every panel shall be treated as invalid after one year w.e.f. the date of the meeting of the Selection Committee.
28. The University may draw reserve panel(s) against possible vacancies in future.
29. Number of posts advertised may be treated as tentative. The University shall have the right to increase/decrease the number of posts at the time of selection and make appointments accordingly.
30. The University reserves the right to reject any application without assigning any reason thereof
31. If any advertisement for any post(s) is withdrawn due to whatever reasons, the application fee or any other fee collected from the candidates shall be refunded preferably within 30 working days.
32. Candidate, who is already in service should submit his/her application through proper channel. However, he/she may send an advance copy of his/her application and should produce a "No Objection Certificate" issued by the employer at the time of document verification failing which he/she shall not be allowed for written test/interview.
33. In case of in-service candidates, relieving letter from the employer at the time of joining must be submitted.
34. Interim enquiries shall not be entertained.
35. Canvassing in any form on behalf of or by the candidate shall disqualify him/her from being considered.
36. Under the term 'good academic record' the candidate must have obtained at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Master's degree level, in the relevant subject or an equivalent degree from an Indian/Foreign University; and at least 50% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Bachelor's degree level or an equivalent degree from an Indian/Foreign University.
37. Applicants are required to apply on separate online application form for each post by depositing fee @ Rs. 600 through online mode only. Other mode of application fee will not be accepted. However, The SC/ST/PWD candidates are exempted for application fee.
38. The candidate shall be required to submit the list of enclosures and also write his/ her complete information with regard to his/ her correspondence and permanent address with pin code, telephone numbers, cell-phone numbers, e-mail ID, if any, in the application which will facilitate communication at any point of time.
39. The reservations/relaxations to SC/ST/OBC/PWD Candidates will be provided as per the existing Govt. of India/UGC policy. The SC/ST/OBC/PWD candidates are required to attach the relevant certificate as per format prescribed by the Government of India. **OBC certificate (Non Creamy Layer) should not be issued later than six months from the last date of receipt of application.**
40. It is the responsibility of the candidate to assess his own eligibility for the post for which he/she is applying in accordance with the prescribed qualification, experience etc. In case the candidate who do not meet the minimum eligibility criteria and still apply will do so at their own risk and cost. Please note that the university is not responsible for incorrect entries and fee once paid will not be refunded in any circumstances.
41. Any change of address from the one given in the application form should be communicated to the university immediately.
42. The age of the superannuation for all the posts is as per UGC/Gol norms.
43. **Payment of TA:** The candidate shall attend the interview at the designated place and time at his own expenses. However, the outstation candidates belonging to the SC/ ST/ PwD categories shall be reimbursed to and fro rail fare (sleeper class) for self only. 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/ PwD candidates who are already in Central/ State Government Service/ or holding any other employment.

44. In case of disputes/suits or legal proceedings against the university, the jurisdiction shall be confined to the Court of Bathinda or Punjab and Haryana High Court Chandigarh only.
45. Applicants are required to send the duly signed printout of the online application form along with all the self-attested photocopies of Qualification/ Experience/ Caste certificate/ proof of claim/NOC at the following address:

Deputy Registrar (Establishment)
Central University of Punjab
City Campus, Mansa Road
Bathinda-151 001, India

46. Last date for submission of Online application form is **22.09 2017 by 1700 Hours**
47. The printout of the online applications form along with supporting documents must be submitted by **29.09.2017 by 1700 Hours**
48. The University shall not be responsible for any postal delay. Applications, received late, incomplete or without signature, fee and other enclosures, will be summarily rejected.

Registrar

QUALIFICATION, EXPERIENCE & OTHER DETAILS

1	Name of the Post	LIBRARIAN
2	Classification	Group-A
3	Scale of Pay	Pay Scale Rs.37400-67000 (AGP Rs.10,000/-)
4	Whether Selection or Non Selection Post	Not Applicable
5	Age limit for direct recruits	<i>Preferably below 57 years</i>
6	Education and other qualification required for direct recruits	<p>Minimum Qualifications:</p> <ul style="list-style-type: none"> i. A Master's Degree in Library Science/Information Science/Documentation with at least 55% marks or its equivalent grade of B in the UGC seven point scale and a consistently good academic record. ii. At least thirteen years as a Deputy Librarian in a University library or eighteen years' experience as a College Librarian. iii. Evidence of innovative library service and organization of published work. iv. API score as per UGC guideline, 2016 and its subsequent amendments. <p>Desirable: M.Phil./ Ph.D. degree in Library Science/ Information Science/ Documentation/ Archives and Manuscript – Keeping</p>
7	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
8	Period of Probation	Two Years
9	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods	100% by direct recruitment / deputation
10	In case of recruitment by promotion / deputation / absorption, grades from which promotion/ deputation / absorption to be made.	As per Clause 7 above
11	Composition of DPC or Selection Committee	As per Section 18(2), of the Statutes of the Central Universities Act, 2009 and as amended time to time.

