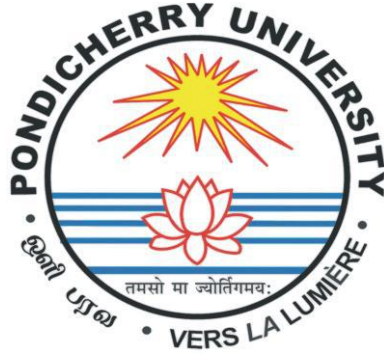


# **CADRE RECRUITMENT RULES 2019**



## **Schedule to Cadre Recruitment Rules - 2019**

### **Non-Teaching & Other Academic Posts**



**PONDICHERY UNIVERSITY**  
PUDUCHERRY

**INDEX**

<b>Sl. No.</b>	<b>Classification / Name of the Post</b>	<b>Page No.</b>	<b>Sanctioned Post</b>	<b>Level</b>	<b>Group</b>
	Preamble	i-xxii			
1.	Director (Studies, Educational Innovations & Rural Reconstruction)	1	1	14	A
2.	Director (Culture & Cultural Relations)	2	1	14	A
3.	Director (Physical Education, Sports, National Service & Students Welfare)	3	1	14	A
4.	Registrar	4	1	14	A
5.	Finance Officer	5	1	14	A
6.	Librarian	7	1	14	A
7.	Controller of Examinations	9	1	14	A
8.	Deputy Registrar	11	9	12	A
9.	Assistant Registrar	13	17	10	A
10.	Law Officer	14	1	10	A
11.	Section Officer	15	31	7	B
12.	Private Secretary	17	9	7	B
13.	Senior Assistant	18	40	6	B
14.	Statistical Assistant	19	1	6	B
15.	Personal Assistant	20	10	6	B
16.	Assistant	21	35	4	C
17.	Stenographer	22	6	4	C
18.	Junior Assistant	23	106	2	C

19.	Systems Analyst	23	1	10	A
20.	Computer Information Scientist	25	1	10	A
21.	Information Officer	27	1	10	A
22.	Programmer	29	1	10	A
23.	Senior Technical Assistant (Networking / Computer)	31	9	6	B
24.	Senior Programming Assistant	33	1	6	B
25.	Technical Assistant (Networking / Computer)	34	2	5	C
26.	Computer Assistant	35	3	4	C
27.	Data Entry Operator	36	12	4	C
28.	Executive Engineer	37	1	11	A
29.	Assistant Engineer (Civil/Electrical)	38	3	7	B
30.	Junior Engineer (Civil)	39	2	6	B
31.	Technical Assistant (Civil/Electrical)	40	3	5	C
32.	Technician (Civil)	41	8	4	C
33.	Technician (Electrical)	42	7	4	C
34.	Senior Technical Assistant (Science Departments)	43	6	6	B
35.	Technical Assistant (Science Departments)	44	5	5	C
36.	Laboratory Assistant	45	15	4	C
37.	Senior Laboratory Attendant	46	1	2	C
38.	Deputy Librarian	47	1	12	A
39.	Assistant Librarian	49	6	10	A
40.	Professional Assistant	51	16	6	B
41.	Semi-Professional Assistant	53	3	5	C
42.	Library Assistant	54	11	4	C
43.	Medical Officer	55	2	10	A

44.	Nursing Officer	57	2	7	B
45.	Sanitary Inspector	58	1	6	B
46.	Pharmacist	59	2	5	C
47.	Horticulturist	60	1	11	A
48.	Assistant Horticulturist	61	1	10	A
49.	Junior Field Assistant	62	4	2	C
50.	Technical Officer Grade – II	63	1	12	A
51.	Technical Officer Grade – I	64	2	10	A
52.	Technician Grade – IV	65	2	5	C
53.	Technician Grade – II	66	2	4	C
54.	Technician Grade – I	67	3	2	C
55.	Driver	68	25	2	C
56.	Systems Manager	69	1	12	A
57.	Placement Officer	70	1	12	A
58.	Public Relations Officer	71	1	12	A
59.	Internal Audit Officer	72	1	11	A
60.	Coach (Sports)	73	1	6	B
61.	Manager (Guest House)	74	1	6	B
62.	Research Assistant	75	4	6	B
63.	Instructor (Drama)	76	3	6	B
64.	Assistant Sports Officer	77	2	6	B

65.	Hindi Officer	78	1	10	A
66.	Hindi Translator	80	1	6	B
67.	Hindi Typist	82	1	2	C
68.	Multi Tasking Staff	83	230	1	C
69.	Director (EMRC)	84	1	14	A
70.	Producer (EMRC)	85	3	10	A
71.	Junior Research Officer (EMRC)	86	1	10	A
72.	Engineer Grade – I (EMRC)	87	1	10	A
73.	Cameraman (EMRC)	88	3	7	B
74.	Production Assistant (EMRC)	89	2	6	B
75.	Graphic Artist (EMRC)	90	1	6	B
76.	Technical Assistant (EMRC)	91	1	6	B
77.	Technician (EMRC)	92	3	4	C
	<b>TOTAL</b>				



# PONDICHERRY UNIVERSITY

## CADRE RECRUITMENT RULES - 2019

### NON-TEACHING AND OTHER ACADEMIC POSTS

The Executive Council of the “**Pondicherry University**”, in exercise of the powers conferred under the “**PONDICHERRY UNIVERSITY ACT**”, 1985, as amended from time to time and Statute 12 (1) of the Statutes of the “**Pondicherry University**”, in supersession of all existing recruitment rules, hereby framed the following rules for regulating the recruitment to the Non-Teaching and Other Academic Posts in the University under the Ordinance 4 (2) of the Ordinances of the “**Pondicherry University**”.

#### 1. SHORT TITLE AND COMMENCEMENT:

- 1.1 These Rules shall be called “**Pondicherry University**” Cadre Recruitment Rules of Non-Teaching and Other Academic Posts 2018”.
- 1.2 These Rules shall come into force with effect from the date of issue of notification by the University.

#### 2. DEFINITIONS :

In these Rules, unless the context otherwise requires:

- 2.1 ‘Act’ means the “**Pondicherry University Act 1985**” as amended from time to time.
- 2.2 ‘Appointing Authority’ in relation to any post in the University implies the authority competent to make appointment to that post under the Act / Statute / Ordinances / CRRs / Regulations of the University as amended from time to time.
- 2.3 ‘Cadre’ means the strength of service or a part of service sanctioned as a separate unit.
- 2.4 ‘Departmental Candidate’ means the employee working on regular basis in the Pondicherry University against a substantive post in the University but does not include an employee working on ad-hoc, daily wages, contract, or temporary basis.
- 2.5 ‘Direct Recruitment’ means the recruitment made other than by promotion, deputation or absorption.
- 2.6 ‘Government’ means the Government of India.
- 2.7 ‘Non-Teaching Employee’ means an employee of the University other than teachers of the University and such other employees as defined otherwise.
- 2.8 ‘Other Academic Staff’ means the academic staff as defined in the “**UGC Regulations on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Other Measures for the Maintenance of Standards in Higher Education, 2018**” which includes the cadres of Librarians, Directors of Physical Education and Sports.
- 2.9 ‘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.
- 2.10 ‘Schedule’ means the Schedule appended to these Rules.
- 2.11 ‘Selection Committee’ means a composition of members of Selection Committee including Departmental Promotion Committee and Departmental Confirmation Committee as specified in the Act, Statutes, Ordinances, UGC Regulations, Guidelines or the Cadre Recruitment Rules of the University.

- 2.12 'Statutes', 'Ordinances' and 'Regulations' shall mean, respectively, the 'Statute', 'Ordinance' and 'Regulations' of the University under "**Pondicherry University Act 1985**", for the time being in force and as amended from time to time.
- 2.13 'University' means "Pondicherry University" established under "**Pondicherry University Act, 1985**".
- 2.14 'Age' means the age limit as specified in the Schedule.
- 2.15 'Notified date' means the date specified in the Notification.
- 2.16 'UGC' means the University Grants Commission established under the UGC Act, 1956.
- 2.17 'SC' means Scheduled Caste, 'ST' means Scheduled Tribe, 'OBC' means Other Backward Class, 'PwD' means Persons with Disability.
- 2.18 'On Probation' with relation to person means a person appointed to any post on probation as specified in these rules.
- 2.19 '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.
- 2.20 '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.
- 2.21 'Competent Authority' means the authority competent to exercise different powers and functions under these Rules.
- 2.22 All other words and expressions, used herein, but not defined in these Rules, unless the context otherwise requires, shall have the same meaning as they have been assigned in the "**Pondicherry University Act, 1985**", Statutes, Ordinances and Regulations made thereunder or in the rules framed by the Government of India.

### 3. EXTENT OF APPLICATIONS:

- 3.1 These Rules shall apply to appointments on regular/tenure/deputation/ promotion basis by the University as the case may be.
- 3.2 The manner of appointment, conditions of service and admissible emoluments etc. of the non-teaching employees who were appointed under the erstwhile Recruitment Rules, shall be deemed to have been covered under these Rules.
- 3.3 Instructions issued by the Govt. of India/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 Executive Council.

### 4. CLASSIFICATION OF POSTS

- 4.1 Group 'A'
- 4.2 Group 'B'
- 4.3 Group 'C' including Multi-Tasking Staff (MTS)

### 5. SCHEDULE :

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



## 6. APPOINTING AUTHORITY :

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

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

## 7. METHOD OF RECRUITMENT :

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

- 7.1 Direct Recruitment
- 7.2 Promotion
- 7.3 Deputation with or without the provision for absorption
- 7.4 Tenure appointments, as per the University Regulations/Guidelines/MHRD instructions

*Note: Notwithstanding the above, the Vice - Chancellor may engage retired employees/ make temporary appointments for a short period (not more than one year) 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 Executive Council.*

## 8. AUTHORISED SANCTIONED STRENGTH OF POSTS UNDER VARIOUS CADRES :

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

## 9. FUTURE MAINTENANCE OF THE CADRE/POSTS:

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

## **10. INITIAL CONSTITUTION :**

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

## **11. PROCEDURES FOR ISSUE OF ADVERTISEMENT AND INVITING APPLICATIONS:**

### **I. ISSUE OF ADVERTISEMENT :**

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

#### **Note:**

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

### **II. TIME LIMIT FOR RECRUITMENT PROCESS**

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

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

### **III. APPLICATION FORM**

- (a) Applications for all the posts shall be entertained only in the prescribed format (Online or direct or both), along with the prescribed fee, payable in favour of the **“Finance Officer Pondicherry University”** 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, from time to time. Concessions in application/processing fee, wherever provided, shall be as per Govt. of India 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 on the university website. However, the Vice-Chancellor may, at his discretion, decide the extension of the closing date for receipt of applications, keeping in view the exigency of the situation. Incomplete applications, and the applications received after the due date, shall not be entertained. The Vice-Chancellor may, however, allow the acceptance of any application received after the closing date, subject to production of proof 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 "Recruitment Cell, Pondicherry University" in a closed cover super-scribing "Application for the post of .....".
- (e) **Holding of Written/Skill Tests:** While filling up the posts under direct recruitment, the University shall hold the written and 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 Technical / Laboratory services, Engineering, Information and Communication Technology, Library services etc.) to be decided by the University. The University 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/interview, wherever applicable. The marks allocated for the skill test, wherever applicable, shall be 50 and the minimum qualifying marks in the skill test shall be 25. The merit list of the candidates shall be drawn based on the performance only in Paper II (Descriptive test) and interview (if applicable), subject to qualifying the skill test, wherever applicable.

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

- (f) The marks allocated for the interview wherever applicable shall be 50 and the marks shall be added to the marks scored in Paper-II/ single written test as the case may be 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.
- (h) Relaxation in qualifying marks or any other relaxation in the test, if any for the reserved categories shall be extended as per Govt. of India guidelines
- (i) The University may at its discretion adopt appropriate procedures for recruitment to Group 'A' non-teaching posts on similar lines as given above.

## 12. COMPOSITION AND FUNCTIONS OF THE SELECTION COMMITTEE

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

## 13. QUALIFICATION AND EXPERIENCE:

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

## 14. AGE LIMIT:

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

## 15. RESERVATION OF POSTS :

- 15.1 The University shall strictly follow the norms of the Government of India in respect of reservation/ relaxation/ concessions to various categories in recruitment/ promotions, etc., pertaining to age, qualifying marks, experience/fees, etc. as amended from time to time.
- 15.2 The candidate belonging to the reserved categories shall enclose self-attested copies of the caste certificate and/or medical certificate (pertaining to the determination of degrees of disability in case of PwD candidates) from the competent authority in the format prescribed by the Government of India (subject to verification at a later date), failing which the application shall be rejected.
- 15.3 A candidate belonging to SC/ST/OBC/PwD who has been selected on the same standard as applied to the General candidates and who appears in the general merit list is to be treated as own merit candidate. Such candidate is adjusted against unreserved point of the reservation roster. In other words, a candidate applying against the unreserved vacancy cannot be considered for any relaxation.
- 15.4 When a relaxed standard is applied in selecting an SC/ST/OBC/PwD candidates, for example in the age limit, experience, qualification, 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/PwD candidates are to be counted against reserved vacancies. Such candidates would be deemed as un-available for the consideration against un-reserved 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 candidate shall attend the interview at the designated place and time at his own expenses. However, the outstation candidates belonging to the SC & ST categories shall be reimbursed to and fro rail fare (sleeper class) for self only by the shortest route. In case any station is not connected by rail, ordinary bus fare shall be paid by the shortest route on production of ticket. The above-mentioned concessions shall not be admissible to those SC/ ST candidates who are already in Central/ State Government Service/ or holding any other employment under PSUs / Local Governments/Panchayats.

## **16. CONSTITUTION AND ROLE OF SCREENING COMMITTEE:**

The Vice-Chancellor may constitute a Screening Committee by including at least one outside expert in the relevant field, in addition to the internal members. The Member-Secretary to the Screening Committee shall be nominated by the Vice-Chancellor. It shall be the duty of the Member-Secretary to place the relevant documents/ rules/ guidelines, etc., relating to the selection before the Screening Committee. The Screening Committee shall screen the applications and shortlist the candidates in accordance with the eligibility criteria, prescribed in the advertisement and as per recruitment rules. 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. In order to comply with this requirement of maximum ratio, the Screening committee may fix higher criteria at its discretion for the candidates so as to downsize the number of candidates. If three eligible applicants are not available to meet the minimum ratio to appear for the test, the post shall be re-advertised at-least twice after which the University may take appropriate action with regard to the selection. This condition shall not be insisted upon in case of selection on deputation (without absorption). In case of posts in which there is a provision for holding a common written test, all the eligible candidates 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/Officiating/In-charge Vice-Chancellor shall not make any appointment to permanent non-teaching positions. However, the Acting/Officiating/In-charge Vice-Chancellor may constitute a Screening Committee/Selection Committee for the appointment of temporary posts as per MHRD letter F. No. 19-58/2014-Desk (U) dated 09/01/2014 subject to approval of the Executive Council.*

## **17. CONSTITUTION OF SELECTION COMMITTEES / DEPARTMENTAL PROMOTION COMMITTEES/ DEPARTMENTAL CONFIRMATION COMMITTEES \***

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

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

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

#### **18. QUORUM:**

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

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

#### **19. DIRECT RECRUITMENT BY OPEN SELECTION :**

- 19.1** Wherever the UGC guidelines in respect of any particular non-teaching post are not available or framed, the University shall frame its own recruitment rules, laying down the qualifications, experience and nature of duties, etc., according to the requirements and compatibility of the post.
- 19.2** Recruitment to any regular post in the University shall be made on the recommendations of a duly-constituted Selection Committee, as prescribed under these rules.
- 19.3** The Chairman shall be entitled to vote at the Selection Committee meeting and, in case of a tie, shall have a casting vote.
- 19.4** In case two or more candidates are recommended for appointment, the recommendation shall be in order of merit.
- 19.5** The recommendations of the Selection Committee for Statutory posts and other Group 'A' academic posts covered under the UGC Regulations, 2018 as amended from time to time (such as Librarian, Deputy Librarian, Director of Physical Education, Deputy Director of Physical Education, Assistant Librarian, Assistant Director of Physical Education, etc.) shall be placed before the Executive Council for approval. If the Executive Council is unable to accept the recommendations made by a Selection Committee, it shall record its reasons and submit the case to the Visitor for final orders as prescribed under Statute 18(5).
- 19.6** The recommendations of the Selection Committee for non-statutory Group 'A', 'B' & Group 'C' posts shall be placed before the Competent Authority as prescribed under these rules for consideration and approval. In case the recommendations of the Selection Committee are not accepted, the reason(s) for non-acceptance of such recommendations shall be recorded. The power to reject the recommendations of the Selection Committee shall rest with the Executive Council and the decision of the Executive Council shall be final.

## **20. SENIORITY:**

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

## **21. APPOINTMENT AND JOINING TIME:**

- 21.1** The appointment of a candidate shall be subject to the verification of antecedents, educational qualifications, experience and medical fitness.
- 21.2** An offer of appointment issued by the University should clearly specify the period (which shall not normally exceed one or two months) after which the offer would lapse automatically if the candidate did not join within the specified period.
- 21.3** If, however, within the specified period, a request is received from the candidate for extension of time, it may be considered by the University but extension beyond three months shall not be ordinarily granted. It may however be granted by the competent authority only as an exception where facts and circumstances so warrant. In any case extension may be given only up to a maximum of six months from the date of issue of the original offer of appointment. An offer of appointment would lapse automatically after expiry of six months from the date of issue of the original offer of appointment. The candidate who joins within the above-mentioned period of six months shall have his seniority fixed under the seniority rules applicable to the service/post concerned to which he/she is appointed, without any depression of seniority.