1	Name of the Post	DEPUTY LIBRARIAN
2	Classification	Group-A
3	Scale of Pay	Pay Scale : Rs.15600-39100 (AGP Rs.8000/-)
4	Whether Selection or Non Selection Post	Not Applicable
5	Age limit for direct recruits	Not Exceeding 50 years
6	Education and other qualification required for direct recruits	<p><u>Minimum qualifications:</u></p> <ol style="list-style-type: none"> i. A 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. ii. Five years' experience as an Assistant University Librarian/College Librarian. iii. Evidence of Innovative Library Services, organization of published work and professional commitment, computerization of Library. iv. API score as per UGC guideline, 2016 and its subsequent amendments <p><u>Desirable qualification:</u> M.Phil./Ph.D. degree in Library Science/ Information Science/Documentation/ Archives and Manuscript - Keeping / Computerization of Library.</p>
7	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
8	Period of Probation	Two Years
9	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods	100% Direct recruitment
10	In case of recruitment by promotion / deputation / absorption, grades from which promotion/ deputation / absorption to be made.	Not Applicable
11	Composition of DPC or Selection Committee	As per Appendix -1 on Page -15

1	Name of the Post	INTERNAL AUDIT OFFICER (on deputation)
2	Classification	Group-A
3	Scale of Pay	Pay Scale : Rs.15600-39100 (Grade Pay Rs.7600/-)
4	Whether Selection or Non Selection Post	Not Applicable
5	Age limit for direct recruits	Not Exceeding 56 Years
6	Education and other qualification required for direct recruits	<p><u>Minimum qualification :</u></p> <p>i. Master's Degree from a recognized University. ii. Qualified in SAS/its equivalent Accounts Service examination of Central/State Government; Holding analogous position in any University or a Govt./PSU/Corporate Sector organization. Or Five years service in the next lower cadre in Audit/Accounts and Works Dept. of any University or a State/Central Govt./PSU/Corporate Sector organization.</p> <p>iii. Good working knowledge of Computer applications.</p> <p><u>Desirable:</u> Preference will be given to the candidates with M.Com/MBA Finance/ICWA/CA/ SAS.</p>
7	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
8	Period of Probation	Not Applicable
9	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods	Deputation: by drawing officers belonging to Audit and Accounts Services or other similar organized Services in Central/ State Govt., University System/ Other organisation.
10	In case of recruitment by promotion / deputation / absorption, grades from which promotion/ deputation / absorption to be made.	<p>Deputation: Officers of Central/ State Governments, Universities and other Autonomous Organizations: holding analogous posts on regular basis OR with three years regular service in PB-3 (Rs. 15600-39100) + Grade Pay Rs. 6600 OR with five years regular service in PB-3 (Rs. 15600-39100) + Grade Pay Rs. 5400.</p>
11	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees)

1	Name of the Post	EXECUTIVE ENGINEER
2	Classification	Group-A
3	Scale of Pay	Pay Scale : Rs.15600-39100 (Grade Pay Rs.6600/-)
4	Whether Selection or Non Selection Post	Not Applicable
5	Age limit for direct recruits	Not Exceeding 45 years for Direct Entry
6	Education and other qualification required for direct recruits	<p>Minimum qualifications</p> <p>i. A Bachelors Degree in Civil Engineering with at least 55% marks or its equivalent grade of B in the UGC seven-point scale, with 10 years of experience in design and systems and construction of buildings, roads, sanitary and water supply systems including maintenance of the same</p> <p>Desirable:</p> <p>i. Post-Graduate Degree in structural engineering. ii. Experience of working in Universities/Educational Institutions / similar organization.</p>
7	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
8	Period of Probation	Two years (in case of direct recruitment)
9	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods	Direct recruitment/Deputation Age Limit - Not more than 56 years for Deputation
10	In case of recruitment by promotion / deputation / absorption, grades from which promotion/ deputation / absorption to be made.	<p>Deputation: Officers of the CPWD/ State Government PWD services or similar organized services/ Semi Government/ PSU/ Statutory or Autonomous organization/ University System:- holding analogous post;</p> <p>OR</p> <p>with five years regular service as Assistant Engineer possessing a degree in Engineering in the relevant area;</p> <p>OR</p> <p>with eight years of regular service as Assistant Engineer possessing Diploma in Engineering in the relevant area.</p>
11	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees)

1	Name of the Post	ASSISTANT LIBRARIAN
2	Classification	Group-A
3	Scale of Pay	Pay scale Rs.15600-39100 (AGP Rs.6,000/-)
4	Whether Selection or Non Selection Post	Not Applicable
5	Age limit for direct recruits	Not Exceeding 35 years
6	Education and other qualification required for direct recruits	<p><u>Minimum Qualifications</u></p> <p>i. A Master's Degree in Library Science/Information Science/Documentation Science or an equivalent professional degree with at least 55% marks (or its equivalent grade in a point scale wherever grading system is followed) and a consistently good academic record with knowledge of computerization of library.</p> <p>ii. Qualified in the National Level Test conducted for the purpose by the UGC or any other agency approved by the UGC.</p> <p>iii. However, candidates, who are, or have been awarded Ph.D. degree in accordance with the "University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree), Regulations 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment.</p> <p>iv. API score as per UGC guideline 2016.</p>
7	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
8	Period of Probation	Two Years
9	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods	100% by direct recruitment
10	In case of recruitment by promotion / deputation / absorption, grades from which promotion/ deputation / absorption to be made.	Not Applicable
11	Composition of DPC or Selection Committee	As per UGC Regulations, 2010