Under exceptional circumstances, the Executive Council 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 OF RECRUITMENT:**

**22.1** Candidate who is already in service shall submit his application through proper channel along with vigilance clearance certificate from the competent authority. However, he may send an advance copy of his application and in case his application is not forwarded due to whatever reasons till the time of written test or interview as the case may be, he/she, should produce a "No Objection Certificate along with the Vigilance Clearance Certificate in a sealed cover" from the employer. Provided that if no objection certificate from the employer is not received till the date of interview, his candidature may be considered for direct recruitment as a fresh candidate, if otherwise eligible. Such candidates are required to submit an undertaking at the time of interview that:

- (i) No penalty has ever been imposed on him and he has never been convicted by any Court of Law.
- (ii) No disciplinary action/ vigilance case is pending or contemplated against him.

However, his joining on selection shall be accepted only on production of relieving order preceded by acceptance of resignation, failing which he shall not be allowed to join.

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

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

**22.2** Acceptance of documents submitted by an applicant shall be subject to verification by the competent authority at any point of time even after joining the employment. If any document is found to be false / fake / incorrect either before or after appointment, the document shall be summarily rejected or action may be initiated against the candidate which shall lead to cancellation of his appointment, as the case may be.

**22.3** The person appointed against any post shall be governed by the Act/ Statutes/ Ordinances/ Rules of the University and also the CCS (Conduct) Rules, 1964, CCS (CCA) Rule, 1965 or any other rules of the Government of India, as amended from time to time and any other rule/ resolution prescribed specifically for maintaining the conduct of the employees by the Executive Council of the University.

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



- 22.5** Canvassing in any form on behalf of any candidate shall be treated as a disqualification which shall lead to cancellation of candidature.
- 22.6** In pursuance of the Letter No. 19-50/2015-Desk-U, dated 22.12.2015, of the M.H.R.D, there shall be no interview for appointment to the Group 'C' and 'B' posts. Accordingly, no interview shall be held for appointment to the Group 'C' and Group 'B' posts.
- 22.7** 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 University.
- 22.8** The terms and conditions of appointment shall be communicated to the candidate in the form of 'Offer of Appointment' to the selected candidates. If the candidate does not accept the terms and conditions mentioned in the offer of appointment within the stipulated time, the offer shall be treated as withdrawn.
- 22.9** The selected candidates shall be required to perform duties as per the Rules of the University, as amended from time to time. The University shall be free to assign any duty as per the exigency of the situation at any time even during non-working hours/holidays which the employee shall have to perform without fail to avoid any disciplinary action.
- 22.10** The selected candidate shall be governed by the New Pension Scheme of the Govt. of India, as the case may be, duly extended by UGC. Employees joining Pondicherry University from other Institutions/Government Departments and are already under the General Provident Fund (GPF) Scheme and or Contributory Provident Fund (CPF) Schemes shall be allowed to continue in their respective schemes on continuity of service.
- 22.11** The selected candidate shall be liable to serve anywhere within the jurisdiction of the University.
- 22.12** 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, Deputy Registrar, Assistant Registrar, Librarian, Deputy/Assistant Librarian, Director, Deputy/Assistant Director of Physical Education & Sports 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/Government of India in future shall be deemed to have been adopted by the University for Implementation in supersession of the existing provisions already adopted and incorporated in these Rules.
- 22.13** At the time of recruitment, a 'Service Agreement' shall be executed between the University and the employee concerned and a copy of the same shall be kept with the Registrar. Such service agreement shall be duly stamped as per the rates applicable.
- 22.14** The candidate shall bring all original certificates relating to his age, qualifications, experience, etc. at the time of tests or interview wherever applicable. In case the candidate fails to submit the original documents for verification of the certified photocopies of the enclosures to his application, he may not be allowed to appear at the tests/interview and his candidature may be treated as cancelled without any further communication in this regard.

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

(ii)The University may draw a panel in the form of a waiting list to fill up a post. In case a candidate on higher merit regrets to join within a period of one year or resigns/dies after joining, within a period of one year, the offer shall be made to the next candidate on the merit, if otherwise in order, to reduce the delay in filling up of the vacancies. Such a vacancy should not be treated as fresh vacancy.

(Reference: DoPT OM No.41010/18/97-Estt (B) dated 13<sup>th</sup> June, 2000)

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

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

## **23. PROMOTION:**

**23.1** The candidates to be considered for promotion must comply with the prescribed eligibility criteria as on the date of the Departmental Promotion Committee.

**23.2** Promotion is earned by dint of hard work, good conduct, and result-oriented performance, as reflected in the APARs/ACR. Only performance reported "Good (Grade 5)"carrying Grade Pay up to Rs. 6600 (Level 11), consistently for the preceding five years shall be taken into consideration by the DPC. In case of Group 'A' post carrying Grade Pay of Rs. 7600/-(Level 12) or above, persons reported "Very Good" (Grade Point 7) shall only be considered. Those with "average performance", which is not an adverse remark, shall not be considered for promotion by the DPC. The University may hold the written/skill tests at the time of promotion of the employees of the University and fix qualifying marks and hold interviews, where-ever applicable as per the schedule appended herewith, in addition to the screening the Annual Performance Appraisal Reports(APAR)/ACRs for preceding years, depending upon the length of Qualifying Service. While screening the Annual Performance Appraisal Reports/ACR, the University may also fix any other criteria for consideration of the DPC.

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

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

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

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

The departmental test, wherever prescribed, shall be qualifying in nature. The DPC shall make its own assessment of the officers and shall determine the merit of those being assessed for promotion with reference to the benchmark "Good" i.e. minimum score 5 for all officers up to the Grade Pay of Rs. 6600 (Level 11) and "Very Good", i.e. a minimum score of 7 for all Group 'A' posts upto the Grade Pay of Rs. 7600 (Level 12) and above, accordingly, grade the officers as 'fit' or 'unfit' only. Those who are graded as 'fit' shall be included in the select panel in order of their inter-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:

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

- (a) The meeting of the Departmental Promotion Committee (DPC) shall ordinarily be convened at least once a year, which shall depend upon the availability of vacancy.
- (b) The administrative authorities shall ordinarily ensure that the information furnished to the Departmental Promotion Committee are accurate and in proper order in all cases and a certificate to this effect duly signed by the officer designated for the purpose shall form a part of the note for the DPC.
- (c) Penalties of any kind (major 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.
- (d) The following cases shall be brought to the notice of the DPC:-
  - (i) Employees under suspension;
  - (ii) In respect of whom a charge-sheet has been issued and disciplinary proceedings are pending; and
  - (iii) In respect of whom prosecution for a criminal charge has been pending.

The DPC shall assess their suitability without regard to the disciplinary aspect. The findings of the DPC shall be kept in a sealed cover as per the fact recorded in the proceedings of the DPC. The same procedures shall be followed by subsequent DPCs till the disciplinary / criminal cases are concluded. On conclusion of the case, the sealed

cover will be opened. In case the officer is completely exonerated, the due date of his promotion shall be determined and he will be promoted notionally with reference to the date of promotion of his junior and if necessary by reverting the junior most officiating person. The Appointing Authority shall decide whether and to what extent the arrears of salary shall be paid. Where arrears are denied, reasons shall be recorded. If not exonerated, the findings of the sealed cover shall not be acted upon.

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

## **24. FUNCTIONS OF THE DPC:**

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

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

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

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

## **25. MODE OF PROMOTION:**

**25.1** In addition to the conditions for promotion for the posts, as specified at 23 above, University may decide the method and procedure to be followed for promotion in respect of any category of posts. For this purpose, the University, at its discretion, may opt the fitness-cum-seniority or hold written test or other trade / professional tests and fix qualifying marks for any post to assess the competence in an objective manner. In such cases, association of at least one external expert shall be mandatory.

- 25.2 Mere possession of eligibility conditions shall not entitle an employee to be promoted to the next higher post from the date of his eligibility. After completion of formalities such as Annual Performance Appraisal Reports (APARs)/ACRs, Vigilance Clearance Report, the Departmental Promotion Committee may be constituted to evaluate and assess the eligibility of the employees. The employees shall be considered for promotion based on the recommendations of the DPC duly approved by the Competent Authority of the University.
- 25.3 All promotions of the non-teaching staff belonging to Group 'A', 'B' and Group 'C' shall take effect from the date of joining.
- 25.4 Qualifying in Typing Test / Skill Test with knowledge of computers shall be the compulsory requirement for promotion to the post of Lower Division Clerk, Upper Division Clerk, Assistant, Semi-Professional Assistant, Library Assistant and other positions as identified from time to time. Further, qualifying in Typing Test / Skill Test with knowledge of computers shall be the compulsory requirement for all Personal Assistants of the University who shall be considered for promotion as Private Secretary as per the eligibility criteria prescribed in these Rules as prescribed for direct recruitment. The University may impose any condition to be complied with at a future date failing which the competent authority may order for stoppage of increment.

## **26. AD-HOC PROMOTIONS:**

In case there is an existing vacancy and no eligible employee is available in the feeder Cadre for promotion, the competent authority may consider relaxation by a maximum period of one year at its discretion to promote an employee on ad-hoc basis after completing all procedural formalities, as laid down under Rule 23 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:**

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)/ DYNAMIC ASSURED CAREER PROGRESSION SCHEME**

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

- (a) The Modified Assured Career Progression Scheme (MACPs) of the Govt. of India, duly communicated for implementation by the UGC in respect of Non-Teaching employees, shall be effective from 01.09.2008, or as per the eligibility criteria prescribed by the Govt. of India/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 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 Career Advancement Schemes shall be referred to the University Grants Commission, and the decision of the UGC shall be final.

## **29. DEPUTATION WITH OR WITHOUT THE PROVISION FOR ABSORPTION:**

In case the appointment is made on deputation by following the due process of selection prescribed for the post under the Cadre Recruitment Rules, the incumbent may be allowed to continue for the period as prescribed by the Govt. of India from time to time or till he attains the age of superannuation prescribed for that particular cadre, whichever is earlier. An appointment on deputation may be made initially for a period of three years (except statutory posts) which may be extended further at the discretion of the Competent Authority subject to satisfactory performance. The University, however, shall have the right to repatriate 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 University after expiry of his period of deputation. In case, it is decided in the interest of the University to absorb any such person, then the University may take up the matter 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 University, he shall be assigned the bottom seniority of that particular cadre as per the Govt. of India rules.

## **30. PROBATION:**

**30.1** In case of direct recruitment, the selected candidate shall be kept on probation for a period as specified in these rules. The 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.

**30.2** In the case of promotion to the next higher group, the employee(s) shall be kept on probation for a period of two years from the date of joining. The appointing authority may at its discretion, extend the period of probation by one year on ground of non-performance, misconduct or 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.

### **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 apprised of the consequences of unsatisfactory performance during the period of probation. Such an appraisal should be issued in advance after which the performance of the official concerned should be continuously kept under observation.

- (iii) Notwithstanding anything contained in the above-mentioned provision, if a probationer is placed under suspension during the period of probation, the period of probation may be extended till such period as the appointing authority deems fit in the circumstances.
- (iv) As for temporary Government servants they should, as a matter of rule, be asked to resign from the parent department/office at the time of release from the parent department/office. An undertaking to the effect that he/she will resign from the parent department/office, in the event of his/her selection and appointment to the post applied for, may be taken from his/her at the time of forwarding the application. This procedure is to be followed even in case of a temporary Government servant applying as a direct recruit for a post in the same organisation.
- (v) An employee of the University shall be confirmed through Departmental Confirmation Committee.
- (vi) An employee of the University shall not be confirmed on his post unless and until he signs the 'Service Agreement'.
- (vii) There shall be no probation in the case of an employee appointed to a post on deputation, tenure or on re-employment after superannuation.
- (viii) The appointing authority shall record the reasons in writing while terminating the appointment of a probationer or extension of the normal period of probation.

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

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

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

### **32. POWER TO RELAX:**

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

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

S.No.	Category of Persons	Extent of age relaxation
1.	Regular Employees of the Central Govt/State Govt./ Central Universities / UGC maintained deemed to be Universities / other Central/State autonomous bodies / organisations / Institutions.	As per Government of India rules.
2.	Ex-Servicemen	
3.	Persons working on contract basis in Pondicherry University	Extent of age relaxation may be equal to the period of service rendered by the applicant/candidate, as a one-time exception

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 university in accordance with the instructions or orders issued by the Govt. of India.

### **33. DISQUALIFICATION :**

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

- 33.1 who has been convicted by any Court of Law or any criminal proceedings are pending against him;
- 33.2 who is a person of unsound mind and questionable conduct or not medically fit to perform his duties.
- 33.3 who has entered into or contracted a marriage with a person having a living spouse;  
Provided that the Competent Authority of the University may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for doing so, exempt any person from the operation of these rules;
- 33.4 who is not a citizen of India; and
- 33.5 any other category of person disqualified for appointment by the Govt. of India/ UGC from time to time.

### **34. VIGILANCE CLEARANCE:**

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



**35. REMOVAL OF DIFFICULTIES:**

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

**36. INTERPRETATION:**

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

**37. AMENDMENT OF RULES:**

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

**38. 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 Govt. of India 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 Act/Statutes/Ordinances of the University/UGC Regulations/guidelines, the provisions of the Act/Statutes/Ordinances/UGC Regulations/guidelines shall prevail and such provision in these Rules shall stand superseded.

**39. LIABILITY OF OFFICERS TO SERVE ANYWHERE IN INDIA:**

Employees appointed shall be liable to serve anywhere in India within the jurisdiction of the University.

**40. TERRITORIAL JURISDICTION:**

Unless otherwise prescribed in the Act/Statutes/Ordinances of the University, in case of any dispute, the territorial jurisdiction for adjudication shall be the Pondicherry and Madras High Court.

**41. REPEAL:**

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

\*\*\*\*\*

**Selection Committee for Direct Recruitment /Departmental Promotion  
Committee/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 and those covered under UGC Regulations) :

1.	Vice-Chancellor	Chairperson
2.	Three experts, not in service of the University, nominated by the Vice Chancellor	Member
3.	A representative of SC/ST/OBC/Minority/ Women/PwD, if any of candidate representing these categories is the applicant, to be nominated by the Vice Chancellor, if any of the above members of the Selection Committee do not belong to the category.	Member
4.	Registrar	Member

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

1.	Vice-Chancellor's Nominee	Chairperson
2.	Two experts, not in service of the University, nominated by the Vice Chancellor	Member
3.	A representative of SC/ST/OBC/ Minority/ Women/PwD, if any of the candidates representing these categories is the applicant, to be nominated by the Vice Chancellor, if any of the above members of the Selection Committee do not belong to the category.	Member
4	Registrar	Member

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

1	Registrar	Chairperson
2	Two experts, not in service of the University, nominated by the Vice Chancellor	Member
3	A representative of SC/ST/OBC/ Minority/ Women/PwD, if any of the candidates representing these categories is the applicant, to be nominated by the Vice Chancellor, if any of the above members of the Selection Committee do not belong to the category.	Member

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**4. The composition of Selection Committee(s) for Library and Physical Education & Sports posts:**

Selection Committees for the posts of Directors, Deputy Directors, Assistant Directors of Physical Education and Sports, Librarians, Deputy Librarians and Assistant Librarians shall be the same as that Professor, Associate Professor and Assistant Professor, respectively, except that in Library and Physical Education and Sports or Sports Administration, respectively, practicing Librarian/Director Physical Education and Sports, as the case may be, shall be associated with the Selection Committee as one of the subject experts.