1	Name of the Post	ASSISTANT REGISTRAR
2	Classification	Group-A
3	Scale of Pay	Pay Scale Rs.15600-39100 (Grade Pay Rs.5400/-)
4	Whether Selection or Non Selection Post	Not Applicable In case of promotion by Selection
5	Age limit for direct recruits	Not Exceeding 35 years
6	Education and other qualification required for direct recruits	<u>Minimum Qualifications:</u> Good academic record plus Master's Degree with at least 55% marks or its equivalent grade of B in the UGC seven-point scale from a recognized University. Desirable:- (i) Five years' experience in Administration/Accounts/ Examination/ as section officer or in an equivalent post in Govt. Educational or Research Institution. (ii) Good knowledge of computer application. (iii) Good knowledge of ERP Solutions.
7	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Age: No Qualification: No, but must possess at least Bachelor's degree from a recognized University/ Institute.
8	Period of Probation	Two years
9	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods	50% by direct recruitment 50% by promotion, failing which by deputation/ direct recruitment (as per the discretion of competent authority)
10	In case of recruitment by promotion / deputation / absorption, grades from which promotion/ deputation / absorption to be made.	Promotion: Section Officer with five years regular service in PB-2 (Rs. 9300-34800) + Grade Pay Rs. 4600/ 4800. Deputation:- Officers holding analogous posts on regular basis or with 5 years regular service in PB-2 (Rs. 9300-34800) + Grade Pay Rs. 4600/ 4800 in the Central/ State Government, Universities and other autonomous organizations.
11	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees)

1	Name of the Post	MEDICAL OFFICER
2	Classification	Group-A
3	Scale of Pay	Pay scale Rs.15600-39100 (Grade Pay Rs.5,400/-)
4	Whether Selection or Non Selection Post	Not Applicable
5	Age limit for direct recruits	Not Exceeding 45 years for Direct Recruitment
6	Education and other qualification required for direct recruits	<p><u>Minimum qualifications:</u></p> <p>M.B.B.S. with at least 55% marks from a recognized university and 05 years experience as Medical Officer in a residential teaching institution or a hospital of repute.</p> <p style="text-align: center;">Or</p> <p>M.D./ M.S. in any Clinical Specialty.</p> <p>The candidate must be registered with Medical Council of India or State Council or will have to get registered before joining.</p> <p><u>Desirable:</u> Candidate with Post-graduate qualifications will be preferred.</p>
7	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
8	Period of Probation	Two years
9	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods	Direct recruitment/Deputation Age Limit - Not Exceeding 56 years for Deputation
10	In case of recruitment by promotion / deputation / absorption, grades from which promotion/ deputation / absorption to be made.	<p><u>For Deputation:</u></p> <p>Officers of the Central/State Govt./its universities/ autonomous bodies holding analogous post on regular basis in the PB-III with GP 5400; and</p> <p>M.B.B.S. with at least 55% marks from a recognized university and 05 years experience as Medical Officer in a residential teaching institution or a hospital of repute.</p> <p style="text-align: center;">Or</p> <p style="text-align: center;">M.D./ M.S. in any medical Specialty.</p> <p><u>Desirable:</u> Candidate with Post-graduate qualifications will be preferred.</p>
11	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees)

1	Name of the Post	PUBLIC RELATIONS OFFICER
2	Classification	Group-A
3	Scale of Pay	Pay scale Rs.15600-39100 (Grade Pay Rs.5,400/-)
4	Whether Selection or Non Selection Post	Not Applicable
5	Age limit for direct recruits	Not Exceeding 40 years.
6	Education and other qualification required for direct recruits	<p>Minimum qualifications:</p> <p>i. Master's Degree in Public Relations/Mass Communication and Journalism with at least 55% marks or its equivalent grade of B in the UGC seven-point scale.</p> <p style="text-align: center;">Or</p> <p>Master's degree in any discipline with at least 55% marks or its equivalent and P.G. Diploma in Public Relations/Mass Communication and Journalism.</p> <p>ii. Five years of experience as PRO/APRO in any University or a Govt./PSU/Corporate Sector organization or 5 years experience in the editorial Department/Centre of any established well-known accredited national newspaper, National News Agency, Radio or Television or Film media.</p> <p>iii. Good working knowledge of computer applications.</p> <p>Desirable:</p> <p>(i) At least 2 years' Experience in Education Beat of a National daily will be preferred.</p>
7	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
8	Period of Probation	Two years
9	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods	100% by direct recruitment
10	In case of recruitment by promotion / deputation / absorption, grades from which promotion/ deputation / absorption to be made.	Not Applicable
11	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees)