## Cadre Recruitment Rules 2019

### 1. DIRECTOR (Studies, Educational Innovations & Rural Reconstruction)

S. No.		PROPOSED
1.	Name of the Post	<b>Director of Studies, Educational Innovations &amp; Rural Reconstruction</b>
2.	Number of Posts	One (01)
3.	Classification	Group 'A' (Statutory)
4.	Level in the Pay Matrix	Level 14
5.	Whether selection post or non-selection post	Not Applicable
6.	Age limit for direct recruits	Preferably below 62 years
7.	Educational and other qualifications required for direct recruits	<b>Essential:</b> An Eminent scholar with published work of high quality actively engaged in research. Ten years experience in the cadre of Professor with PhD degree and experience of having guided research at Doctoral Level.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotion	Not Applicable
9.	Period of Probation, if any	Not Applicable
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods.	Direct Recruitment /Deputation for a tenure of five years or till attaining the age of 70 years, whichever is earlier.
11.	In case of recruitments by promotion/ deputation/transfer, grades from which promotion/deputation/transfer to be made	As prescribed under Sl.No.7.
12.	If a Departmental Promotion Committee/ Recruitment Committee exists, what is its composition?	As prescribed under Statute 19
13.	Remarks	---



## Cadre Recruitment Rules 2019

### 2. DIRECTOR (Culture & Cultural Relations)

S. No.		PROPOSED
1.	Name of the Post	<b>Director of Culture and Cultural Relations</b>
2.	Number of Posts	One (01)
3.	Classification	Group 'A' (Statutory)
4.	Level in the Pay Matrix	Level 14
5.	Whether selection post or non-selection post	Not Applicable
6.	Age limit for direct recruits	Preferably below 62 years
7.	Educational and other qualifications required for direct recruits	<b>Essential:</b> An Eminent scholar with published work of high quality actively engaged in research. Ten years experience in the cadre of Professor with PhD degree and experience of having guided research at Doctoral Level.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotion	<b>Not applicable</b>
9.	Period of Probation, if any	Not applicable
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods.	Direct Recruitment /Deputation for a tenure of five years or till attaining the age of 70 years, whichever is earlier.
11.	In case of recruitments by promotion/ deputation/transfer, grades from which promotion/deputation/transfer to be made	As prescribed under Sl.No.7.
12.	If a Departmental Promotion Committee/ Recruitment Committee exists, what is its composition?	As prescribed under Statute 19
13.	Remarks	



## Cadre Recruitment Rules 2019

### 3. DIRECTOR (Physical Education, Sports, National Service & Students Welfare)

S. No.		PROPOSED
1.	Name of the Post	<b>Director of Physical Education, Sports, National Service and Students Welfare</b>
2.	Number of Posts	One (01)
3.	Classification	Group 'A' (Statutory)
4.	Level in the Pay Matrix	Level 14
5.	Whether selection post or non-selection post	Not Applicable
6.	Age limit for direct recruits	Preferably below 62 years
7.	Educational and other qualifications required for direct recruits	<b>Essential:</b>  An Eminent scholar with published work of high quality actively engaged in research. Ten years experience in the cadre of Professor with PhD degree and experience of having guided research at Doctoral Level.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotion	Not Applicable
9.	Period of Probation, if any	Not Applicable
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods.	Direct Recruitment / Deputation for a tenure of five years or till attaining the age of 70 years, whichever is earlier.
11.	In case of recruitments by promotion/deputation/transfer, grades from which promotion/deputation/transfer to be made	As prescribed under Sl.No.7.
12.	If a Departmental Promotion Committee/ Recruitment Committee exists, what is its composition?	As prescribed under Statute 19
13.	Remarks	



## Cadre Recruitment Rules 2019

### 4. REGISTRAR

S. No.		PROPOSED
1.	Name of the Post	<b>REGISTRAR</b>
2.	Number of Posts	One (1)
3.	Classification	Statutory Post – on Tenure
4.	Level in the Pay Matrix	Level-14
5.	Whether selection post or non-selection post	Selection
6.	Age limit for direct recruits	Preferably below 57 years
7.	Educational and other qualifications required for direct recruits	<p><b>Essential:</b></p> <p>1. Master's degree with at least 55% marks or an equivalent grade in a point scale wherever grading system is followed.</p> <p>2. (i) At least 15 years of experience as Assistant Professor in the Academic Level-11 and above or with 8 years of service in the Academic Level-12 and above including as Associate Professor along with experience in Educational Administration, or (ii) Comparable experience in Research Establishment and/ or other institutions of Higher Education. or (iii) 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.</p> <p><b>Desirable: Ph.D.</b></p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotion	Not applicable
9.	Period of Probation, if any	Not applicable
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods.	<p><u>Direct Recruitment / Deputation:</u></p> <p>The appointment will be on tenure for a period of five years.</p>
11.	In case of recruitments by promotion/ deputation/transfer, grades from which promotion/deputation/transfer to be made	<p><u>Deputation :</u></p> <p>By deputation from the Central / State Government or Institutes of National Importance or Universities / University level institution or Public Sector Undertakings and possessing the educational qualification and experience as prescribed in Sl. No.7.</p>
12.	If a Departmental Promotion Committee/ Recruitment Committee exists, what is its composition?	As prescribed in the Statutes 19
13.	Remarks	<p>As amended by the UGC / MHRD from time to time.</p> <p>The University may if desirous shall invite panel from IAS officers to be selected on deputation.</p>





## Cadre Recruitment Rules 2019

### 5. FINANCE OFFICER

S. No.		PROPOSED
1.	Name of the Post	<b>FINANCE OFFICER</b>
2.	Number of Posts	One (01)
3.	Classification	Group 'A'
4.	Level in the Pay Matrix	Level 14
5.	Whether selection post or non-selection post	Not Applicable
6.	Age limit for direct recruits	Preferably below 57 years
7.	Educational 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 an equivalent grade in a point scale wherever grading system is followed.</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 style="text-align: center;"><b>or</b></p> <p>Comparable experience in research establishment and/ or other institutions of higher education,</p> <p style="text-align: center;"><b>or</b></p> <p>15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotion	Not Applicable
9.	Period of Probation, if any	Not Applicable
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods.	<p>Direct Recruitment/Deputation for a tenure of five years.</p> <p>(Eligible for reappointment after observance of due selection process)</p>

## Cadre Recruitment Rules 2019

---

11.	In case of recruitments by promotion/ deputation/transfer, grades from which promotion/deputation/transfer to be made	<b><u>Deputation:</u></b> Appointment preferably by drawing officers belonging to the Indian Audit and Accounts services or other similar organized Services in Central/ State Govt. Or University System/ Other organisation on Deputation for a tenure of 5 years.
12.	If a Departmental Promotion Committee/ Recruitment Committee exists, what is its composition?	As prescribed under Statute 19
13.	Remarks	



## Cadre Recruitment Rules 2019

### 6. LIBRARIAN

S. No.		PROPOSED
1.	Name of the Post	<b>LIBRARIAN</b>
2.	Number of Posts	One (01)
3.	Classification	Group 'A'
4.	Level in the Pay Matrix	Academic Level 14
5.	Whether selection post or non-selection post	Not Applicable
6.	Age limit for direct recruits	Preferably below 57 Years
7.	Educational and other qualifications required for direct recruits	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>i) Master Degree in Library Science/ Information Science/ Documentation Science with at least 55% of marks or an equivalent grade in a point scale wherever the grading system is followed.</li> <li>ii) At least 10 years as a Librarian at any level in University Library or ten years of teaching as Assistant/ Associate Professor in Library Science or ten years' experience as a College Librarian.</li> <li>iii) Evidence of innovative Library services, including the integration of ICT in a library.</li> <li>iv) A Ph.D. Degree in Library Science/ documentation/ archives and manuscript keeping.</li> </ul>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotion	Not Applicable
9.	Period of Probation, if any	One Year
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods.	100% by direct recruitment failing which by Deputation
11.	In case of recruitments by promotion/ deputation/transfer, grades from which promotion/deputation/transfer to be made	<p><b>Deputation:</b></p> <p>Officers of Central/ State Governments, Universities and other Autonomous Organizations:</p>

## Cadre Recruitment Rules 2019

---

		holding analogous posts on regular basis  <b>OR</b>  Possessing educational qualification and experience as in Sl.No.7.
12.	If a Departmental Promotion Committee/ Recruitment Committee exists, what is its composition?	As prescribed under Statute 19
13.	Remarks	



## Cadre Recruitment Rules 2019

### 7. CONTROLLER OF EXAMINATIONS

S. No.		PROPOSED
1.	Name of the Post	<b>CONTROLLER OF EXAMINATIONS</b>
2.	Number of Posts	One (01)
3.	Classification	Group 'A'
4.	Level in the Pay Matrix	Level 14
5.	Whether selection post or non-selection post	Not Applicable
6.	Age limit for direct recruits	Preferably below 57 years
7.	Educational 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 an equivalent grade in a point scale wherever grading system is followed.</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 style="text-align: center;"><b>or</b></p> <p>Comparable experience in research establishment and/ or other institutions of higher education,</p> <p style="text-align: center;"><b>or</b></p> <p>15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotion	Not Applicable
9.	Period of Probation, if any	Not Applicable
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods.	<p>Direct/Deputation for a tenure of five years or till attaining the age of superannuation i.e. 62 years, whichever is earlier</p> <p>(Eligible for reappointment after observance of due selection process)</p>

## Cadre Recruitment Rules 2019

---

11.	In case of recruitments by promotion/ deputation/transfer, grades from which promotion/deputation/transfer to be made	<b>Deputation:</b> As indicated in Sl.No.7
12.	If a Departmental Promotion Committee/ Recruitment Committee exists, what is its composition?	As prescribed under Statute 19
13.	Remarks	



## Cadre Recruitment Rules 2019

### 8. DEPUTY REGISTRAR

S. No.		PROPOSED
1.	Name of the Post	<b>DEPUTY REGISTRAR</b>
2.	Number of Posts	Nine (09)
3.	Classification	Group A
4.	Level in the Pay matrix	Level-12
5.	Whether selection post or non-selection post	Selection Post
6.	Age limit for direct recruits	50 Years
7.	Educational and other qualifications required for direct recruits	<p>i) A Master's Degree with atleast 55% of marks or its equivalent grade in a point scale wherever grading system is followed.</p> <p>ii) Nine years of experience as Lecturer/Assistant Professor in the Academic Level-10 and above with experience in Educational Administration.</p> <p style="text-align: center;">(or)</p> <p>Comparable experience in Research Establishments and / or other Institutions of Higher Education.</p> <p style="text-align: center;">(or)</p> <p>Five years of administrative experience as Assistant Registrar or in an equivalent post.</p> <p>Desirable : i) Experience in the areas of Establishment / Examination / Academic / Finance/ Planning and Development.</p> <p>ii) Knowledge of Computer Applications</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotion	Age not applicable. Educational and other Qualifications shall apply, except the minimum requirement of 55% marks in Master's Degree.
9.	Period of Probation, if any	One year
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods.	75% by Direct Recruitment / Deputation; 25% by promotion, based on seniority cum fitness.
11.	In case of recruitments by promotion/ deputation/transfer,	<b>Promotion</b> : From amongst the Assistant Registrars and its

## Cadre Recruitment Rules 2019

	grades from which promotion/deputation/transfer to be made	<p>equivalents with 5 years' service in senior scale of Level-11 on regular basis.</p> <p><b>Deputation:</b> Officers from the Central / State Government or Institutes of National Importance or Universities / University level institution or Public Sector Undertakings.</p> <p>a) Holding analogous posts or with three years regular service in Level – 11 or with eight years regular service in Level – 10.</p> <p>b) Experience in administration, Establishment and Accounts.</p> <p>c) Possessing educational qualification as prescribed in column 7.</p>
12.	If a Departmental Promotion Committee/ Recruitment Committee exists, what is its composition?	As prescribed in schedule II of cadre recruitment rules
13.	Remarks	





## Cadre Recruitment Rules 2019

### 9. ASSISTANT REGISTRAR

S. No.		PROPOSED
1.	Name of the Post	<b>ASSISTANT REGISTRAR</b>
2.	Number of Posts	Seventeen (17)
3.	Classification	Group A
4.	Level in the Pay matrix	Level-10
5.	Whether selection post or non-selection post	Selection Post
6.	Age limit for direct recruits	40 Years
7.	Educational and other qualifications required for direct recruits	<p>i) A Master's Degree from recognized University with at least 55% of marks or its equivalent grade wherever grading system is followed</p> <p>ii) At least 5 years' experience in supervisory level in Administration / Establishment / Finance/ Planning &amp; Development / Examination / Academic of the University in the level – 7.</p> <p>Desirable : Knowledge of Computer Applications</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotion	Age not applicable. Qualification : At least Bachelor's Degree from a recognized University/Institution.
9.	Period of Probation, if any	Two years
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods.	50% by promotion on the basis of merit in the Written Test and Interview (75% weightage for Written Test and 25% for Interview)  50% by Direct Recruitment /Deputation
11.	In case of recruitments by promotion/ deputation/transfer, grades from which promotion/deputation/transfer to be made	<p><b>Promotion :</b> Section Officer / Private Secretary with five years' of regular service.</p> <p><b>Deputation:</b> Officers holding analogous posts on regular basis or with 5 years' regular service in Level 7 / Level 8 in a government department / University / Educational or Research Institution / Teaching and / or Research experience along with proven administrative capabilities.</p>
12.	If a Departmental Promotion Committee/ Recruitment Committee exists, what is its composition?	As prescribed under Schedule II of the Cadre Recruitment Rules.
13.	Remarks	



## Cadre Recruitment Rules 2019

### 10. LAW OFFICER

S. No.		PROPOSED
1.	Name of the Post	<b>LAW OFFICER</b>
2.	Number of Posts	One (01)
3.	Classification	Group A (tenure basis)
4.	Level in the Pay matrix	Level-10
5.	Whether selection post or non-selection post	Not applicable
6.	Age limit for direct recruits	55 Years
7.	Educational and other qualifications required for direct recruits	<p>A Master's Degree in Law with at least 55% of marks or its equivalent grade wherever grading system is followed (or) A Master's Degree with at least 55% of marks or its equivalent grade wherever grading system is followed with a Bachelor Degree in Law.</p> <p>ii) At least 5 years' experience in legal matters which will include defending court cases, being conversant with legal procedures, etc.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotion	Not applicable.
9.	Period of Probation, if any	Not applicable
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods.	By direct recruitment / by Deputation.
11.	In case of recruitments by promotion/deputation/transfer, grades from which promotion/deputation/transfer to be made	<b>Deputation:</b> Officers with at least 5 years' of regular service in the level of Section Officer / Equivalent in any recognized University/ Autonomous Body/Govt Department or Organisation/ Public Sector Undertaking and Possessing the qualifications prescribed under Sl.No.7.
12.	If a Departmental Promotion Committee/ Recruitment Committee exists, what is its composition?	As prescribed under Schedule II of the Cadre Recruitment Rules.
13.	Remarks	



## Cadre Recruitment Rules 2019

### 11. SECTION OFFICER

S. No.		PROPOSED
1.	Name of the Post	<b>SECTION OFFICER</b>
2.	Number of Posts	Thirty One (31)
3.	Classification	Group B
4.	Level in the Pay matrix	Level-7
5.	Whether selection post or non-selection post	Selection Post
6.	Age limit for direct recruits	35 Years
7.	Educational and other qualifications required for direct recruits	<p>i) A Bachelors Degree from a recognized University.</p> <p>ii) At least two years' of experience in administration / accounts / secretarial work at the level of Assistant in the Level 6 or five years' experience as UDC and above in the Level 4/5 of any Central / State Govt./ University / Public Sector Undertakings and other Central or State Autonomous Bodies or holding equivalent positions in the reputed private institution / corporate / bank.</p> <p>Desirable : Proficiency in noting, drafting and knowledge of computer operation.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotion	Age - Not applicable Qualification – as indicated in Sl.No.7.
9.	Period of Probation, if any	Two years
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods.	<p>50% by Direct Recruitment</p> <p>25% by Promotion subject to qualifying departmental test, failing which by Limited Departmental Competitive Examination</p> <p>25% by Limited Departmental Competitive Examination, failing which by direct recruitment.</p>
11.	In case of recruitments by promotion/ deputation/transfer, grades from which promotion/deputation/transfer to be made	<p><b>Promotion:</b> From Senior Assistant /Statistical Assistant with a minimum 5 years' of regular service and possessing a Graduate degree.</p> <p><b>LDCE:</b> Among the Senior Assistant / Statistical Assistant working in the scale of Level-6 with minimum period of 3 years' regular service in the cadre.</p>

## **Cadre Recruitment Rules 2019**

---

12.	If a Departmental Promotion Committee/ Recruitment Committee exists, what is its composition?	As prescribed under Schedule II of the Cadre Recruitment Rules
13.	Remarks	



## Cadre Recruitment Rules 2019

### 12. PRIVATE SECRETARY

S. No.		PROPOSED
1.	Name of the Post	<b>PRIVATE SECRETARY</b>
2.	Number of Posts	Nine (09)
3.	Classification	Group B
4.	Level in the Pay matrix	Level-7
5.	Whether selection post or non-selection post	Selection Post
6.	Age limit for direct recruits	35 Years
7.	Educational and other qualifications required for direct recruits	i. A Bachelor's Degree from a recognized University / Institutions ii. At least 2 years experience as Personal Assistant or 5 years experience as Stenographer in a University / Research establishment / Central / State Govt./ University / Public Sector Undertakings and other Central or State Autonomous Bodies or holding equivalent positions in the reputed private institution / corporate / bank. iii. English Stenography speed – English - 120 wpm iv. Typewriting: Senior / Higher level in English  <b>Desirable :</b> i) Knowledge of Computer applications. ii) Proficiency in English and good communication skills. iii) Hindi Stenography (55 wpm) and Typewriting (TW- Higher or Senior Certificate)
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotion	Age not applicable. Qualification – Not applicable except to the extent that a promotee should have passed stenography in English (Junior Grade – 80 wpm. and Typewriting in English (Senior / Higher)
9.	Period of Probation, if any	Two years.
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods.	50% by Direct Recruitment, failing which by Deputation.  25% by Promotion subject to qualifying the skill test, failing which by Limited Departmental Competitive Examination (LDCE).  25% by Limited Departmental Competitive Examination, failing which by direct recruitment.
11.	In case of recruitments by promotion/deputation/transfer, grades from which promotion/deputation/transfer to be made	<b>Promotion:</b> From Personal Assistants with 5 years' regular service in Level 6.  <b>LDCE:</b> Among the Personal Assistants working in the scale of Level-6 with minimum period of 3 years' regular service in the post.
12.	If a Departmental Promotion Committee/ Recruitment Committee exists, what is its composition?	As prescribed under Schedule II of the Cadre Recruitment Rules.
13.	Remarks	



## Cadre Recruitment Rules 2019

### 13. SENIOR ASSISTANT

S. No.		<b>PROPOSED</b>
1.	Name of the Post	<b>Senior Assistant</b>
2.	Number of Posts	Forty (40)
3.	Classification	Group B
4.	Level in the Pay matrix	Level-6
5.	Whether selection post or non-selection post	Selection Post
6.	Age limit for direct recruits	35 years
7.	Educational and other qualifications required for direct recruits	<p>(1) A Bachelor Degree from recognized University/Institution</p> <p>(2) Two years' experience in Administration / Accounts as UDC or equivalent posts in a University/ College / Government / Quasi Govt. / Autonomous / Public Sector Undertakings.</p> <p><b>Desirable :</b> Proficiency in noting, drafting and knowledge of Computer Operations.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotion	Age not applicable Educational qualification as prescribed in Sl.No.7 (1)
9.	Period of Probation, if any	Two years
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods.	<p>50% by Direct Recruitment, failing which by Deputation.</p> <p>25% by Promotion subject to qualifying departmental test, failing which by LDCE.</p> <p>25% by Limited Departmental Competitive Examination, failing which by direct recruitment.</p>
11.	In case of recruitments by promotion/ deputation/transfer, grades from which promotion/deputation/transfer to be made	<p>From Assistants with 5 years' of regular service in Level of 4 of Pay Matrix.</p> <p><b>LDCE</b> : Assistants/ Data Entry Operators with 3 years' of experience.</p>
12.	If a Departmental Promotion Committee/ Recruitment Committee exists, what is its composition?	As prescribed under Schedule II of the Cadre Recruitment Rules.
13.	Remarks	