1	Name of the Post	SECURITY OFFICER
2	Classification	Group-B
3	Scale of Pay	Pay scale Rs.9300-34800 (Grade Pay Rs.4,600/-)
4	Whether Selection or Non Selection Post	Not Applicable
5	Age limit for direct recruits	Not exceeding 50 years
6	Education and other qualification required for direct recruits	<p><u>Minimum Qualifications:</u> Bachelor's Degree or equivalent qualification or <i>Master's Degree</i> from a recognized University At least 15 years experience in Police / Para – Military forces / Armed Forces of the Union and should have held a post not below the rank of Subedar / Sub-inspector (Executive) or an equivalent position with exemplary service. Or 15 years as Security Officer in any State/Central government University/research organization. Holding a valid Driving License (LMV / Motor cycle).</p> <p><u>Desirable:</u> Completion of a course in fire fighting or unarmed combat course in Army or Para-military force.</p>
7	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
8	Period of Probation	Two years
9	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods	100% by direct recruitment/Deputation
10	In case of recruitment by promotion / deputation / absorption, grades from which promotion/ deputation / absorption to be made.	<p>Deputation: Officers from the Central/ State Government, Universities and other Autonomous organizations:- holding analogous posts on regular basis; OR with three years' regular service in the Rs. 9300-34800 (PB-2) + Grade Pay Rs. 4200.</p>
11	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees)

1	Name of the Post	PRIVATE SECRETARY
2	Classification	Group-B
3	Scale of Pay	Pay scale Rs.9300-34800 (Grade Pay Rs.4,600/-)
4	Whether Selection or Non Selection Post	Not Applicable In case of promotion by Selection
5	Age limit for direct recruits	Not Exceeding 40 years
6	Education and other qualification required for direct recruits	<p>Minimum qualifications</p> <ul style="list-style-type: none"> i. Graduate in any discipline from a recognized University. ii. Seven years experience as PA in any Central/State organization/University institute funded by the Govt./PSU/Educational Organization recognised by the State/Central Govt.. <p>Or</p> <p>Five years experience for Masters Degree holders, <i>with 55% marks</i>, as PA in any Central/State organization/University institute funded by the Govt./PSU/Educational Organization recognised by the State/Central Govt.</p> <ul style="list-style-type: none"> iii. English typing speed of at least 40 wpm. iv. <i>Stenography speed of at least 100 wpm.</i> v. <i>Qualified in the examination in secretarial practice by State/Central Government or any registered institution.</i> vi. Good working knowledge of computer applications. <p>Desirable: Good communication skills in English, Hindi & Punjabi. Good drafting skills.</p>
7	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
8	Period of Probation	Two years
9	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods	75% by direct recruitment 25% by promotion through seniority-cum-fitness, failing which by deputation/ direct recruitment (as per the discretion of competent authority)
10	In case of recruitment by promotion / deputation / absorption, grades from which promotion/ deputation / absorption to be made.	<p>Promotion: Personal Assistant having 05 years regular service in PB-2 (Rs. 9300-34800) + Grade Pay Rs. 4200 through seniority-cum-fitness and qualifying the Stenography test.</p> <p>Deputation: As per clause 7 above with experience as Personal Assistant having 05 years regular service in PB-2 (Rs. 9300-34800) + Grade Pay Rs. 4200.</p>
11	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees)

1	Name of the Post	ESTATE OFFICER
2	Classification	Group-B
3	Scale of Pay	Pay scale Rs.9300-34800 (Grade Pay Rs.4,600/-)
4	Whether Selection or Non Selection Post	Not Applicable
5	Age limit for direct recruits	Not Exceeding 35 years
6	Education and other qualification required for direct recruits	<p><u>Minimum qualifications:</u></p> <ul style="list-style-type: none"> i. Bachelor's degree. ii. Five years of experience as Assistant Estate Officer/Superintendent or equivalent in the grade pay of Rs. 2800 in any Central/State organization/University institute funded by the Govt./PSU/Educational Organization recognized by the State/Central Govt. iii. Good working knowledge of computer applications. <p><u>Desirable:</u></p> <ul style="list-style-type: none"> i. Master's degree from recognized university. ii. Experience in handling of labour w.r.t. landscaping, laboratories, repairs, security etc. iii. Multitasking experience in organizing academic, cultural, sports and other activities. iv. Proficiency in local language (speaking, reading and writing) v. Experience of handling Estate in a University or National Research Institute.
7	Whether age and educational qualifications prescribed for directly recruits will apply in the case of promotes	Not Applicable
8	Period of Probation	Two years
9	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods	By Direct Recruitment
10	In case of recruitment by promotion / deputation / absorption, grades from which promotion/ deputation / absorption to be made.	Not Applicable
11	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees)

1	Name of the Post	NURSE
2	Classification	Group-B
3	Scale of Pay	Pay scale Rs.9300-34800 (Grade Pay Rs.4,200/-)
4	Whether Selection or Non Selection Post	Not Applicable
5	Age limit for direct recruits	Not Exceeding 35 years
6	Education and other qualification required for direct recruits	<p>Minimum Qualifications:</p> <ul style="list-style-type: none"> i. 10+2 in Science Stream from a recognised Board ii. Bachelor's Degree in Nursing and 02 years of Experience in Nursing in a reputed Hospital. <p>Or</p> <p>Three-year Diploma in Nursing/GNM from a recognized Institution/ Authority with a minimum of 04 years experience in Nursing in a reputed Hospital.</p> <ul style="list-style-type: none"> iii. Registration with Nursing Council of India/State
7	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
8	Period of Probation	Two years
9	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods	100% by direct recruitment
10	In case of recruitment by promotion / deputation / absorption, grades from which promotion/ deputation / absorption to be made.	Not Applicable
11	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees)