## Cadre Recruitment Rules 2019

### 14. STATISTICAL ASSISTANT

S. No.		PROPOSED
1.	Name of the Post	STATISTICAL ASSISTANT
2.	Number of Posts	One (01)
3.	Classification	Group B
4.	Level in the Pay matrix	Leve-6
5.	Whether selection post or non-selection post	Selection Post
6.	Age limit for direct recruits	35 years
7.	Educational and other qualifications required for direct recruits	M.A. / M.Sc. Degree in Statistics from a recognized University/Institution.  <b>Desirable :</b> Working knowledge in computer applications and data processing software.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotion	Not applicable
9.	Period of Probation, if any	Two years
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods.	By direct recruitment / deputation / Absorption.
11.	In case of recruitments by promotion/ deputation/transfer, grades from which promotion/deputation/transfer to be made	By deputation / Absorption from among persons working in equivalent grade / cadre in Govt. / Universities and possessing the qualifications prescribed in Sl. No.7
12.	If a Departmental Promotion Committee/ Recruitment Committee exists, what is its composition?	As prescribed under Schedule II of the Cadre Recruitment Rules.
13.	Remarks	



## Cadre Recruitment Rules 2019

### 15. PERSONAL ASSISTANT

S. No.		PROPOSED
1.	Name of the Post	<b>PERSONAL ASSISTANT</b>
2.	Number of Posts	Ten (10)
3.	Classification	Group B
4.	Level in the Pay matrix	Level-6
5.	Whether selection post or non-selection post	Selection Post
6.	Age limit for direct recruits	30 years
7.	Educational and other qualifications required for direct recruits	i) A Bachelor's degree from a recognized University / Institutions ii) Proficiency in Stenography in English with minimum speed of 100 w.p.m. iii) Proficiency in Typewriting in English – Higher / Senior Certificate iv) At least 2 years experience as Junior Grade Stenographer / Stenographer in Central / State / Quasi Govt. / University / Research Institution / Autonomous organization, etc. v) Skill test norms on Computer Duration : 10 minutes at 100 wpm Transcription : 40 minutes -English <b>Desirable :</b> i) Knowledge of Computer applications. ii) Proficiency in English and good communication skills. iii) Hindi Stenography (55 wpm) and Typewriting (TW- Higher or Senior Certificate)
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotion	Age not applicable. Educational qualification as prescribed in Sl.No.7 (i). Proficiency in Stenography in English with minimum speed of 80 w.p.m. Proficiency in Typewriting in English – Higher / Senior Certificate
9.	Period of Probation, if any	Two years
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods.	50% by Direct Recruitment, failing which by Deputation. 25% by Promotion subject to qualifying skill test, failing which by LDCE. 25% by Limited Departmental Competitive Examination, failing which by direct recruitment.
11.	In case of recruitments by promotion/ deputation/transfer, grades from which promotion/deputation/transfer to be made	<b>By Promotion:</b> From Stenographers with 5 years' of regular service. <b>LDCE :</b> Stenographers with 5 years' of experience.
12.	If a Departmental Promotion Committee/ Recruitment Committee exists, what is its composition?	As prescribed under Schedule II of the Cadre Recruitment Rules.
13.	Remarks	





## Cadre Recruitment Rules 2019

### 16. ASSISTANT

S. No.		PROPOSED
1.	Name of the Post	<b>ASSISTANT</b>
2.	Number of Posts	Thirty Five (35)
3.	Classification	Group C
4.	Level in the Pay matrix	Level-4
5.	Whether selection post or non-selection post	Selection Post
6.	Age limit for direct recruits	30 Years
7.	Educational and other qualifications required for direct recruits	<p>(1) A Bachelor Degree from recognized University/ Institutions</p> <p>(2) Two years' experience as LDC or equivalent cadre on regular basis in Central / State / Quasi Govt. / University / Research Institution / Autonomous organization, etc.</p> <p>(3) Typewriting Lower/Junior grade in English (30 WPM)</p> <p><b>Desirable :</b> Knowledge of Computer Operations</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotion	Not Applicable
9.	Period of Probation, if any	Two years for Direct Recruitment One year for Promotees
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods.	<p>25% by Direct Recruitment.</p> <p>50% by Promotion based on seniority-cum-fitness.</p> <p>25% by Limited Departmental Competitive Examination, failing which by direct recruitment.</p>
11.	In case of recruitments by promotion/ deputation/transfer, grades from which promotion/deputation/transfer to be made	<p><b>By Promotion :</b> From Junior Assistants / Hindi Typists with 5 years' of regular service in the Level of 2 of Pay Matrix or equivalent</p> <p><b>LDCE :</b> Junior Assistant/Hindi Typist with 3 years' of experience.</p>
12.	If a Departmental Promotion Committee/ Recruitment Committee exists, what is its composition?	As prescribed under Schedule II of the Cadre Recruitment Rules.
13.	Remarks	



## Cadre Recruitment Rules 2019

### 17. STENOGRAPHER

S. No.		PROPOSED
1.	Name of the Post	<b>STENOGRAPHER</b>
2.	Number of Posts	Six (06)
3.	Classification	Group C
4.	Level in the Pay matrix	Level-4
5.	Whether selection post or non-selection post	Selection Post
6.	Age limit for direct recruits	30 years
7.	Educational and other qualifications required for direct recruits	i) A Bachelor Degree ii) Two years relevant experience iii) Shorthand lower/junior grade in English (80 wpm) iv) Typewriting Higher/Senior grade in English (45 wpm) v) Knowledge of Computer operations  <b>Desirable:</b> Shorthand in Tamil / Hindi Diploma in Office Management and Secretarial Practice.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotion	Age not applicable. Educational and other Qualifications apply.
9.	Period of Probation, if any	Two years for Direct Recruits
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods.	75% by Direct Recruitment  25% by Limited Departmental Competitive Examination, failing which by direct recruitment.
11.	In case of recruitments by promotion/deputation/transfer, grades from which promotion/deputation/transfer to be made	<b>Promotion:</b> From Junior Assistants / Hindi Typist with 5 years of regular service with requisite qualification as prescribed in column No.7.  <b>LDCE:</b> Among the Junior Assistant / Hindi Typist working in the scale of Level-2 with minimum period of 5 years regular service in the cadre and with requisite qualification as prescribed in column No.7.
12.	If a Departmental Promotion Committee/ Recruitment Committee exists, what is its composition?	As prescribed under Schedule II of the Cadre Recruitment Rules.
13.	Remarks	



## Cadre Recruitment Rules 2019

### 18. JUNIOR ASSISTANT

S. No.		PROPOSED
1.	Name of the Post	<b>JUNIOR ASSISTANT</b>
2.	Number of Posts	One Hundred & Six (106) Including one Care Taker for Guest House
3.	Classification	Group C
4.	Level in the Pay matrix	Level-2
5.	Whether selection post or non-selection post	Selection Post
6.	Age limit for direct recruits	30 years
7.	Educational and other qualifications required for direct recruits	1. A Bachelor Degree from recognized University / Institutions 2. Typewriting Lower/Junior grade in English (35 wpm)/ Hindi (30 wpm)  <b>Desirable:</b> 1. Knowledge in Computer operations [MSWORD/Excel/...] 2. Typewriting in Tamil
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotion	Age not applicable. Candidate from feeder cadre should have passed 12 <sup>th</sup> Class or equivalent qualification from recognized board. Should have rendered 3 years' regular service in the Level - 1 on the basis of the departmental qualifying examination and possessing typewriting Lower or Junior Grade in English (35 wpm)
9.	Period of Probation, if any	Two years
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods.	i) 85% by Direct Recruitment ii) 10% of the vacancies shall be filled from amongst the Group C Staff in the Level-1 of Pay Matrix and who possess 12 <sup>th</sup> Class pass or equivalent qualification from recognized board and have rendered 3 years regular service in the Level - 1, on the basis of departmental qualifying examination and possessing typewriting Lower or Junior Grade in English (35 wpm). iii) 5% of the vacancies shall be filled on seniority-cum-fitness basis from Group C employees who have 3 years regular service in posts at Level-1.
11.	In case of recruitments by promotion/deputation/transfer, grades from which promotion/deputation/transfer to be made	Promotion from amongst the Group C Staff in the Level-1 of Pay Matrix and who possess 12 <sup>th</sup> Class pass or equivalent qualification and have rendered 3 years' regular service in the Level - 1, on the basis of departmental qualifying examination and possessing Typewriting Lower/Junior grade in English (35 wpm)
12.	If a Departmental Promotion Committee/ Recruitment Committee exists, what is its composition?	As prescribed under Schedule II of the Cadre Recruitment Rules.
13.	Remarks	



## Cadre Recruitment Rules 2019

### 19. SYSTEMS ANALYST

S. No.		PROPOSED
1.	Name of the Post	<b>SYSTEMS ANALYST</b>
2.	Number of Posts	One (01)
3.	Classification	Group A
4.	Level in the Pay matrix	Level - 10
5.	Whether selection post or non-selection post	Selection Post
6.	Age limit for direct recruits	35 Years
7.	Educational and other qualifications required for direct recruits	<p><b>Essential:</b></p> <p>M.Tech. /M.E. – Computer Science &amp; Engineering / Information Technology / Equivalent from a recognized University with first class and having 3 years’ of experience. [OR]</p> <p>B.E./B.Tech. Computer Science &amp; Engineering / Information Technology / Equivalent from a recognized University with First class and with 5 years’ of relevant Experience [OR]</p> <p>M.C.A. from a recognized University with First class having 5 years’ relevant experience.</p> <p><b>Desirable :</b></p> <p>Experience in software development &amp; support / Computer Centre management / Computer Network Management / Analytics and Database Management.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotion	Not applicable
9.	Period of Probation, if any	Two Years
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods.	Direct Recruitment failing which by Deputation

## Cadre Recruitment Rules 2019

11.	In case of recruitments by promotion/ deputation/transfer, grades from which promotion/deputation/transfer to be made	<p><b>Deputation:-</b> Officers of the Central Government, State Government, Union territories, autonomous or statutory organizations, Public Sector Undertakings, University or Recognized Research Institution:-</p> <p>(a) (i) Holding analogous post on a regular basis in the parent cadre or department; or</p> <p>(ii) With 5 years' service rendered after appointment to the post on a regular basis in Level 7 / Level 8 or equivalent in the parent cadre or department; and</p> <p>(b) Possessing the qualifications and experience prescribed for direct recruitment under Sl. No.7.</p>
12.	If a Departmental Promotion Committee/ Recruitment Committee exists, what is its composition?	As prescribed under Schedule II of the Cadre Recruitment Rules.
13.	Remarks	



## Cadre Recruitment Rules 2019

### 20. COMPUTER / INFORMATION SCIENTIST

S. No.		PROPOSED
1.	Name of the Post	<b>Computer / Information Scientist</b>
2.	Number of Posts	One (01)
3.	Classification	Group A
4.	Level in the Pay matrix	Level 10
5.	Whether selection post or non-selection post	Selection Post
6.	Age limit for direct recruits	35 Years
7.	Educational and other qualifications required for direct recruits	<p><b>Essential:</b></p> <p>M.Tech. /M.E. – Computer Science &amp; Engineering / Information Technology / Equivalent from a recognized University with first class and having three years' of experience.</p> <p style="text-align: center;">[OR]</p> <p>B.E./B.Tech. Computer Science &amp; Engineering / Information Technology / Equivalent from a recognized University with First class and with 5 years' of relevant Experience</p> <p style="text-align: center;">[OR]</p> <p>M.C.A. from a recognized University with First class having 5 years' relevant experience.</p> <p><b>Desirable:</b></p> <p>Relevant experience in library automation and networking.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotion	Not applicable
9.	Period of Probation, if any	Two Years
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods.	By Direct Recruitment failing which by Deputation.
11.	In case of recruitments by promotion/ deputation/transfer, grades from which promotion/deputation/transfer to be made	<p><b>Deputation:-</b></p> <p>Officers of the Central Government, State Government, Union territories, autonomous or statutory</p>

## Cadre Recruitment Rules 2019

---

		<p>organizations, PSUs, University or Recognized Research Institutions:-</p> <p>(a) (i) Holding analogous post on a regular basis in the parent cadre or department; or</p> <p>(ii) With 5 years' service rendered after appointment to the post on a regular basis in Level 7/ Level 8 or equivalent in the parent cadre or department; and</p> <p>(b) Possessing the qualifications and experience prescribed for direct recruitment under Sl. No.7.</p>
12.	If a Departmental Promotion Committee/ Recruitment Committee exists, what is its composition?	As prescribed under Schedule II of the Cadre Recruitment Rules.
13.	Remarks	



## Cadre Recruitment Rules 2019

### 21. INFORMATION OFFICER

S. No.		PROPOSED
1.	Name of the Post	<b>INFORMATION OFFICER</b>
2.	Number of Posts	One (01)
3.	Classification	Group A
4.	Level in the Pay matrix	Level 10
5.	Whether selection post or non-selection post	Selection Post
6.	Age limit for direct recruits	35 Years
7.	Educational and other qualifications required for direct recruits	<b>Essential:</b> M.Tech. /M.E. – Computer Science & Engineering / Information Technology / Equivalent from a recognized University with first class and having three years of experience.  [OR]  B.E./B.Tech. Computer Science & Engineering / Information Technology / Equivalent from a recognized University with First class and with 5 years' of relevant Experience  [OR]  M.C.A. from a recognized University with First class having 5 years' relevant experience.  <b>Desirable:</b> Experience in software development & support / Computer Centre Management / Database Administration.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotion	Not applicable.
9.	Period of Probation, if any	Two Years
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods.	By Direct Recruitment failing which by Deputation



## Cadre Recruitment Rules 2019

11.	In case of recruitments by promotion/deputation/transfer, grades from which promotion/deputation/transfer to be made	<p><b>Deputation:-</b></p> <p>Officers of the Central Government, State Government, Union territories, autonomous or statutory organizations, PSUs, University or Recognized Research Institutions:-</p> <p>(a) (i) Holding analogous post on a regular basis in the parent cadre or department; or</p> <p>(ii) With 5 years' service rendered after appointment to the post on a regular basis in Level 7 / Level 8 or equivalent in the parent cadre or department; and</p> <p>(b) Possessing the qualifications and experience prescribed for direct recruitment under Sl. No.7.</p>
12.	If a Departmental Promotion Committee/ Recruitment Committee exists, what is its composition?	As prescribed under Schedule II of the Cadre Recruitment Rules.
13.	Remarks	



## Cadre Recruitment Rules 2019

### 22. PROGRAMMER

S. No.		PROPOSED
1.	Name of the Post	<b>PROGRAMMER</b>
2.	Number of Posts	One (01)
3.	Classification	Group A
4.	Level in the Pay matrix	Level-10
5.	Whether selection post or non-selection post	Not applicable
6.	Age limit for direct recruits	35 Years
7.	Educational and other qualifications required for direct recruits	<p><b>Essential:</b>  M.Tech. /M.E. – Computer Science &amp; Engineering / Information Technology / Equivalent from a recognized University with first class and having three years’ of experience.</p> <p style="text-align: center;">[OR]</p> <p>B.E./B.Tech. Computer Science &amp; Engineering / Information Technology / Equivalent from a recognized University with First class and with 5 years’ of relevant Experience</p> <p style="text-align: center;">[OR]</p> <p>M.C.A. from a recognized University with First class having 5 years’ relevant experience.</p> <p><b>Desirable:</b>  Experience in software design, development, implementation &amp; support /Database Administration / Software Project Management preferably with industry experience</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotion	Not applicable.
9.	Period of Probation, if any	Two Years
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods.	By Direct Recruitment, failing which by deputation.
11.	In case of recruitments by promotion/ deputation/transfer, grades from which promotion/deputation/transfer to be made	<b>Deputation:-</b> Officers of the Central Government, State Government, Union territories, autonomous or statutory organizations, PSUs, University or

## Cadre Recruitment Rules 2019

---

		<p>Recognized Research Institutions:-</p> <p>(a) (i) Holding analogous post on a regular basis in the parent cadre or department; or</p> <p>(ii) With 5 years' service rendered after appointment to the post on a regular basis in Level 7/ Level 8 or equivalent in the parent cadre or department; and</p> <p>(b) Possessing the qualifications and experience prescribed for direct recruitment under Sl. No.7.</p>
12.	If a Departmental Promotion Committee/ Recruitment Committee exists, what is its composition?	As prescribed under Schedule II of the Cadre Recruitment Rules.
13.	Remarks	



## Cadre Recruitment Rules 2019

### 23. SENIOR TECHNICAL ASSISTANT (NETWORKING/COMPUTER)

S. No.		PROPOSED
1.	Name of the Post	<b>SENIOR TECHNICAL ASSISTANT (Networking/Computer)</b>
2.	Number of Posts	Nine (09)
3.	Classification	Group B
4.	Level in the Pay matrix	Level 6
5.	Whether selection post or non-selection post	Selection Post
6.	Age limit for direct recruits	30 Years
7.	Educational and other qualifications required for direct recruits	<p><b>Essential:</b> B.E./B.Tech. Computer Science &amp; Engineering / Information Technology / Equivalent from a recognized University with First class and with 3 years' relevant Experience.</p> <p style="text-align: center;">[OR]</p> <p>M.C.A. from a recognized University with First class having 2 years' relevant experience.</p> <p><b>Desirable:</b> Cisco Certified Network Associate (CCNA) or equivalent certification with one year relevant experience.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotion	Age not applicable Educational qualifications as prescribed in Sl. No. 7 (1)
9.	Period of Probation, if any	Two Years
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods.	<p>50% by Direct Recruitment, failing which by Deputation.</p> <p>25% by Promotion subject to qualifying departmental test, failing which by LDCE.</p> <p>25% by Limited Departmental Competitive Examination, failing which by direct recruitment.</p>
11.	In case of recruitments by promotion/deputation/transfer, grades from which promotion/deputation/transfer to be made	<p>Technical Assistant (Network / Computer) with Five Years' experience with MCA or B.E/B.Tech.</p> <p>From Technical Assistants (Network / Computer) with 5 years' of regular service in Level of 5 of Pay Matrix.</p>

## Cadre Recruitment Rules 2019

---

		<b>LDCE</b> : Technical Assistants (Network / Computer) with 3 years' of experience.
12.	If a Departmental Promotion Committee/ Recruitment Committee exists, what is its composition?	As prescribed under Schedule II of the Cadre Recruitment Rules.
13.	Remarks	



## Cadre Recruitment Rules 2019

### 24. SENIOR PROGRAMMING ASSISTANT

S. No.		PROPOSED
1.	Name of the Post	<b>SENIOR PROGRAMMING ASSISTANT</b>
2.	Number of Posts	One (01)
3.	Classification	Group B
4.	Level in the Pay matrix	Level-6
5.	Whether selection post or non-selection post	Selection Post
6.	Age limit for direct recruits	30 years
7.	Educational and other qualifications required for direct recruits	<p>M.C.A./M.Sc. Computer Science with at least 55% marks or its equivalent grade of B in the UGC seven point scale with two years' experience.</p> <p>(or)</p> <p>B.E./B.Tech. in Computer Science / Information Technology or Equivalent with Three years' experience.</p> <p><b>Desirable:</b> Experience in programming / software development / database administration</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotion	Not applicable
9.	Period of Probation, if any	Two years
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods.	By Direct Recruitment failing which by Deputation
11.	In case of recruitments by promotion/deputation/transfer, grades from which promotion/deputation/transfer to be made	<p><b>Deputation/Absorption:</b> Individuals with five years regular service in the <u>Level-5 of Pay Matrix</u> in any recognized University/ Autonomous body/ Central /State Govt. Department /organization and possessing the qualifications prescribed in Sl. No.7</p>
12.	If a Departmental Promotion Committee/ Recruitment Committee exists, what is its composition?	As prescribed under Schedule II of the Cadre Recruitment Rules.
13.	Remarks	



## Cadre Recruitment Rules 2019

### 25. TECHNICAL ASSISTANT (NETWORKING/COMPUTER)

S. No.		PROPOSED
1.	Name of the Post	<b>TECHNICAL ASSISTANT (Networking /Computer)</b>
2.	Number of Posts	Two (02)
3.	Classification	Group C
4.	Level in the Pay matrix	Level-5
5.	Whether selection post or non-selection post	Selection Post
6.	Age limit for direct recruits	Maximum 30 Years
7.	Educational and other qualifications required for direct recruits	i) B.E/B.Tech. in Computer Science / Electronics and Communications Engineering/Information Technology  (or) B.C.A./B.Sc. (Computer Science) with first class in the qualifying degree and Diploma in Networking with two years' experience in the relevant field.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotion	Age not applicable Educational qualification as prescribed in Sl.No.7 (1)
9.	Period of Probation, if any	Two years.
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods.	50% by promotion subject to qualifying departmental test failing which by direct recruitment and 50% by Direct Recruitment
11.	In case of recruitments by promotion / deputation / transfer, grades from which promotion / deputation/ transfer to be made	5 years' experience as Computer Assistant/ Data Entry Operator
12.	If a Departmental Promotion Committee/ Recruitment Committee exists, what is its composition?	As prescribed under Schedule II of the Cadre Recruitment Rules.
13.	Remarks	



## Cadre Recruitment Rules 2019

### 26. COMPUTER ASSISTANT

S. No.		PROPOSED
1.	Name of the Post	<b>COMPUTER ASSISTANT</b>
2.	Number of Posts	Three (03)
3.	Classification	Group C
4.	Level in the Pay matrix	Level-4
5.	Whether selection post or non-selection post	Not Applicable
6.	Age limit for direct recruits	30 years
7.	Educational and other qualifications required for direct recruits	i) B.C.A./B.Sc. Computer Science or any Bachelors Degree with P.G. Diploma in Computer Applications from a recognized University. ii) Proficiency in Computer operations, should posses Data Entry speed of minimum 45 wpm. iii) At least two years' experience in the relevant field <b>Desirable :</b> Typewriting in Hindi/Tamil
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotion	Not applicable
9.	Period of Probation, if any	Two years
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods.	100% by Direct Recruitment
11.	In case of recruitments by promotion/ deputation/transfer, grades from which promotion/deputation/ transfer to be made	Not applicable
12.	If a Departmental Promotion Committee/ Recruitment Committee exists, what is its composition?	As prescribed under Schedule II of the Cadre Recruitment Rules.
13.	Remarks	





## Cadre Recruitment Rules 2019

### 27. DATA ENTRY OPERATOR

S. No.		AMENDED
1.	Name of the Post	<b>DATA ENTRY OPERATOR</b>
2.	Number of Posts	Twelve (12)
3.	Classification	Group C
4.	Level in the Pay matrix	Level-4
5.	Whether selection post or non-selection post	Selection Post
6.	Age limit for direct recruits	30 years
7.	Educational and other qualifications required for direct recruits	i) A Bachelor's Degree from a recognized University/Institution.  ii) Typewriting in English (Higher)  iii) Working knowledge in operating computers for at least two years' experience  Desirable : Diploma or PG Diploma in Computer Applications
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotion	Not applicable
9.	Period of Probation, if any	Two years
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods.	By Direct Recruitment
11.	In case of recruitments by promotion/ deputation/transfer, grades from which promotion/deputation/transfer to be made	Not applicable
12.	If a Departmental Promotion Committee/ Recruitment Committee exists, what is its composition?	As prescribed under Schedule II of the Cadre Recruitment Rules.
13.	Remarks	



## Cadre Recruitment Rules 2019

### 28. EXECUTIVE ENGINEER

S. No.		PROPOSED
1.	Name of the Post	<b>EXECUTIVE ENGINEER</b>
2.	Number of Posts	One (01)
3.	Classification	Group A
4.	Level in the Pay matrix	Level 11
5.	Whether selection post or non-selection post	Selection Post
6.	Age limit for direct recruits	40 years
7.	Educational and other qualifications required for direct recruits	<p><b>Essential:</b></p> <p>(1) M.E./M.Tech. (Civil Engineering) with five years' experience as Assistant Engineer</p> <p style="text-align: center;">[OR]</p> <p>(1) A Bachelor's degree in Civil Engineering relevant to the needs of the University with at least 10 years' of experience in the relevant field</p> <p>(2) At least 5 years' of experience as Assistant Engineer in the relevant field.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotion	Age not applicable Educational qualification as prescribed in Sl.No.7.
9.	Period of Probation, if any	Two Years
10.	Method of recruitment by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods.	50% by Direct Recruitment failing which by Deputation  50% by Promotion failing which by Direct Recruitment..
11.	In case of recruitments by promotion/deputation/transfer, grades from which promotion/deputation/transfer to be made	<p><b>Promotion:</b> from Assistant Engineers with B.E./B.Tech. Degree and 7 years' of regular service on the basis of combined seniority cum fitness.</p> <p><b>Deputation:</b> 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 style="text-align: center;"><b>OR</b></p> <p>with five years regular service as Assistant Engineer possessing a B.E. / B.Tech. degree in Civil / Electrical Engineering in the relevant area.</p>
12.	If a Departmental Promotion Committee/ Recruitment Committee exists, what is its composition?	As prescribed under Schedule II of the Cadre Recruitment Rules.
13.	Remarks	



## Cadre Recruitment Rules 2019

### 29. ASSISTANT ENGINEER (Civil / Electrical)

S. No.		PROPOSED
1.	Name of the Post	<b>ASSISTANT ENGINEER (Civil / Electrical)</b>
2.	Number of Posts	Three (03) [Civil – 2, Electrical - 1]
3.	Classification	Group B
4.	Level in the Pay matrix	Level 7
5.	Whether selection post or non-selection post	Selection Post
6.	Age limit for direct recruits	30 Years
7.	Educational and other qualifications required for direct recruits	<p><b>Essential:</b></p> <p>(1) A Bachelor's degree in Civil / Electrical Engineering from a recognized University/Institution.</p> <p>(2) At least five years' experience as Junior Engineer.</p> <p><b>Desirable:</b></p> <p>Good knowledge of Computer Aided Design (CAD).</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotion	Not applicable
9.	Period of Probation, if any	Two Years
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods.	By Direct Recruitment failing which by Deputation
11.	In case of recruitments by promotion/deputation/transfer, grades from which promotion/deputation/transfer to be made	<p><b>Deputation :</b></p> <p>Officers from Central/ State Govt. Departments/ Organisations, Autonomous Bodies and Public Sector Undertakings and possessing degree in Engineering in relevant discipline and holding analogous posts with 5 years of regular experience or Diploma in Engineering in relevant discipline with 8 years regular service in the level of Junior Engineer.</p>
12.	If a Departmental Promotion Committee/ Recruitment Committee exists, what is its composition?	As prescribed under Schedule II of the Cadre Recruitment Rules.
13.	Remarks	



## Cadre Recruitment Rules 2019

### 30. JUNIOR ENGINEER (CIVIL)

S. No.		PROPOSED
1.	Name of the Post	<b>JUNIOR ENGINEER (Civil)</b>
2.	Number of Posts	Two (02)
3.	Classification	Group B
4.	Level in the Pay matrix	Level-6
5.	Whether selection post or non-selection post	Selection Post
6.	Age limit for direct recruits	Maximum 30 Years
7.	Educational and other qualifications required for direct recruits	Degree in Civil Engineering. (or) Diploma in Civil Engineering with 5 years' experience in design, construction and maintenance of buildings and roads.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotion	Not applicable
9.	Period of Probation, if any	Two years
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods.	By Direct Recruitment failing which by Deputation
11.	In case of recruitments by promotion/ deputation/transfer, grades from which promotion/deputation/transfer to be made	Not applicable
12.	If a Departmental Promotion Committee/ Recruitment Committee exists, what is its composition?	As prescribed under Schedule II of the Cadre Recruitment Rules.
13.	Remarks	



## Cadre Recruitment Rules 2019

### 31. TECHNICAL ASSISTANT (CIVIL / ELECTRICAL)

S. No.		PROPOSED
1.	Name of the Post	<b>TECHNICAL ASSISTANT (Civil/Electrical)</b>
2.	Number of Posts	Three (03) [Civil – 2, Electrical - 1]
3.	Classification	Group C
4.	Level in the Pay matrix	Level-5
5.	Whether selection post or non-selection post	Selection Post
6.	Age limit for direct recruits	Maximum 30 Years
7.	Educational and other qualifications required for direct recruits	Diploma in Civil / Electrical Engineering with 5 years' of relevant experience in a Government or reputed Organisations.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotion	Age not applicable Educational qualification as prescribed in Sl.No.7
9.	Period of Probation, if any	Two years
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods.	50% by Direct Recruitment.  25% by Promotion based on seniority-cum-fitness.  25% by Limited Departmental Competitive Examination, failing which by direct recruitment.
11.	In case of recruitments by promotion/ deputation/transfer, grades from which promotion/deputation/transfer to be made	Promotion from the individuals serving as Technicians in the Level – 4 with minimum 8 years' of service, subject to qualifying the departmental test.  <b>LDCE :</b> Among the Technicians in the Level-4 with minimum 5 years' of regular service in the post.
12.	If a Departmental Promotion Committee/ Recruitment Committee exists, what is its composition?	As prescribed under Schedule II of the Cadre Recruitment Rules.
13.	Remarks	



## Cadre Recruitment Rules 2019

### 32. TECHNICIAN (CIVIL)

S. No.		PROPOSED
1.	Name of the Post	<b>TECHNICIAN (Civil)</b>
2.	Number of Posts	Eight (08) <i>(Including Carpenters &amp; Pump Operators)</i>
3.	Classification	Group C
4.	Level in the Pay matrix	Level-4
5.	Whether selection post or non-selection post	Non-Selection Post
6.	Age limit for direct recruits	30 Years
7.	Educational and other qualifications required for direct recruits	10 <sup>th</sup> standard pass and ITI certificate in the requisite Trade with 5 years' experience
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotion	Age not applicable. Educational and other qualifications apply
9.	Period of Probation, if any	Two years for direct recruits
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods.	75% by Direct Recruitment  LDCE : 25% by Promotion from among the employees in the Level 1 on the basis of Limited Departmental Competitive Examination
11.	In case of recruitments by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made	<b>LDCE:</b> from among the employees in the Level 1 with at least 5 years of experience.
12.	If a Departmental Promotion Committee/ Recruitment Committee exists, what is its composition?	As prescribed under Schedule II of the Cadre Recruitment Rules.
13.	Remarks	



## Cadre Recruitment Rules 2019

### 33. TECHNICIAN (ELECTRICAL)

S. No.		PROPOSED
1.	Name of the Post	<b>TECHNICIAN (Electrical)</b>
2.	Number of Posts	Seven (07) (including Wireman, Junior Photographer-cum-Audiovisual Assistant)
3.	Classification	Group C
4.	Level in the Pay matrix	Level-4
5.	Whether selection post or non-selection post	Non-Selection Post
6.	Age limit for direct recruits	30 Years
7.	Educational and other qualifications required for direct recruits	10 <sup>th</sup> standard pass and ITI certificate in the requisite Trade with 5 years' experience
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotion	Not applicable
9.	Period of Probation, if any	Two years
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods.	By Direct Recruitment
11.	In case of recruitments by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made	Not applicable
12.	If a Departmental Promotion Committee/ Recruitment Committee exists, what is its composition?	As prescribed under Schedule II of the Cadre Recruitment Rules.
13.	Remarks	



## Cadre Recruitment Rules 2019

### 34. SENIOR TECHNICAL ASSISTANT (SCIENCE DEPARTMENTS)

S. No.		PROPOSED
1.	Name of the Post	<b>SENIOR TECHNICAL ASSISTANT (Science Departments)</b>
2.	Number of Posts	Six (06)
3.	Classification	Group B
4.	Level in the Pay matrix	Level-6
5.	Whether selection post or non-selection post	Selection Post
6.	Age limit for direct recruits	30 Years
7.	Educational and other qualifications required for direct recruits	M.Sc. in the relevant Science subjects with 55% of marks with 3 years' experience in relevant Science Laboratory.  <b>Desirable:</b> i) Experience in handling laboratory equipments and computers. ii) Good communication skills in English and Hindi
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotion	Not applicable.
9.	Period of Probation, if any	Two years
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods.	50% by Direct Recruitment  25% by Promotion on the basis of seniority cum fitness, subject to qualifying departmental test, failing which by LDCE.  25% by Limited Departmental Competitive Examination, failing which by direct recruitment.
11.	In case of recruitments by promotion/deputation/transfer, grades from which promotion/deputation/transfer to be made	<b>Promotion :</b> From Technical Assistants from the respective departments with at least 5 years of regular service in the Level 5.  <b>LDCE :</b> Technical Assistants from the respective departments with at least 3 years of experience.
12.	If a Departmental Promotion Committee/ Recruitment Committee exists, what is its composition?	As prescribed under Schedule II of the Cadre Recruitment Rules.
13.	Remarks	





## Cadre Recruitment Rules 2019

### 35. TECHNICAL ASSISTANT (SCIENCE DEPARTMENTS)

S. No.		PROPOSED
1.	Name of the Post	<b>TECHNICAL ASSISTANT (Science Departments)</b>
2.	Number of Posts	Five (05)
3.	Classification	Group C
4.	Level in the Pay matrix	Level-5
5.	Whether selection post or non-selection post	Selection Post
6.	Age limit for direct recruits	30 Years
7.	Educational and other qualifications required for direct recruits	<p>B.Sc. with relevant science subject(s) with 55% or equivalent marks</p> <p style="text-align: center;">AND</p> <p>2 years experience in relevant science laboratory.</p> <p>Desirable:</p> <p>i) Good command over English and Hindi or Tamil</p> <p>ii) Experience in handling laboratory equipments and computers</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotion	Not applicable
9.	Period of Probation, if any	Two years
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods.	<p>50% by Direct Recruitment.</p> <p>25% by Promotion on the basis of seniority cum fitness, subject to qualifying departmental test, failing which by LDCE.</p> <p>25% by Limited Departmental Competitive Examination, failing which by direct recruitment.</p>
11.	In case of recruitments by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made	<p>Promotion from Laboratory Assistants with at least 5 years of regular service in Level of 4.</p> <p><b>LDCE</b> : Laboratory Assistants with at least 3 years of experience.</p>
12.	If a Departmental Promotion Committee/ Recruitment Committee exists, what is its composition?	As prescribed under Schedule II of the Cadre Recruitment Rules.
13.	Remarks	.