1	Name of the Post	PROFESSIONAL ASSISTANT
2	Classification	Group-B
3	Scale of Pay	Pay scale Rs.9300-34800 (Grade Pay Rs.4,200/-)
4	Whether Selection or Non Selection Post	Not Applicable In case of promotion by Non Selection
5	Age limit for direct recruits	Not Exceeding 35 years
6	Education and other qualification required for direct recruits	Minimum qualifications: i. M.Lib. Sc./MLIS or equivalent with 55% marks Or Master's Degree in Arts/Science/Commerce or any other discipline with 55% and B.Lib.Sc./BLIS with 50% marks. ii. At least 04 years of experience as Junior Professional Assistant or equivalent grade in a College/ University/ Research Library with adequate knowledge in Library automation. iii. Post Graduate Diploma/Certificate Course in Computer Application/Computer Science/Library Automation from a recognized institute of minimum 6 months duration.
7	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Age: No Qualification: No
8	Period of Probation	Two years
9	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods	50% by direct recruitment. 50% by promotion, failing which by deputation/ direct recruitment (as per the discretion of competent authority)
10	In case of recruitment by promotion / deputation / absorption, grades from which promotion/ deputation / absorption to be made.	Promotion: Semi Professional Assistant with five years regular service in the Grade Pay of Rs 2800 Deputation: Permanent employee of the Central/State Govt. or its autonomous bodies/universities: holding analogous post in PB-II (Rs. 9300-34800) + Grade Pay Rs. 4200 with the qualifications and experience mentioned at Sr. No. 7 above. OR Semi Professional Assistant with five years regular service in the Grade Pay of Rs 2800 with the qualifications and experience mentioned at Sr. No. 7 above.
11	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees)

1	Name of the Post	PERSONAL ASSISTANT
2	Classification	Group-B
3	Scale of Pay	Pay scale Rs.9300-34800 (Grade Pay Rs.4,200/-)
4	Whether Selection or Non Selection Post	Not Applicable
5	Age limit for direct recruits	Not Exceeding 35 years
6	Education and other qualification required for direct recruits	<p><u>Minimum qualifications:</u></p> <ul style="list-style-type: none"> i. Graduate in any discipline from a recognized University. ii. Five years after Graduation or two years experience after Masters Degree as Stenographer in any Central/State organization/University institute funded by the Govt./PSU/Educational Organization recognised by the State/Central Govt.. iii. English typing speed of at least 40 wpm. iv. Stenography speed of at least 100 wpm. v. Good working knowledge of computer applications. <p><u>Desirable:</u></p> <ul style="list-style-type: none"> i. Experience as PA in a university or educational institution. ii. Good communication skills in English, Hindi and Punjabi along with good drafting skills. iii. Degree or Diploma in Computer Applications. iv. Post Graduate Degree.
7	Whether age and educational qualifications prescribed for directly recruits will apply in the case of promotes	Not Applicable
8	Period of Probation	Two years
9	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods	100% by direct recruitment
10	In case of recruitment by promotion / deputation / absorption, grades from which promotion/ deputation / absorption to be made.	Not Applicable
11	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees)

1	Name of the Post	HINDI TRANSLATOR / JUNIOR TRANSLATOR
2	Classification	Group-B
3	Scale of Pay	Pay scale: Rs. 9300-34800 (Grade Pay Rs. 4,200/-)
4	Whether Selection or Non Selection Post	Not Applicable
5	Age limit for direct recruits	Not Exceeding 30 years (Relaxable for Government servants upto 5 years in accordance with the instructions or orders issued by the Central Government) Note: The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu & Kashmir State, Lahaul and Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman Nicobar Islands or Lakshadweep)
6	Education and other qualification required for direct recruits	Minimum Qualification: i. Master's degree of a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level. Or Master's degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level. Or Master's degree of a recognized University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of examination at the degree level. Or Master's degree of a recognized University in any subject other than Hindi or English, with English medium and Hindi as a compulsory or elective subject or as the medium of examination at the degree level. Or Master's degree of a recognized University in any subject other than Hindi or English, with Hindi and English as Compulsory or elective subject or either of the two as a medium of examination and the other as a compulsory or elective subject at the degree level. ii. Recognized Diploma or Certificate Course in Translation from Hindi to English & Vice-versa or Two years experience of translation work from Hindi to English and Vice Versa in Central or State Government Office, including Government of India Undertaking. Note: 1. Qualifications are relaxable at the discretion of the Competent Authority in the case of candidates otherwise well qualified. 2. The Qualification(s) regarding experience is relaxable at the discretion of the Competent Authority in the case of candidates belonging to Scheduled Castes or Scheduled Tribes if at any stage of selection the Competent Authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them
7	Whether age and educational qualifications prescribed for directly recruits will apply in the case of promotes	Not Applicable