## Cadre Recruitment Rules 2019

### 36. LABORATORY ASSISTANT

S. No.		PROPOSED
1.	Name of the Post	<b>LABORATORY ASSISTANT</b>
2.	Number of Posts	Fifteen (15)
3.	Classification	Group C
4.	Level in the Pay matrix	Level 4
5.	Whether selection post or non-selection post	Selection Post
6.	Age limit for direct recruits	30 years
7.	Educational and other qualifications required for direct recruits	<p><b>Essential:</b> Bachelor's degree in Science Physical / Chemical / Life/Environment/Earth / Applied Sciences with at least 55% of marks from a recognized University / Institute.</p> <p><b>Desirable :</b> Three years experience in the relevant field.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotion	Not applicable
9.	Period of Probation, if any	Two Years
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods.	By Direct Recruitment
11.	In case of recruitments by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made	Not applicable
12.	If a Departmental Promotion Committee / Recruitment Committee exists, what is its composition?	As prescribed under Schedule II of the Cadre Recruitment Rules.
13.	Remarks	



## Cadre Recruitment Rules 2019

### 37 . SENIOR LABORATORY ATTENDANT

S. No.		PROPOSED
1.	Name of the Post	SENIOR LABORATORY ATTENDANT
2.	Number of Posts	One (01)
3.	Classification	Group C
4.	Level in the Pay matrix	Level-2
5.	Whether selection post or non-selection post	Selection Post
6.	Age limit for direct recruits	30 Years
7.	Educational and other qualifications required for direct recruits	i) A Bachelor's degree in Science ii) Two years experience in a laboratory
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotion	Not applicable
9.	Period of Probation, if any	Two years
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation /transfer and percentage of the vacancies to be filled by various methods.	By Direct Recruitment
11.	In case of recruitments by promotion/ deputation/transfer, grades from which promotion/deputation/transfer to be made	Not applicable.
12.	If a Departmental Promotion Committee/ Recruitment Committee exists, what is its composition?	As prescribed under Schedule II of the Cadre Recruitment Rules.
13.	Remarks	



## Cadre Recruitment Rules 2019

### 38. DEPUTY LIBRARIAN

S. No.		PROPOSED
1.	Name of the Post	<b>DEPUTY LIBRARIAN</b>
2.	Number of Posts	One (01)
3.	Classification	Group A
4.	Level in the Pay matrix	Academic Level 12
5.	Whether selection post or non-selection post	Not Applicable
6.	Age limit for direct recruits	50 years
7.	Educational and other qualifications required for direct recruits	<p><b>Essential:-</b></p> <ul style="list-style-type: none"> <li>i. Master's degree in Library Science/ Information Science/ documentation science, with at least 55% of the marks or an equivalent grade in a point scale wherever the grading system is followed.</li> <li>ii. Eight years experience as an Assistant University Librarian/ College Librarian.</li> <li>iii. Evidence of innovative library services including integration of ICT in library.</li> <li>iv. A Ph.D. Degree in library science / information science/ Documentation Science/ Archives and manuscript keeping/ computerization of library</li> </ul>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotion	Not Applicable
9.	Period of Probation, if any	One Year
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods.	Direct Recruitment/deputation
11.	In case of recruitments by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made	<p><b>Deputation:</b> Officers of Central/ State Governments, Universities and other Autonomous Organizations holding analogous posts on regular basis</p> <p style="text-align: center;">OR</p> <p>Possessing educational qualifications and experience as in Sl.No.7.</p>

## Cadre Recruitment Rules 2019

---

12.	If a Departmental Promotion Committee/ Recruitment Committee exists, what is its composition?	As prescribed under Schedule II of the Cadre Recruitment Rules.
13.	Remarks	



## Cadre Recruitment Rules 2019

### 39. ASSISTANT LIBRARIAN

S. No.		PROPOSED
1.	Name of the Post	<b>ASSISTANT LIBRARIAN</b>
2.	Number of Posts	Six (06)
3.	Classification	Group A
4.	Level in the Pay matrix	Academic Level 10
5.	Whether selection post or non-selection post	Selection Post
6.	Age limit for direct recruits	35 years
7.	Educational and other qualifications required for direct recruits	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>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.</li> <li>ii. Qualifying in the National Level Test conducted for the purpose by the UGC or any other agency approved by the UGC.</li> </ul> <p style="text-align: center;">Or</p> <p>who have been awarded Ph.D. degree in accordance with the UGC Regulations 2009 or 2016 and their amendments from time to time as the case may be.</p> <p><b>Desirable:</b> PG Diploma in Library Automation and Networking or PGDCA or equivalent.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotion	Not applicable
9.	Period of Probation, if any	Two Years

## Cadre Recruitment Rules 2019

---

10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods.	By Direct Recruitment
11.	In case of recruitments by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made	Not applicable.
12.	If a Departmental Promotion Committee/ Recruitment Committee exists, what is its composition?	As prescribed under Schedule II of the Cadre Recruitment Rules.
13.	Remarks	



## Cadre Recruitment Rules 2019

### 40. PROFESSIONAL ASSISTANT

S. No.		PROPOSED
1.	Name of the Post	<b>PROFESSIONAL ASSISTANT</b>
2.	Number of Posts	Sixteen (16)
3.	Classification	Group B
4.	Level in the Pay matrix	Level 6
5.	Whether selection post or non-selection post	Selection Post for Direct Recruitment Non Selection Post for Promotion
6.	Age limit for direct recruits	30 Years
7.	Educational and other qualifications required for direct recruits	<p><b>Essential:</b></p> <p>Master's degree in Library &amp; Information Science from a recognised University /Institution with two years' experience in the relevant field in a university/research establishment/Central/State Govt./ PSU or autonomous bodies' library.</p> <p style="text-align: center;"><b>OR</b></p> <p>(i) Bachelor's degree in Library/ Library &amp; Information Sciences from a recognised University /Institution.</p> <p>(ii) Three years experience in the relevant field in a university/research establishment /Central /State Govt./ PSU or autonomous bodies' library.</p> <p>iii) PG Diploma in Library Automation and Networking or PGDCA or equivalent.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotion	Age not applicable Educational qualifications as prescribed in Sl.No.7
9.	Period of Probation, if any	Two Years



## Cadre Recruitment Rules 2019

10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods.	<p>50% by Direct Recruitment</p> <p>25% by Promotion on the basis of seniority cum fitness, subject to qualifying departmental test, failing which by LDCE.</p> <p>25% by Limited Departmental Competitive Examination, failing which by direct recruitment.</p>
11.	In case of recruitments by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made	<p><b>Promotion:</b> Semi Professional Assistants with 5 years' regular service</p> <p><b>LDCE :</b> Semi Professional Assistants with 3 years of regular service.</p>
12.	If a Departmental Promotion Committee / Recruitment Committee exists, what is its composition?	As prescribed under Schedule II of the Cadre Recruitment Rules.
13.	Remarks	



## Cadre Recruitment Rules 2019

### 41. SEMI-PROFESSIONAL ASSISTANT

S. No.		<b>PROPOSED</b>
1.	Name of the Post	<b>SEMI PROFESSIONAL ASSISTANT</b>
2.	Number of Posts	Three (03)
3.	Classification	Group C
4.	Level in the Pay matrix	Level 5
5.	Whether selection post or non-selection post	Selection Post
6.	Age limit for direct recruits	30 Years
7.	Educational and other qualifications required for direct recruits	<b>Essential:</b> a. Any degree with Bachelor of Library and Information Science. b. Diploma in Library Automation and Networking or PGDCA or equivalent. c. Two years experience of working in Library
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotion	Age not applicable Educational qualification as prescribed in Sl.No.7
9.	Period of Probation, if any	Two Years
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods.	50% by Direct Recruitment  25% by Promotion on the basis of seniority cum fitness, subject to qualifying departmental test, failing which by LDCE.  25% by Limited Departmental Competitive Examination, failing which by direct recruitment.
11.	In case of recruitments by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made	<b>Promotion:</b> Library Assistants with minimum 5 years of regular service.  <b>LDCE:</b> Library Assistants with minimum 3 years of regular service.
12.	If a Departmental Promotion Committee/ Recruitment Committee exists, what is its composition?	As prescribed under Schedule II of the Cadre Recruitment Rules.
13.	Remarks	



## Cadre Recruitment Rules 2019

### 42. LIBRARY ASSISTANT

S. No.		PROPOSED
1.	Name of the Post	<b>LIBRARY ASSISTANT</b>
2.	Number of Posts	Eleven (11)
3.	Classification	Group C
4.	Level in the Pay matrix	Level 4
5.	Whether selection post or non-selection post	Selection Post
6.	Age limit for direct recruits	30 years
7.	Educational and other qualifications required for direct recruits	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>i. A Bachelors degree from a recognized University / Institution</li> <li>ii. Certificate in Library and Information Science</li> <li>iii. Typing speed of 35 wpm in English</li> </ul> <p><b>Desirable:</b></p> <p>Two years relevant experience in a reputed Library and good knowledge of application of Software used in the Library.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotion	Not applicable
9.	Period of Probation, if any	Two Years
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods.	By Direct Recruitment
11.	In case of recruitments by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made	Not applicable
12.	If a Departmental Promotion Committee/ Recruitment Committee exists, what is its composition?	As prescribed under Schedule II of the Cadre Recruitment Rules.
13.	Remarks	



## Cadre Recruitment Rules 2019

### 43. MEDICAL OFFICER

S. No.		PROPOSED
1.	Name of the Post	<b>MEDICAL OFFICER</b>
2.	Number of Posts	Two (02) (Male -1, Female - 1)
3.	Classification	Group A
4.	Level in the Pay matrix	Level 10
5.	Whether selection post or non-selection post	Not Applicable
6.	Age limit for direct recruits	35 Years
7.	Educational and other qualifications required for direct recruitment/ Deputation	<p>Post Graduate in Medicine from a recognized Institution by the Medical Council of India</p> <p style="text-align: center;">OR</p> <p>MBBS recognized by Medical Council of India with relevant working experience of three years in Government Hospital or Hospital recognized by the Government</p> <p><b>Desirable :</b> For the post of Female Medical Officer - one year hospital experience in Obstetrics and Gynecology.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotion	Not Applicable
9.	Period of Probation, if any	Two Years
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods.	By direct recruitment failing which by deputation.
11.	In case of recruitments by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made	<p><b>Deputation:-</b></p> <p>Officers of the Central Government, State Government, Union territories, autonomous or statutory organisations, PSUs, University or Recognised Research Institution:-</p> <p>(a) Holding analogous post on a regular basis in the parent cadre or department; or</p> <p>(b) Possessing the qualifications and experience prescribed for direct recruitment under Sl. No.7.</p>

## Cadre Recruitment Rules 2019

---

12.	If a Departmental Promotion Committee / Recruitment Committee exists, what is its composition?	As prescribed under Schedule II of the Cadre Recruitment Rules.
13.	Remarks	



## Cadre Recruitment Rules 2019

### 44. NURSING OFFICER

S. No.		PROPOSED
1.	Name of the Post	<b>NURSING OFFICER</b>
2.	Number of Posts	Two (02)
3.	Classification	Group B
4.	Level in the Pay matrix	Level 7
5.	Whether selection post or non-selection post	Not Applicable
6.	Age limit for direct recruits	30 Years
7.	Educational and other qualifications required for direct recruitment/ Deputation	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>i. B.Sc. Nursing from a recognized University/ Institution.</li> <li>ii. Registered as Nurse in the Indian Nursing Council or its affiliated State Nursing Council.</li> <li>iii. Two years of experience in a recognized hospital.</li> </ul>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotion	Not Applicable
9.	Period of Probation, if any	Two Years
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods.	By direct recruitment failing which by Deputation/ Absorption
11.	In case of recruitments by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made	<p><b>Deputation/Absorption :</b></p> <p>From persons in equivalent grade/cadre in Central/State Govts. Public Sector Undertaking/University/ Local bodies, employed on regular basis and possessing the qualifications prescribed in Sl.No.7.</p>
12.	If a Departmental Promotion Committee / Recruitment Committee exists, what is its composition?	As prescribed under Schedule II of the Cadre Recruitment Rules.
13.	Remarks	



## Cadre Recruitment Rules 2019

### 45. SANITARY INSPECTOR

S. No.		PROPOSED
1.	Name of the Post	<b>SANITARY INSPECTOR</b>
2.	Number of Posts	One (01)
3.	Classification	Group B
4.	Level in the Pay matrix	Level-6
5.	Whether selection post or non-selection post	Not applicable
6.	Age limit for direct recruits	30 Years
7.	Educational and other qualifications required for direct recruitment/ Deputation	i) A Bachelor's degree from a recognized University / Institution ii) Diploma in Sanitation Management iii) 3 years' relevant experience
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotion	Not applicable
9.	Period of Probation, if any	Two years
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods.	By Direct Recruitment failing which by Deputation/Absorption
11.	In case of recruitments by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made	<b><u>Deputation/Absorption:</u></b> From persons in equivalent grade/cadre in Central/State Govts. Public Sector Undertaking/University/ Local bodies, employed on regular basis and possessing the qualifications prescribed in Sl.No.7.
12.	If a Departmental Promotion Committee / Recruitment Committee exists, what is its composition?	As prescribed under Schedule II of the Cadre Recruitment Rules.
13.	Remarks	



## Cadre Recruitment Rules 2019

### 46. PHARMACIST

S. No.		PROPOSED
1.	Name of the Post	<b>PHARMACIST</b>
2.	Number of Posts	Two (02)
3.	Classification	Group C
4.	Level in the Pay matrix	Level 5
5.	Whether selection post or non-selection post	Not Applicable
6.	Age limit for direct recruits	30 Years
7.	Educational and other qualifications required for direct recruitment/ Deputation	<p><b>Essential:</b></p> <p>(i) A Bachelor's degree in Pharmacy from a recognized University/Institution approved by the Pharmacy Council of India.</p> <p>(ii) Registered as Pharmacist under the Pharmacy Act, 1948.</p> <p><b>Experience :</b> At least 3 years' relevant working experience.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotion	Not Applicable
9.	Period of Probation, if any	Two Years
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods.	By Direct Recruitment, failing which by Deputation/Absorption.
11.	In case of recruitments by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made	<p><b>Deputation/Absorption :</b></p> <p>From persons in equivalent grade/cadre in Central/State Govt. Public Sector Undertaking/University/ Local bodies, employed on regular basis and possessing the qualifications prescribed in Sl.No.7.</p>
12.	If a Departmental Promotion Committee / Recruitment Committee exists, what is its composition?	As prescribed under Schedule II of the Cadre Recruitment Rules.
13.	Remarks	





## Cadre Recruitment Rules 2019

### 47. HORTICULTURIST

S. No.		PROPOSED
1.	Name of the Post	<b>HORTICULTURIST</b>
2.	Number of Posts	One (01)
3.	Classification	Group A
4.	Level in the Pay matrix	Level-11
5.	Whether selection post or non-selection post	Selection Post
6.	Age limit for direct recruits	40 Years
7.	Educational and other qualifications required for direct recruitment/ Deputation	i) M.Sc. in Horticulture / Agriculture with at least 55% of marks or its equivalent grade wherever applicable. ii) 5 years of relevant experience in Educational Institutions/PSUs, etc.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotion	Not applicable
9.	Period of Probation, if any	Two years
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods.	By Direct Recruitment, failing which by deputation.
11.	In case of recruitments by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made	Deputation : Officer with at least 5 years' Regular service in the post of Assistant Horticulturist / Equivalent post. [OR] In the Level – 10, in any recognized University / Autonomous bodies / Govt. Department / Organisation / Public Sector undertaking and possessing qualifications prescribed under Sl.No.7.
12.	If a Departmental Promotion Committee / Recruitment Committee exists, what is its composition?	As prescribed under Schedule II of the Cadre Recruitment Rules.
13.	Remarks	



## Cadre Recruitment Rules 2019

### 48. ASSISTANT HORTICULTURIST

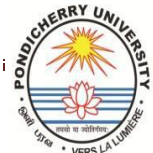
S. No.		PROPOSED
1.	Name of the Post	<b>ASSISTANT HORTICULTURIST</b>
2.	Number of Posts	One (01)
3.	Classification	Group A
4.	Level in the Pay matrix	Level-10
5.	Whether selection post or non-selection post	Not applicable.
6.	Age limit for direct recruits	35 Years
7.	Educational and other qualifications required for direct recruitment/ Deputation	i) M.Sc. in Horticulture/ Agriculture with at least 55% of marks or its equivalent grade wherever applicable with two years of relevant experience <p style="text-align: center;">[OR]</p> ii) B.Sc. in Horticulture / Agriculture with first class and five years of relevant experience in the cadre equivalent to Level-7 in Govt./Educational Institutions.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotion	Not applicable.
9.	Period of Probation, if any	Two years
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods.	By Direct Recruitment, failing which by Deputation.
11.	In case of recruitments by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made	Deputation : Officers holding equivalent posts or with at least five years of regular service in the scale of (Level 7 / 8) in any recognized University/ Autonomous Body/Govt. Department or Organisation/ Public Sector Undertaking and Possessing the qualifications prescribed under Sl.No.7-
12.	If a Departmental Promotion Committee / Recruitment Committee exists, what is its composition?	As prescribed under Schedule II of the Cadre Recruitment Rules.
13.	Remarks	



## Cadre Recruitment Rules 2019

### 49. JUNIOR FIELD ASSISTANT

S. No.		PROPOSED
1.	Name of the Post	<b>JUNIOR FIELD ASSISTANT</b>
2.	Number of Posts	Four (04)
3.	Classification	Group C
4.	Level in the Pay matrix	Level-2
5.	Whether selection post or non-selection post	Selection Post
6.	Age limit for direct recruits	30 Years
7.	Educational and other qualifications required for direct recruitment/ Deputation	i) 10 <sup>th</sup> Class from a recognized board ii) Certificate / Diploma in Horticulture/ Agriculture issued by the Government Institutions/Universities
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotion	Not Applicable
9.	Period of Probation, if any	Two years
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods.	By Direct Recruitment
11.	In case of recruitments by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made	Not applicable
12.	If a Departmental Promotion Committee/ Recruitment Committee exists, what is its composition?	As prescribed under Schedule II of the Cadre Recruitment Rules.
13.	Remarks	



## Cadre Recruitment Rules 2019

### 50. TECHNICAL OFFICER GRADE-II

S. No.		PROPOSED
1.	Name of the Post	<b>TECHNICAL OFFICER GRADE-II</b>
2.	Number of Posts	One (01) On Contract basis
3.	Classification	Group A
4.	Level in the Pay matrix	Level-12
5.	Whether selection post or non-selection post	Not Applicable
6.	Age limit for direct recruits	50 Years
7.	Educational and other qualifications required for direct recruits	<p>i) M.E. / M.Tech. in Instrumentation (or) related area with at least 55% marks or its equivalent grade of B in the UGC seven point scale.</p> <p>ii) At least 10 years' experience in reputed laboratories/ Universities / Institutions /Industries in maintenance of sophisticated scientific instruments.</p> <p><b>Desirable :</b> Ph.D. in Instrumentation (or) related area</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotion	Not Applicable
9.	Period of Probation, if any	Not applicable.
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation /transfer and percentage of the vacancies to be filled by various methods.	By Direct Recruitment on Contractual basis.
11.	In case of recruitments by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made	Not applicable.
12.	If a Departmental Promotion Committee/ Recruitment Committee exists, what is its composition?	As prescribed under Schedule II of the Cadre Recruitment Rules.
13.	Remarks	