8	Period of Probation	Two years
9	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods	100% by direct recruitment/Deputation
10	In case of recruitment by promotion / deputation / absorption, grades from which promotion/ deputation / absorption to be made.	<p>Deputation: Officers from the Central Govt./ State Govt./ University System or other similar organisations: holding analogous posts;</p> <p>OR</p> <p>with three years' service in posts in the scale of Rs. 5200-20200 (PB-1) + Grade Pay Rs. 2800/ 2400 or equivalent;</p> <p>OR</p> <p>with eight years' service in posts in the in the scale of Rs. 5200-20200 (PB-1) + Grade Pay Rs. 1900 or equivalent.</p> <p>AND</p> <p>Possessing educational and other qualifications as prescribed for direct recruits at Sr. No. 7.</p>
11	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees)

1	Name of the Post	ASSISTANT
2	Classification	Group-B
3	Scale of Pay	Pay scale Rs.9300-34800 (Grade Pay Rs.4,200/-)
4	Whether Selection or Non Selection Post	Not Applicable In case of promotion by Non Selection
5	Age limit for direct recruits	Not Exceeding 35 years
6	Education and other qualification required for direct recruits	<u>Minimum qualifications:</u> i. Graduate in any discipline from a recognized University. ii. Three years as UDC in the scale of 5200–20200 + GP 2400 or equivalent in any Central/State organization/University institute funded by the Govt./PSU/Educational Organization recognised by the State/Central Govt. iii. Good working knowledge of computer applications. iv. Typing speed of at least 40 wpm. <u>Desirable:</u> Diploma in Office Management & Secretarial Practice.
7	Whether age and educational qualifications prescribed for directly recruits will apply in the case of promotes	Age: No Qualification: No
8	Period of Probation	Two years
9	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods	50% by direct recruitment (based on written test, skill test and interview) 50% by promotion from the cadre of UDCs according to seniority-cum-fitness and subject to qualifying the departmental test, failing which by deputation/ direct recruitment (as per the discretion of competent authority)
10	In case of recruitment by promotion / deputation / absorption, grades from which promotion/ deputation / absorption to be made.	Promotion: UDC with five years regular service in PB-1 (Rs. 5200-20200) + Grade Pay Rs. 2400. Deputation: Permanent employee of the Central/State Govt. or its autonomous bodies/universities: holding analogous post in PB-II (9300-34800) + GP Rs. 4200 with the qualifications and experience mentioned at Sr. No. 7 above. OR Upper Division Clerk with five years regular service in the PB-1 (Rs. 5200-20200) + Grade Pay Rs. 2400 with the qualifications and experience mentioned at Sr. No. 7 above.
11	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees)

1	Name of the Post	JUNIOR ENGINEER (Civil) On Deputation
2	Classification	Group-B
3	Scale of Pay	Pay scale Rs.9300-34800 (Grade Pay Rs.4,200/-)
4	Whether Selection or Non Selection Post	Not Applicable
5	Age limit for direct recruits	Not Exceeding 35 years
6	Education and other qualification required for direct recruits	<p>Minimum qualifications for Junior Engineer (Civil):</p> <p>i. Bachelor's degree in Civil Engineering and three years' experience of supervising civil works in any Central/State organization/University institute funded by the Govt./PSU/Educational Organization recognised by the State/Central Govt./Govt/ approved contractor.</p> <p style="text-align: center;">OR</p> <p>03 years diploma in Civil Engineering and five years experience of supervising civil works in any Central/State organization/University institute funded by the Govt./PSU/Educational Organization recognised by the State/Central Govt./Govt/ approved contractor.</p> <p>ii. Good working knowledge of computer applications.</p>
7	Whether age and educational qualifications prescribed for directly recruits will apply in the case of promotes	Not Applicable
8	Period of Probation	Two years
9	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods	Junior Engineer (Civil) by Deputation
10	In case of recruitment by promotion / deputation / absorption, grades from which promotion/ deputation / absorption to be made.	Deputation for Junior Engineer (Civil): Permanent employee of the Central/State Govt. or its autonomous bodies/universities: holding analogous post in PB-II (9300-34800) + GP Rs. 4200 with the qualifications and experience mentioned at Sr. No. 7 above.
11	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees)

1	Name of the Post	PHARMACIST
2	Classification	Group-C
3	Scale of Pay	Pay scale Rs.5200-20200 (Grade Pay Rs.2,800/-)
4	Whether Selection or Non Selection Post	Not Applicable
5	Age limit for direct recruits	Not exceeding 30 years
6	Education and other qualification required for direct recruits	<u>Minimum qualifications:</u> i. A Bachelor's Degree in Pharmacy from recognized University. ii. Two years of experience in relevant field in Government / University / PSU / Autonomous Bodies / Hospitals / Clinics. iii. Proficiency in Computer Operations iv. Registered with the State Pharmacy Council
7	Whether age and educational qualifications prescribed for directly recruits will apply in the case of promotes	Not Applicable
8	Period of Probation	Two Years
9	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods	100% by direct recruitment
10	In case of recruitment by promotion / deputation / absorption, grades from which promotion/ deputation / absorption to be made.	Not Applicable
11	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees)

1	Name of the Post	Security Inspector
2	Classification	Group-C
3	Scale of Pay	Pay scale Rs.5200-20200 (Grade Pay Rs.2,800/-)
4	Whether Selection or Non Selection Post	Not Applicable
5	Age limit for direct recruits	Not Exceeding 40 years
6	Education and other qualification required for direct recruits	<p>Minimum qualifications:</p> <ul style="list-style-type: none"> i. Bachelor's Degree or equivalent qualification from a recognized University ii. At least 10 years of experience in Police / Para – Military forces / Armed Forces of the Union and should have held post not below the rank of Subedar / Sub-inspector (Executive) or an equivalent position with exemplary service. iii. Holding a valid Driving License (LMV / Motor cycle). <p>Desirable: Completion of a course in fire fighting or unarmed combat course in Army or Para-military force.</p>
7	Whether age and educational qualifications prescribed for directly recruits will apply in the case of promotes	Not Applicable
8	Period of Probation	Two Years
9	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods	100% by direct recruitment
10	In case of recruitment by promotion / deputation / absorption, grades from which promotion/ deputation / absorption to be made.	Not Applicable
11	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees)

1	Name of the Post	UPPER DIVISION CLERK
2	Classification	Group-C
3	Scale of Pay	Pay scale Rs.5200-20200 (Grade Pay Rs.2,400/-)
4	Whether Selection or Non Selection Post	Not Applicable In case of promotion by Non Selection
5	Age limit for direct recruits	Not Exceeding 30 years
6	Education and other qualification required for direct recruits	Minimum qualifications: i. Graduate in any discipline from a recognized University. ii. Three years experience as Jr. Office Assistant/Jr. Assistant/LDC/Computer Operator/Data Entry Operator in the Central/State organization/University institute funded by the Govt./PSU/Educational Organization recognized by the State/Central Govt. iii. Good working knowledge of computer applications.
7	Whether age and educational qualifications prescribed for directly recruits will apply in the case of promotes	Age: No Qualification: Yes
8	Period of Probation	Two Years
9	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods	25% by direct recruitment 75% by promotion, failing which by deputation/ direct recruitment (as per the discretion of competent authority)
10	In case of recruitment by promotion / deputation / absorption, grades from which promotion/ deputation / absorption to be made.	Promotion: Lower Division Clerk with five years regular service in PB-1 (Rs. 5200-20200) + Grade Pay Rs. 1900. Deputation: Permanent employee of the Central/State Govt. or its autonomous bodies/universities: holding analogous post in PB-I (5200-20200) + GP Rs. 2400 with the qualifications and experience mentioned at Sr. No. 7 above. OR Lower Division Clerk with five years regular service in the PB-1 (Rs. 5200-20200) + Grade Pay Rs. 1900 with the qualifications and experience mentioned at Sr. No. 7 above.
11	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees)

1	Name of the Post	LABORATORY ASSISTANT
2	Classification	Group-C
3	Scale of Pay	Pay scale Rs.5200-20200 (Grade Pay Rs.2400/-)
4	Whether Selection or Non Selection Post	Not Applicable In case of promotion by Non Selection
5	Age limit for direct recruits	Not Exceeding 30 years
6	Education and other qualification required for direct recruits	<p><u>Minimum qualifications:</u></p> <p>i. A Bachelor's degree in relevant subject. Or</p> <p>ii. A three year diploma in the relevant field.</p> <p>iii. At least 02 years experience as Laboratory Assistant /Junior Technical Assistant/Laboratory Attendant in Central/State organization/University institute funded by the Govt./PSU/Educational Organization recognized by the State/Central Govt.</p> <p><u>Desirable:</u> Proficiency in local language (speaking, reading and writing)</p>
7	Whether age and educational qualifications prescribed for directly recruits will apply in the case of promotes	Age: No Qualification: Yes
8	Period of Probation	Two Years
9	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods	75% by direct recruitment 25% by promotion based on a departmental test, failing which by deputation/ direct recruitment (as per the discretion of competent authority)
10	In case of recruitment by promotion / deputation / absorption, grades from which promotion/ deputation / absorption to be made.	<p>Promotion: Laboratory Attendant with qualification at S.No.7 or equivalent with five years regular service in PB-1 (Rs. 5200-20200) + Grade Pay Rs. 1800 and qualifying departmental test.</p> <p>Deputation: Permanent employee of the Central/State Govt. or its autonomous bodies/universities: holding analogous post in PB-I (5200-20200) + GP Rs. 2400 with the qualifications and experience mentioned at Sr. No. 7 above. OR Laboratory Attendant with qualification at S.No.7 or equivalent with eleven years regular service in PB-1 (Rs. 5200-20200) + Grade Pay Rs. 1800 and qualifying departmental test.</p>
11	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees)