**Note : Post abolished by UGC. Present regular incumbent can continue till superannuation or whatsoever. Thereafter, this post can be considered only on contract basis**



## Cadre Recruitment Rules 2019

### 51. TECHNICAL OFFICER GRADE – I

S. No.		PROPOSED
1.	Name of the Post	<b>TECHNICAL OFFICER GRADE – I</b>
2.	Number of Posts	Two (02)
3.	Classification	Group A
4.	Level in the Pay matrix	Level-10
5.	Whether selection post or non-selection post	Not applicable
6.	Age limit for direct recruits	35 Years
7.	Educational and other qualifications required for direct recruits	<p>M.Sc. / B.E / B.Tech. in Electrical / Electronics / Instrumentation or related area with at least 55% marks or its equivalent grade wherever applicable.</p> <p><b>Desirable :</b>  <u>M.E/M.Tech./Ph.D.</u> in Electrical / Electronics/ Instrumentation (or) related area.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotion	Not applicable.
9.	Period of Probation, if any	Not applicable.
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation /transfer and percentage of the vacancies to be filled by various methods.	By Direct Recruitment on Contractual basis.
11.	In case of recruitments by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made	Not applicable.
12.	If a Departmental Promotion Committee/ Recruitment Committee exists, what is its composition?	As prescribed under Schedule II of the Cadre Recruitment Rules.
13.	Remarks	

**Note : Post abolished by UGC. Regular incumbents were retired. However posts can be filled only on contract basis**



## Cadre Recruitment Rules 2019

### 52. TECHNICIAN GRADE – IV

S. No.		PROPOSED
1.	Name of the Post	<b>TECHNICIAN GRADE – IV</b>
2.	Number of Posts	Two (02)
3.	Classification	Group C
4.	Level in the Pay matrix	Level-5
5.	Whether selection post or non-selection post	Not applicable
6.	Age limit for direct recruits	30 Years
7.	Educational and other qualifications required for direct recruits	<p>A Bachelor's Degree in Electronics / Electrical / Mechanical Engineering</p> <p style="text-align: center;">[OR]</p> <p>Diploma in Electronics / Electrical / Mechanical Engineering with 3 years' relevant experience in industry/research laboratory / Higher Educational Institutions</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotion	Not applicable
9.	Period of Probation, if any	Not applicable
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation /transfer and percentage of the vacancies to be filled by various methods.	By Direct Recruitment on Contractual basis.
11.	In case of recruitments by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made	Not applicable
12.	If a Departmental Promotion Committee/ Recruitment Committee exists, what is its composition?	As prescribed under Schedule II of the Cadre Recruitment Rules.
13.	Remarks	



## Cadre Recruitment Rules 2019

### 53. TECHNICIAN GRADE-II

S. No.		PROPOSED
1.	Name of the Post	<b>TECHNICIAN GRADE – II</b>
2.	Number of Posts	Two (02)
3.	Classification	Group C
4.	Level in the Pay matrix	Level-4
5.	Whether selection post or non-selection post	Not applicable
6.	Age limit for direct recruits	30 Years
7.	Educational and other qualifications required for direct recruits	Diploma in Electronics / Electrical / Mechanical Engineering  [OR]  ITI Certificate with at least five years experience in Mechanical / Electrical / Electronic shops of reputed industry / educational institution / research laboratory
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotion	Not applicable
9.	Period of Probation, if any	Not applicable
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation /transfer and percentage of the vacancies to be filled by various methods.	By Direct Recruitment on Contractual basis.
11.	In case of recruitments by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made	Not applicable
12.	If a Departmental Promotion Committee/ Recruitment Committee exists, what is its composition?	As prescribed under Schedule II of the Cadre Recruitment Rules.
13.	Remarks	



## Cadre Recruitment Rules 2019

### 54. TECHNICIAN GRADE-I

S. No.		PROPOSED
1.	Name of the Post	<b>TECHNICIAN GRADE – I</b>
2.	Number of Posts	Three (03)
3.	Classification	Group C
4.	Level in the Pay matrix	Level-2
5.	Whether selection post or non-selection post	Not applicable
6.	Age limit for direct recruits	30 Years
7.	Educational and other qualifications required for direct recruits	ITI Certificate in Mechanical / Electrical / Electronic shops / Glass Blowing with at least one year experience in reputed Industry / Higher Educational Institution/ Research Laboratory  (or)  H.Sc. with 2 years' experience in Glass Blowing.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotion	Not applicable
9.	Period of Probation, if any	Not applicable
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation /transfer and percentage of the vacancies to be filled by various methods.	By Direct Recruitment on Contractual basis.
11.	In case of recruitments by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made	Not applicable
12.	If a Departmental Promotion Committee/ Recruitment Committee exists, what is its composition?	As prescribed under Schedule II of the Cadre Recruitment Rules.
13.	Remarks	





## Cadre Recruitment Rules 2019

### 55. DRIVER

S. No.		PROPOSED
1.	Name of the Post	<b>DRIVER</b>
2.	Number of Posts	Twenty Five (25)
3.	Classification	Group C
4.	Level in the Pay matrix	Level 2
5.	Whether selection post or non-selection post	Not Applicable
6.	Age limit for direct recruits	30 Years
7.	Educational and other qualifications required for direct recruits	<p><b>Essential:-</b></p> <ul style="list-style-type: none"> <li>i. A pass in 12<sup>th</sup> standard from a recognized Board or equivalent.</li> <li>ii. Possession of a valid driving license for Light/Medium/Heavy motor vehicles issued by the competent authority having no adverse endorsement.</li> <li>iii. Experience of driving motor vehicles for at least 3 years.</li> </ul> <p><b>Desirable :</b></p> <ul style="list-style-type: none"> <li>i) Should be able to fix minor mechanical defects in vehicles</li> <li>ii) Proficiency in English/Hindi</li> </ul>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotion	Not Applicable
9.	Period of Probation, if any	Two Years
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation /transfer and percentage of the vacancies to be filled by various methods.	By direct recruitment.
11.	In case of recruitments by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made	Not applicable
12.	If a Departmental Promotion Committee/ Recruitment Committee exists, what is its composition?	As prescribed under Schedule II of the Cadre Recruitment Rules.
13.	Remarks	



## Cadre Recruitment Rules 2019

### 56. SYSTEMS MANAGER

S. No.		PROPOSED
1.	Name of the Post	<b>SYSTEMS MANAGER</b>
2.	Number of Posts	One (01)
3.	Classification	Group A
4.	Level in the Pay matrix	Level-12
5.	Whether selection post or non-selection post	Not Applicable
6.	Age limit for direct recruits	50 Years
7.	Educational and other qualifications required for direct recruits	i) M.E. / M.Tech. degree in Computer Science and Engineering / Information Technology with first class.  ii) 5 years' experience at the Level 10 of Pay Matrix in Computer Centre management / software development and maintenance / database administration.  <b>Desirable :</b> Ph.D. in Computer Science
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotion	Not Applicable
9.	Period of Probation, if any	Two years
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation /transfer and percentage of the vacancies to be filled by various methods.	By Direct Recruitment, failing which by Deputation
11.	In case of recruitments by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made	<b>Deputation:</b> Officers holding analogous posts on regular basis with 5 years of service in a government department / University / Educational or Research Institution and possessing qualifications prescribed in Sl. No.7.
12.	If a Departmental Promotion Committee / Recruitment Committee exists, what is its composition?	As prescribed under Schedule II of the Cadre Recruitment Rules.
13.	Remarks	



## Cadre Recruitment Rules 2019

### 57. PLACEMENT OFFICER

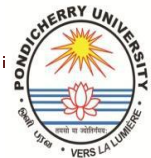
S. No.		PROPOSED
1.	Name of the Post	<b>PLACEMENT OFFICER</b>
2.	Number of Posts	One (01)
3.	Classification	Group A
4.	Level in the Pay matrix	Level-12
5.	Whether selection post or non-selection post	Not applicable
6.	Age limit for direct recruits	50 years
7.	Educational and other qualifications required for direct recruits	<p><b>Essential :</b></p> <p>i) MBA/M.E./M.Tech./ equivalent with at least 55% of marks or its equivalent grade of B wherever applicable.</p> <p>ii) 8 years of experience at Assistant Professor level, out of which, a minimum of two years in placement related activities.</p> <p><b>Desirable :</b></p> <p>i) Ph.D.</p> <p>ii) Experience as Human Resource Manager in reputed organization.</p> <p>iii) Should be dynamic with excellent communication skills &amp; Public Relations.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotion	Not Applicable
9.	Period of Probation, if any	Two years
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation /transfer and percentage of the vacancies to be filled by various methods.	By Direct Recruitment, failing which by Deputation
11.	In case of recruitments by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made	<p><b>Deputation:</b></p> <p>Assistant Professors and above level on regular basis with 8 years of service in a government department / University / Educational or Research Institution and possessing qualifications prescribed in Sl. No.7.</p>
12.	If a Departmental Promotion Committee/ Recruitment Committee exists, what is its composition?	As prescribed under Schedule II of the Cadre Recruitment Rules.
13.	Remarks	



## Cadre Recruitment Rules 2019

### 58. PUBLIC RELATIONS OFFICER

S. No.		PROPOSED
1.	Name of the Post	<b>PUBLIC RELATIONS OFFICER</b>
2.	Number of Posts	One (01)
3.	Classification	Group A
4.	Level in the Pay matrix	Level-12
5.	Whether selection post or non-selection post	Not Applicable
6.	Age limit for direct recruits	50 Years
7.	Educational and other qualifications required for direct recruits	<p>i) A Master's Degree with at least 55% of marks or its equivalent grade wherever applicable and a Degree/Diploma in Public Relations/ Journalism / Media relations or equivalent to relevant qualification.</p> <p>ii) 5 years of experience as an Officer in Public Relations in Educational Institutions/ Government Departments/ Public Sector Undertakings/ Autonomous bodies/reputed Private firms.</p> <p><b>Desirable:</b> Proficiency in Tamil / Hindi / any foreign languages</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotion	Not applicable.
9.	Period of Probation, if any	Two years
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation /transfer and percentage of the vacancies to be filled by various methods.	By Direct Recruitment, failing which by Deputation.
11.	In case of recruitments by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made	<p><b>Deputation :</b> Officers with at least 5 years of regular service in the scale of Assistant Registrar / Equivalent in any recognized University / Autonomous body / Govt. Department or organization / Public Sector Undertaking</p> <p style="text-align: center;">And</p> <p>Possessing the qualifications prescribed under Sl. No.7</p>
12.	If a Departmental Promotion Committee/ Recruitment Committee exists, what is its composition?	As prescribed under Schedule II of the Cadre Recruitment Rules.
13.	Remarks	



## Cadre Recruitment Rules 2019

### 59. INTERNAL AUDIT OFFICER

S. No.		PROPOSED
1.	Name of the Post	<b>INTERNAL AUDIT OFFICER</b>
2.	Number of Posts	One (01)
3.	Classification	Group A
4.	Level in the Pay matrix	Level 11
5.	Whether selection post or non-selection post	Not Applicable
6.	Age limit for direct recruits	Preferably below 56 years
7.	Educational and other qualifications required for direct recruits	Not Applicable
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotion	Not Applicable
9.	Period of Probation, if any	Not Applicable
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation /transfer and percentage of the vacancies to be filled by various methods.	Deputation
11.	In case of recruitments by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made	<p><b>On Deputation basis:</b> Officers holding analogous post with 5 years' regular service in Level 10 from the office of AG/CAG or any other organisation for Audit &amp; Accounts Services,</p> <p style="text-align: center;"><b>OR</b></p> <p>with 5 years' regular service in Level 10 from Central/State Govt., Universities and other autonomous organisation with relevant experience.</p>
12.	If a Departmental Promotion Committee/ Recruitment Committee exists, what is its composition?	As prescribed under Schedule II of the Cadre Recruitment Rules.
13.	Remarks	



## Cadre Recruitment Rules 2019

### 60. COACH (SPORTS)

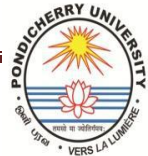
S. No.		PROPOSED
1.	Name of the Post	<b>COACH (Sports)</b>
2.	Number of Posts	One (01)
3.	Classification	Group B
4.	Level in the Pay matrix	Level-6
5.	Whether selection post or non-selection post	Not applicable
6.	Age limit for direct recruits	30 Years
7.	Educational and other qualifications required for direct recruits	<p>i) A Bachelor's Degree in Physical Education &amp; Sports with 55% of marks.</p> <p>ii) A Diploma in coaching from NIS, Patiala or an equivalent qualification from a recognized Institution.</p> <p><b>Desirable:</b></p> <p>i) Experience in Coaching at least any two games at National/International level</p> <p>ii) 5 years' coaching experience.</p> <p>The requirement of minimum educational qualifications are relaxable in exceptional cases of outstanding sportsman/coaches with proven track record at the national /international level.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotion	Not Applicable
9.	Period of Probation, if any	Two years
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation /transfer and percentage of the vacancies to be filled by various methods.	By Direct Recruitment
11.	In case of recruitments by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made	Not applicable
12.	If a Departmental Promotion Committee/ Recruitment Committee exists, what is its composition?	As prescribed under Schedule II of the Cadre Recruitment Rules.
13.	Remarks	



## Cadre Recruitment Rules 2019

### 61. MANAGER (GUEST HOUSE)

S. No.		PROPOSED
1.	Name of the Post	<b>MANAGER (Guest House)</b>
2.	Number of Posts	One (01)
3.	Classification	Group B
4.	Level in the Pay matrix	Level-6
5.	Whether selection post or non-selection post	Not applicable
6.	Age limit for direct recruits	30 years
7.	Educational and other qualifications required for direct recruits	<p>A Bachelor's Degree in Hotel Management from recognized University with at least 4 years' experience in a supervisory capacity in catering accommodation operation, and/or food and beverage management, in reputed Hotel/Guest House of Commercial or Higher Educational establishment.</p> <p style="text-align: center;">or</p> <p>A diploma in Hotel Management or catering technology from institution recognized by the government with at least 6 years in supervisory capacity in catering, accommodation operations and/or food &amp; beverage management, in a reputed Hotel/Guest house of commercial or Higher Educational establishment.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotion	Not applicable
9.	Period of Probation, if any	Two years
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation /transfer and percentage of the vacancies to be filled by various methods.	By Direct Recruitment
11.	In case of recruitments by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made	Not applicable
12.	If a Departmental Promotion Committee/ Recruitment Committee exists, what is its composition?	As prescribed under Schedule II of the Cadre Recruitment Rules.
13.	Remarks	

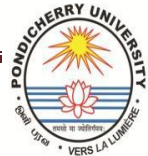


## Cadre Recruitment Rules 2019

### 62. RESEARCH ASSISTANT

S. No.		PROPOSED
1.	Name of the Post	<b>RESEARCH ASSISTANT</b>
2.	Number of Posts	Four (04) (SSEIP – 2 & WS – 2)
3.	Classification	Group B
4.	Level in the Pay matrix	Level-6
5.	Whether selection post or non-selection post	Not applicable.
6.	Age limit for direct recruits	30 years
7.	Educational and other qualifications required for direct recruits	1. Post-graduate Degree in relevant discipline with at least 55% marks or its equivalent grade wherever applicable. 2. One year Research / Project / Field experience.  <b>Desirable:</b> Knowledge in Statistical Techniques and Computer Applications
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotion	Not applicable
9.	Period of Probation, if any	Not applicable
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation /transfer and percentage of the vacancies to be filled by various methods.	By Direct Recruitment on Contractual basis
11.	In case of recruitments by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made	Not applicable
12.	If a Departmental Promotion Committee/ Recruitment Committee exists, what is its composition?	As prescribed under the Scheme.
13.	Remarks	

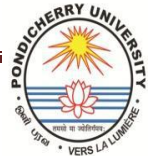




## Cadre Recruitment Rules 2019

### 63. INSTRUCTOR (DRAMA)

S. No.		PROPOSED
1.	Name of the Post	<b>INSTRUCTOR (Drama)</b>
2.	Number of Posts	Three (03) (with three different specialization)
3.	Classification	Group B
3.	Level in the Pay matrix	Level-6
4.	Whether selection post or non-selection post	Not applicable
5.	Age limit for direct recruits	30 Years
6.	Educational and other qualifications required for direct recruits	<p><u>Essential:</u> Masters degree in Drama and Theatre Arts / Performing Arts or equivalent from a recognized university with 55 percent of marks and equivalent grade.</p> <p><u>Experience and Specialisation required:</u> Should have minimum two years teaching experience in the following field of specialization and have ability to handle practical classes.</p> <p><u>Post 1:</u> Should have teaching experience in technical subjects like Lighting, Setting , Costume, Makeup and Stage Management, Experience in designing lighting for Plays, Musical and Dance Programmes.</p> <p><u>Post 2:</u> Should have teaching experience in Theatre Games / Film Acting / Children's Theatre / Field Experience in Feature Films and Digital Film Making.</p> <p><u>Post 3:</u> Should have teaching experience in Theatre Music / Folk Theatre and Traditional Theatre.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotion	Not applicable.
9.	Period of Probation, if any	Two years.
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation /transfer and percentage of the vacancies to be filled by various methods.	By Direct recruitment.
11.	In case of recruitments by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made	Not applicable
12.	If a Departmental Promotion Committee/ Recruitment Committee exists, what is its composition?	As prescribed under Schedule II of the Cadre Recruitment Rules.
13.	Remarks	



## Cadre Recruitment Rules 2019

### 64. ASSISTANT SPORTS OFFICER

S. No.		PROPOSED
1.	Name of the Post	<b>ASSISTANT SPORTS OFFICER</b>
2.	Number of Posts	Two (02)
3.	Classification	Group B
4.	Level in the Pay matrix	<b>Level-6</b>
5.	Whether selection post or non-selection post	Not Applicable
6.	Age limit for direct recruits	30 Years
7.	Educational and other qualifications required for direct recruits	<p>i) A Bachelor's Degree in Physical Education &amp; Sports with 55% of marks.</p> <p>ii) A Diploma in coaching from NIS, Patiala or an equivalent qualification from a recognized Institution.</p> <p><b>Desirable:</b></p> <p>i) Experience in Coaching at least any two games at National/International level</p> <p>ii) 5 years' coaching experience.</p> <p>The requirement of minimum educational qualifications are relaxable in exceptional cases of outstanding sportsman/coaches with proven track record at the national /international level.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotion	Not applicable
9.	Period of Probation, if any	Two years
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation /transfer and percentage of the vacancies to be filled by various methods.	By Direct Recruitment
11.	In case of recruitments by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made	Not applicable
12.	If a Departmental Promotion Committee/ Recruitment Committee exists, what is its composition?	As prescribed under Schedule II of the Cadre Recruitment Rules.
13.	Remarks	



## Cadre Recruitment Rules 2019

### 65. HINDI OFFICER

S. No.		PROPOSED
1.	Name of the Post	<b>HINDI OFFICER</b>
2.	Number of Posts	One (01)
3.	Classification	Group A
4.	Level in the Pay matrix	Level 10
5.	Whether selection post or non-selection post	Not Applicable
6.	Age limit for direct recruits	35 Years
7.	Educational and other qualifications required for direct recruits	<p><b>Essential:</b> 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; <b>OR</b> 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; <b>OR</b> 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; <b>OR</b> 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 a medium of examination at the degree level; <b>OR</b> Master's degree of a recognized University in any subject other than Hindi or English, with Hindi and English as compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at the degree level. <b>AND</b> Three years' experience of using/ applying terminology (terminological work) in Hindi and translation work from English to Hindi or vice-versa, preferably of technical or</p>

## Cadre Recruitment Rules 2019

		<p>scientific literature under Central/ State Governments/ Autonomous Body/ Statutory Organizations/ PSUs/ Universities or recognized research or educational institutions.</p> <p style="text-align: center;"><b>OR</b></p> <p>Three years' experience of teaching in Hindi and English or research in Hindi or English under Central/ State Governments/ Autonomous Body/ Statutory Organizations/ PSUs/ Universities or recognized research or educational institutions.</p> <p><b>Desirable:</b> Studied one of the language other than Hindi included in the 8th schedule of the Constitution at 10th level from a recognised board.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotion	Not Applicable
9.	Period of Probation, if any	Two Years
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation /transfer and percentage of the vacancies to be filled by various methods.	<p><b>Deputation:</b> Officers from the Central Govt./ State Govt./University System or other similar organizations holding analogous posts;</p> <p style="text-align: center;"><b>OR</b></p> <p>with three years' service in posts in Level 7/8 or equivalent cadre</p>
11.	In case of recruitments by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made	Not Applicable
12.	If a Departmental Promotion Committee/ Recruitment Committee exists, what is its composition?	As prescribed under Schedule II of the Cadre Recruitment Rules.
13.	Remarks	



## Cadre Recruitment Rules 2019

### 66. HINDI TRANSLATOR

S. No.		PROPOSED
1.	Name of the Post	<b>HINDI TRANSLATOR</b>
2.	Number of Posts	One (01)
3.	Classification	Group B
4.	Level in the Pay matrix	Level 6
5.	Whether selection post or non-selection post	Not Applicable
6.	Age limit for direct recruits	30 Years
7.	Educational and other qualifications required for direct recruits	<p><b>Essential:</b></p> <p>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</p> <p style="text-align: center;"><b>OR</b></p> <p>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</p> <p style="text-align: center;"><b>OR</b></p> <p>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 a examination at the degree level;</p> <p style="text-align: center;"><b>OR</b></p> <p>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 a examination at the degree level;</p> <p style="text-align: center;"><b>OR</b></p> <p>Master's Degree of a recognized University in any subject other than Hindi or English, with Hindi and English as compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at degree level;</p>

## Cadre Recruitment Rules 2019

		<b>AND</b> 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. <b>Desirable:</b> Studied one of the language other than Hindi included in the 8th schedule of the Constitution at 10th level from a recognised board.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotion	Not Applicable
9.	Period of Probation, if any	Two Years
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation /transfer and percentage of the vacancies to be filled by various methods.	By direct recruitment failing which by deputation.
11.	In case of recruitments by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made	<b>Deputation:</b> Officers from the Central Govt./ State Govt./University System or other similar organisations:  holding analogous posts;  <b>OR</b> with three years' service in posts in Level 5/ 4 or equivalent;  <b>OR</b> with eight years' service in posts in the in Level 2 or equivalent.  <b>AND</b>  Possessing educational and other qualifications as prescribed for direct recruits at Sl. No.7.
12.	If a Departmental Promotion Committee/ Recruitment Committee exists, what is its composition?	As prescribed under Schedule II of the Cadre Recruitment Rules.
13.	Remarks	



## Cadre Recruitment Rules 2019

### 67. HINDI TYPIST

S. No.		PROPOSED
1.	Name of the Post	<b>HINDI TYPIST</b>
2.	Number of Posts	One (01)
3.	Classification	Group C
4.	Level in the Pay matrix	Level 2
5.	Whether selection post or non-selection post	Not Applicable
6.	Age limit for direct recruits	30 Years
7.	Educational and other qualifications required for direct recruits	(i) 10+2 or equivalent qualification from a recognized Board. (ii) Hindi Typing @ 30 w.p.m. (30 w.p.m. correspond to 10500 KDPH/9000 KDPH on an average of 5 Key depression for each word) <b>Desirable :</b> Working knowledge of Computer
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotion	Not Applicable
9.	Period of Probation, if any	Two Years
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation /transfer and percentage of the vacancies to be filled by various methods.	By direct recruitment
11.	In case of recruitments by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made	Not Applicable
12.	If a Departmental Promotion Committee/ Recruitment Committee exists, what is its composition?	As prescribed under Schedule II of the Cadre Recruitment Rules.
13.	Remarks	



## Cadre Recruitment Rules 2019

### 68. MULTI TASKING STAFF (All erstwhile Group D posts merged)

S. No		PROPOSED
1.	Name of the Post	<b>MULTI TASKING STAFF</b>
2.	Number of Posts	Two Hundred and Thirty (230)  Including all posts of Office Attendant, Technical Attendant, Lab Attendant and Horticulture Attendant
3.	Classification	Group C
4.	Level in the Pay matrix	Level 1
5.	Whether selection post or non-selection post	Not Applicable
6.	Age limit for direct recruits	25 Years
7.	Educational and other qualifications required for direct recruits	<b>Essential:</b> Pass in 10 <sup>th</sup> Standard or equivalent examination from a recognized Board  <b>OR</b>  ITI pass in the relevant subject where technical qualifications are considered necessary
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotion	Not Applicable
9.	Period of Probation, if any	Two Years
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation /transfer and percentage of the vacancies to be filled by various methods.	By direct recruitment
11.	In case of recruitments by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made	Not applicable
12.	If a Departmental Promotion Committee/ Recruitment Committee exists, what is its composition?	As prescribed under Schedule II of the Cadre Recruitment Rules.
13.	Remarks	

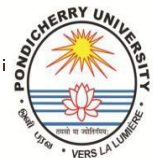




## Cadre Recruitment Rules 2019

### 69. DIRECTOR (EMRC)

S. No.		PROPOSED
1.	Name of the Post	<b>DIRECTOR (EMRC)</b>
2.	Number of Posts	One (01)
3.	Classification	Group A
4.	Level in the Pay matrix	Level-14
5.	Whether selection post or non-selection post	Not applicable
6.	Age limit for direct recruits	55 years
7.	Educational and other qualifications required for direct recruits	A Master's degree in any subject. Eminent teachers / persons having experience of print / electronic media or journalism / theatre, art and culture with a total of ten years of regular service including administrative experience.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotion	Not applicable
9.	Period of Probation, if any	Not applicable (Scheme post)
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation /transfer and percentage of the vacancies to be filled by various methods.	By Direct Recruitment for a period of five years on tenure basis / Deputation
11.	In case of recruitments by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made	<b>Deputation :</b> By deputation from the Central / State Government or Institutes of National Importance or Universities / University level institution or Public Sector Undertakings and possessing the educational qualification and experience as prescribed in Sl. No.7.
12.	If a Departmental Promotion Committee/ Recruitment Committee exists, what is its composition?	As prescribed under Schedule II of the Cadre Recruitment Rules.
13.	Remarks	



## Cadre Recruitment Rules 2019

### 70. PRODUCER (EMRC)

S. No.		PROPOSED
1.	Name of the Post	<b>PRODUCER [EMRC]</b>
2.	Number of Posts	Three (03)
3.	Classification	Group A
4.	Level in the Pay matrix	Level-10
5.	Whether selection post or non-selection post	Not applicable
6.	Age limit for direct recruits	35 years
7.	Educational and other qualifications required for direct recruits	<p>Master's degree in any branch of media and communication with three years experience in video production or direction preferably in Educational TV at UGC's EMMRC's or TV Channels</p> <p style="text-align: center;">[OR]</p> <p>Bachelor's Degree in Engineering with three years experience in video production or direction preferably, in educational TV</p> <p style="text-align: center;">[OR]</p> <p>PG Diploma in direction from FTII or equivalent qualification and two years experience</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotion	Not applicable
9.	Period of Probation, if any	Not applicable
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation /transfer and percentage of the vacancies to be filled by various methods.	By Direct Recruitment for a period of five years on tenure basis
11.	In case of recruitments by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made	Not applicable.
12.	If a Departmental Promotion Committee/ Recruitment Committee exists, what is its composition?	As prescribed under Schedule II of the Cadre Recruitment Rules.
13.	Remarks	



## Cadre Recruitment Rules 2019

### 71. JUNIOR RESEARCH OFFICER (EMRC)

S. No.		PROPOSED
1.	Name of the Post	<b>JUNIOR RESEARCH OFFICER (EMRC)</b>
2.	Number of Posts	One (01)
3.	Classification	Group A
4.	Level in the Pay matrix	Level-10
5.	Whether selection post or non-selection post	Not applicable
6.	Age limit for direct recruits	35 years
7.	Educational and other qualifications required for direct recruits	i) Master's degree in any subject or Bachelor's Degree in Engineering ii) 2 years' experience in video production related research.  <b>Desirable:</b> NET Qualification / Ph.D.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotion	Not applicable
9.	Period of Probation, if any	Not applicable
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation /transfer and percentage of the vacancies to be filled by various methods.	By Direct Recruitment for a period of five years on tenure basis
11.	In case of recruitments by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made	Not applicable.
12.	If a Departmental Promotion Committee/ Recruitment Committee exists, what is its composition?	As prescribed under Schedule II of the Cadre Recruitment Rules.
13.	Remarks	



## Cadre Recruitment Rules 2019

### 72. ENGINEER GRADE – I (EMRC)

S. No.		PROPOSED
1.	Name of the Post	<b>ENGINEER GRADE – I (EMRC)</b>
2.	Number of Posts	One (01)
3.	Classification	Group A
4.	Level in the Pay matrix	Level–10
5.	Whether selection post or non-selection post	Not applicable
6.	Age limit for direct recruits	40 years
7.	Educational and other qualifications required for direct recruits	B.E./B.Tech. in Electronics Telecommunications with two years experience in relevant field, preferably in operation and maintenance of video broadcast quality production equipment.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotion	Not applicable
9.	Period of Probation, if any	Not applicable
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation /transfer and percentage of the vacancies to be filled by various methods.	By Direct Recruitment for a period of five years on tenure basis
11.	In case of recruitments by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made	Not applicable.
12.	If a Departmental Promotion Committee/ Recruitment Committee exists, what is its composition?	As prescribed under Schedule II of the Cadre Recruitment Rules.
13.	Remarks	



## Cadre Recruitment Rules 2019

### 73. CAMERAMAN (EMRC)

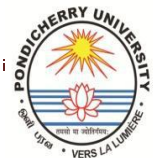
S. No.		PROPOSED
1.	Name of the Post	<b>CAMERAMAN [EMRC]</b>
2.	Number of Posts	Three (03)
3.	Classification	Group B
4.	Level in the Pay matrix	Level-7
5.	Whether selection post or non-selection post	Not applicable
6.	Age limit for direct recruits	30 years
7.	Educational and other qualifications required for direct recruits	<p>A pass in 12<sup>th</sup> Standard and three year Diploma in Video Production / Cinematography from a recognized institute</p> <p style="text-align: center;">[OR]</p> <p>A pass in 12<sup>th</sup> Standard with three years experience as in broad cast quality Video Camera work.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotion	Not applicable
9.	Period of Probation, if any	Not applicable (Scheme post)
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation /transfer and percentage of the vacancies to be filled by various methods.	By Direct Recruitment for a period of five years on tenure basis
11.	In case of recruitments by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made	Not applicable
12.	If a Departmental Promotion Committee/ Recruitment Committee exists, what is its composition?	As prescribed under Schedule II of the Cadre Recruitment Rules.
13.	Remarks	



## Cadre Recruitment Rules 2019

### 74. PRODUCTION ASSISTANT (EMRC)

S. No.		PROPOSED
1.	Name of the Post	<b>PRODUCTION ASSISTANT [EMRC]</b>
2.	Number of Posts	Two (02)
3.	Classification	Group B
4.	Level in the Pay matrix	Level – 6
5.	Whether selection post or non-selection post	Not applicable
6.	Age limit for direct recruits	30 years
7.	Educational and other qualifications required for direct recruits	Master's degree in any subject or Bachelors Degree in Engineering with one year experience in Video production or Master in Communication or equivalent degree with specialization in production
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotion	Not applicable
9.	Period of Probation, if any	Not applicable
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation /transfer and percentage of the vacancies to be filled by various methods.	By Direct Recruitment for a period of five years on tenure basis
11.	In case of recruitments by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made	Not applicable.
12.	If a Departmental Promotion Committee/ Recruitment Committee exists, what is its composition?	As prescribed under Schedule II of the Cadre Recruitment Rules.
13.	Remarks	.



## Cadre Recruitment Rules 2019

### 75. GRAPHIC ARTIST (EMRC)

S. No.		PROPOSED
1.	Name of the Post	<b>GRAPHIC ARTIST [EMRC]</b>
2.	Number of Posts	One (01)
3.	Classification	Group B
4.	Level in the Pay matrix	Level-6
5.	Whether selection post or non-selection post	Not applicable
6.	Age limit for direct recruits	30 years
7.	Educational and other qualifications required for direct recruits	Diploma in Applied Art from a recognized Institute (5 years structure after 10 <sup>th</sup> ) or Degree in Applied Art or Equivalent qualifications desirably with experience in Computer Graphics or Graduate with a recognized Diploma in Computer Graphics with three years experience
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotion	Not applicable
9.	Period of Probation, if any	Not applicable
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation /transfer and percentage of the vacancies to be filled by various methods.	By Direct Recruitment for a period of five years on tenure basis
11.	In case of recruitments by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made	Not applicable
12.	If a Departmental Promotion Committee/ Recruitment Committee exists, what is its composition?	As prescribed under Schedule II of the Cadre Recruitment Rules.
13.	Remarks	



## Cadre Recruitment Rules 2019

### 76. TECHNICAL ASSISTANT (EMRC)

S. No.		PROPOSED
1.	Name of the Post	<b>TECHNICAL ASSISTANT (EMRC)</b>
2.	Number of Posts	One (01)
3.	Classification	Group B
4.	Level in the Pay matrix	Level-6
5.	Whether selection post or non-selection post	Not applicable
6.	Age limit for direct recruits	30 years
7.	Educational and other qualifications required for direct recruits	<p>A pass in 12<sup>th</sup> Standard and Diploma (3 years structure) in Electronics from recognized institute or equivalent qualification and one year experience in operation / maintenance of video equipment</p> <p style="text-align: center;">[OR]</p> <p>A pass in 10<sup>th</sup> Standard plus Diploma (3 year structure) in Electronics from a recognized institute and 3 years experience in operation / maintenance of video equipment.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotion	Not applicable
9.	Period of Probation, if any	Not applicable
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation /transfer and percentage of the vacancies to be filled by various methods.	By Direct Recruitment for a period of five years on tenure basis
11.	In case of recruitments by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made	Not applicable.
12.	If a Departmental Promotion Committee/ Recruitment Committee exists, what is its composition?	As prescribed under Schedule II of the Cadre Recruitment Rules.
13.	Remarks	





## Cadre Recruitment Rules 2019

### 77. TECHNICIAN (EMRC)

S. No.		PROPOSED
1.	Name of the Post	<b>TECHNICIAN (EMRC)</b>
2.	Number of Posts	Three (03)
3.	Classification	Group C
4.	Level in the Pay matrix	Level – 4
5.	Whether selection post or non-selection post	Not applicable
6.	Age limit for direct recruits	30 years
7.	Educational and other qualifications required for direct recruits	A pass in 10 <sup>th</sup> Stand with ITI or equivalent certificate in video / Audio / Electronics/ Electrician grade / Air-conditioning and two years experience in relevant field.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotion	Not applicable
9.	Period of Probation, if any	Not applicable
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation /transfer and percentage of the vacancies to be filled by various methods.	By Direct Recruitment for a period of five years on tenure basis
11.	In case of recruitments by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made	Not applicable
12.	If a Departmental Promotion Committee/ Recruitment Committee exists, what is its composition?	As prescribed under Schedule II of the Cadre Recruitment Rules.
13.	Remarks	