1	Name of the Post	LOWER DIVISION CLERK
2	Classification	Group-C
3	Scale of Pay	Pay scale Rs.5200-20200 (Grade Pay Rs.1900/-)
4	Whether Selection or Non Selection Post	Not Applicable In case of promotion by Non Selection
5	Age limit for direct recruits	Not Exceeding 30 years
6	Education and other qualification required for direct recruits	<p>Minimum qualifications:</p> <ul style="list-style-type: none"> i. Bachelor's Degree in any discipline. ii. English typing speed of 30 wpm. iii. Good working knowledge of computer applications. <p>Desirable:</p> <ul style="list-style-type: none"> i. Experience as Computer Operator/Data Entry Operator in Central/State organization/University institute funded by the Govt./PSU/Educational Organization recognized by the State/Central Govt. ii. Proficiency in local language (speaking, reading and writing) <p>Note: In case of LDCs for Hostels/Guest House, at least two years of experience of guest house maintenance, including sanitation, upkeep and security would be required.</p>
7	Whether age and educational qualifications prescribed for directly recruits will apply in the case of promotes	Age: No Qualification: Yes
8	Period of Probation	Two Years
9	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods	<ul style="list-style-type: none"> i. 85% by direct recruitment ii. 15% of vacancies shall be filled from amongst the Group 'C' Staff in the Grade pay of Rs. 1800 and who possess the qualification as per S.No. 7 and have rendered three years regular service in the grade, on the basis of departmental qualifying examination. The maximum age limit for eligibility for examination is 45 years. <p>Note: if more of such employees than the number of vacancies available under clause (ii) qualified at the examination, such excess number of employee shall be considered for filling the vacancies arising in the subsequent years so that the employees qualifying at an earlier examination are considered before those who qualify at a later examination.</p> <p>Note: Direct Recruitment should be through an appropriate mechanism i.e. written test, typing test, computer aptitude/ trade test and interview.</p>
10	In case of recruitment by promotion / deputation / absorption, grades from which promotion/ deputation / absorption to be made.	As indicated at Sr. No. 10
11	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees)

1	Name of the Post	LIBRARY ATTENDANT
2	Classification	Group-C
3	Scale of Pay	Pay scale Rs.5200-20200 (Grade Pay Rs.1800/-)
4	Whether Selection or Non Selection Post	Not Applicable
5	Age limit for direct recruits	Not Exceeding 30 years
6	Education and other qualification required for direct recruits	<p><u>Minimum qualifications:</u></p> <p>i. 10+2 or its equivalent with at least one year duration certificate course in Library Science from a recognized Institute.</p> <p>ii. Minimum two to three years experience of working preferably in Central/State organization/University institute funded by the Govt./PSU/Educational Organization recognized by the State/Central Govt.</p> <p><u>Desirable:</u></p> <p>i. B. Lib./B.Sc./B.A.</p> <p>ii. Proficiency in local language (speaking, reading and writing)</p>
7	Whether age and educational qualifications prescribed for directly recruits will apply in the case of promotes	Not Applicable
8	Period of Probation	Two Years
9	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods	100% by direct recruitment
10	In case of recruitment by promotion / deputation / absorption, grades from which promotion/ deputation / absorption to be made.	Not Applicable
11	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees)

1	Name of the Post	LABORATORY ATTENDANT
2	Classification	Group-C
3	Scale of Pay	Pay scale Rs.5200-20200 (Grade Pay Rs.1800/-)
4	Whether Selection or Non Selection Post	Not Applicable
5	Age limit for direct recruits	Not Exceeding 30 years
6	Education and other qualification required for direct recruits	<p><u>Minimum qualifications:</u></p> <p>i. 10+2 from a recognized Board/ University or equivalent preferably in Science subject.</p> <p>ii. Two to three years experience of working in research laboratory preferably in Central / State organization / University institute funded by the Govt./ PSU/ Educational Organization recognized by the State/Central Govt.</p> <p><u>Desirable:</u></p> <p>i. B.Sc.</p> <p>ii. Diploma in laboratory technology.</p> <p>ii. Proficiency in local language (speaking, reading and writing)</p>
7	Whether age and educational qualifications prescribed for directly recruits will apply in the case of promotes	Not Applicable
8	Period of Probation	Two Years
9	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods	100% by direct recruitment
10	In case of recruitment by promotion / deputation / absorption, grades from which promotion/ deputation / absorption to be made.	Not Applicable
11	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees)

1	Name of the Post	MULTI-TASKING-STAFF (MTS)
2	Classification	Group-C
3	Scale of Pay	Pay scale Rs.5200-20200 (Grade Pay Rs.1800/-)
4	Whether Selection or Non Selection Post	Not Applicable
5	Age limit for direct recruits	Not Exceeding 30 years
6	Education and other qualification required for direct recruits	Minimum qualifications: i. Matriculation from a recognised Board of School Education. ii. Should be multi-tasking with working experience in areas like driving/typing/operating computers / photocopying / binding / plumbing / cleaning / gardening / masonry / carpentering and dusting of offices / library / guest house / pantry management / etc.
7	Whether age and educational qualifications prescribed for directly recruits will apply in the case of promotes	Not Applicable
8	Period of Probation	Two Years
9	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods	100% by direct recruitment
10	In case of recruitment by promotion / deputation / absorption, grades from which promotion/ deputation / absorption to be made.	Not Applicable
11	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees)