

Recruitment Rules (Non Teaching Employees) 2008

[Under Ordinances XXII-D]



**UNIVERSITY OF DELHI
DELHI-110 007
2008**

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RECRUITMENT RULES (NON TEACHING EMPLOYEES), 2008

The Executive Council of the University of Delhi in exercise of the powers conferred under Statute 6(2)(ii) of the Statutes and Ordinance XXII-D of Ordinances framed under the Delhi University Act 1922, hereby makes the following rules for regulating the method of recruitment to non teaching posts in the University of Delhi and matters related thereto.

1. SHORT TITLE AND COMMENCEMENT:

- (i) These rules may be called **Recruitment Rules (Non-Teaching Employees), 2008.**
- (ii) They shall come into force on the date of its notification.

2. DEFINITIONS:

- (a) "Act" means Delhi University Act, 1922 as amended from time to time.
- (b) "Appendix" means an Appendix to the Schedule to these Rules.
- (c) "Departmental candidate" means those employees working on regular basis in the University but does not include employees working on ad-hoc, daily wages or contract basis.
- (d) "Government" means the Central Government.
- (e) "Limited Departmental Examination" or "Test" means a competitive test limited to certain category or categories of holders of posts in the Schedule conducted by the University for Promotion to a higher post specified in these Rules.
- (f) "Non Teaching Employee" means employees of the University other than University teachers and such other employees defined under Rule-1 of the University Non-Teaching Employees (Terms and Conditions of Service) Rules, 1971.
- (g) "On probation" with relation to a person, means a person appointed to any post on probation as specified in these Rules.
- (h) "Regular service" means service rendered by an employee in the Cadre on a regular basis other than the service on contract or daily wages but includes ad-hoc promotion or appointment in a cadre post through due procedure followed by regularization to the extant approved by the competent authority.
- (i) "Schedule" means a Schedule to these Rules.
- (j) "Statutes", "Ordinance" and "Regulation" means, respectively, the Statutes, Ordinances and Regulations of the University made under Delhi University Act, 1922.
- (k) "Selection Committee" means a composition of members of Selection Committee including Departmental Selection Committee specified in the Appendix-1 and Appendix-2 to the Schedule to these Rules.
- (l) "University" means University of Delhi

3. Authorized permanent strength and temporary strength of the Service:

- (i) The authorized permanent strength of various grades of the service on the date of notification shall be as specified in the Schedule.
- (ii) After the notification of these Rules, the authorized permanent and temporary strength of the various grades of the service shall be such as may, from time to time, be determined by or under the authority of the University of Delhi, and notified accordingly, after due approval.

Provided that the Vice Chancellor with the approval of the Executive Council may make temporary additions to any grade of the service as found necessary in the interest of the work of the University.

4. FUTURE MAINTENANCE OF CADRE/POSTS:

- (i) All the appointments in the University after the notification of these Rules shall be made only in accordance with the provisions of these Rules. Appointments to existing posts not covered by these Rules shall continue to be in accordance with the Recruitment Rules approved by the Executive Council or the Vice Chancellor or any other Authority under the Act. The Executive Council may add such other posts and/or Cadre in the Schedule subsequently after the notification of these Rules.
- (ii) The seniority list of employees borne in each cadre of posts specified in the Schedule unless delegated to some other authority shall be maintained at the Establishment Branch of Central Office of the University. 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 orders of the Vice-Chancellor or Pro Vice Chancellor or Registrar as the case may be.
- (iii) Reservation to the posts in favour of SC, ST, OBC and PH categories shall be provided in accordance with the instructions received from Government of India/UGC in this regard.

5. NUMBER OF POSTS, CLASSIFICATION AND SCALES OF PAY:

The number of posts, their classification and the scales of pay attached thereto shall be as specified in the Schedule annexed to these Rules.

6. METHOD OF RECRUITMENT, AGE LIMIT AND OTHER QUALIFICATIONS:

- (i) The method of recruitment, age-limit, qualifications and other matters relating to the said posts shall be as specified in the Schedule.
- (ii) The **upper age-limit** as prescribed for direct recruits in the Schedule shall not be insisted upon in the case of departmental candidates applying for direct recruitment through open advertisement provided they have rendered at least three years regular service in the University.
- (iii) The upper age-limit prescribed for direct recruits in the schedule shall also be relaxable up to a maximum of **five years** or the number of years (in completed years) whichever is less provided they rendered regular service in same or allied field in organization(s) under Government Departments/ Statutory or Autonomous bodies/Universities/affiliated or constituent colleges under the University/Public Sector Undertakings rendered at least three years regular service in the same or allied field.
- (iv) The **upper age limit** prescribed for direct recruitment shall be relaxable in case of candidates belonging to the Scheduled Castes, Scheduled Tribes, Other Backward Classes (Central List), Physically Challenged, Ex-servicemen and other specified categories of persons in accordance with the orders issued in this behalf from time to time by the Central Government and adopted by the University.
- (v) For appointment to various posts against **direct recruitment/open selection**, the composition of the Selection Committees for different categories of posts will be as given in **Appendix-1**. Every appointment through direct recruitment/open selection shall invariably be made only after making an open advertisement in leading news papers and Employment News.

(ii)

(vi) For **promotion including Limited Departmental Examination or Test** to various posts, the composition of the Departmental Promotion Committee for different categories of posts will be as given in **Appendix-2** to the Schedule.

(vii) Nomenclatures of each post are grouped according to the hierarchy on the basis of approved pay scale at a glance as given in **Appendix-3** to the Schedule.

(viii) The Recruitment year for promotions will be calendar year. In cases where promotion has been prescribed as a method of recruitment, the **eligibility list** for promotion shall be prepared with reference to the date of completion by the officers of the prescribed qualifying service in the cadre as on 1st January of the Recruitment year in their respective grade/post. The crucial date is only a fixed reference date or a cut-off date on which the eligibility of officers in the feeder grade in terms of these Rules e.g. educational qualification, eligibility service, etc. is to be checked before they are considered for inclusion in the eligibility list for reference to the Departmental Promotion Committee. However this shall not be applied in the case of officers who are due for retirement on superannuation in the recruitment year and their cases are to be considered at appropriate time.

(ix) However as an exception to the above:-

(a) Wherever the Executive Council has specifically prescribed a lower qualifying service for promotion to a higher post, the same shall continue to apply to all the existing incumbents.

(b) In the case of colleges, where the number of sanctioned posts in the cadre of Assistant and Senior Assistant is less than four, there will be no direct recruitment and the posts shall be filled by promotion. Where there is no qualified person with minimum number of years service available in the feeder grade, the post shall be filled by direct recruitment.

(x) The Departmental Promotion Committee will meet at least once a year in January or February. The promotion for all Group, D, C, & B will be based on seniority-cum-fitness, quality of Annual Confidential Reports for the last **five years** and vigilance clearance. For promotion to all Group A posts, the departmental written test, if any prescribed for such post, will be followed by an interview. For the gradation in ACRs for the preceding five years, and the **bench mark** for all such promotion to Group A posts will be "**Good**" provided there is no adverse entry during the preceding **three years** and the employee should not have been awarded any major penalty under disciplinary rules during the preceding **five years**.

(xi) Notwithstanding anything contained in these Rules, the Vice Chancellor may, in case of urgent need, permit appointment on deputation or short-term contract basis. In such cases the contract period shall not normally exceed six months. In the case of engagement of personal staff in the Vice Chancellor's Secretariat, the terms and conditions as specified by the Executive Council vide Resolution No.115 dated 18.5.1979 shall continue to apply.

(iii)

7. PROBATION:

Every person selected or appointed through direct recruitment or open selection or promotion to a post under the University shall be governed under the University Non Teaching Employees (Terms and Conditions of Service) Rules 1971 and such other conditions imposed by the University from time to time.

8. RESIDUARY MATTERS

In regard to matters not specified or referred to in these Rules, the employees in the posts specified in the Schedule shall be governed by the Ordinance, Executive Council decisions/regulations and other orders applicable to the Non Teaching Employees of the University in general.

9. POWER TO RELAX:

When the Executive Council of the University of Delhi upon a recommendation made by the Vice Chancellor to that effect is of the opinion that it is necessary or expedient to do so, it may, for reasons to be recorded in writing, relax any of the provisions of these Rules with respect to any class or category of posts or persons. All administrative orders/instructions providing for any relaxation, exemption etc. of the provisions of Recruitment Rules issued with the approval of the Executive Council prior to notification of these Recruitment Rules shall stand superseded after notification of these Rules.

10. REPEAL AND SAVINGS:

All the guidelines/decisions of the Executive Council or any authority regarding the matters governing method of appointments in respect of the posts included in the Schedule to these rules shall stand repealed. However anything done in accordance with the repealed guidelines shall not be affected by this repeal in any manner.

Nothing in these Rules shall affect reservations, relaxations in age-limit and other concessions required to be provided by the University for the Scheduled Castes, Scheduled Tribes, Other Backward Classes, Physically Handicapped persons, Ex-servicemen and other special categories of persons in accordance with the orders issued by the Government of India, University Grants Commission and approved by the Executive Council of the University from time to time in this regard.

11. INTERPRETATIONS:

- (i) Any question relating to interpretation of these Rules, the decision of the Executive Council shall be final unless otherwise, specifically included in these rules.
- (ii) Notwithstanding, anything contained in these rules, the Executive Council shall have the power to alter or modify, any of the provisions of these rules.

12. REMOVAL OF DIFFICULTY:

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 special directions but not inconsistent with the provisions of these Rules, which appeared to be necessary for the purpose of removing such difficulty.

Schedule to Recruitment Rules (Non Teaching Employees), 2008

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SCHEDULE TO RECRUITMENT RULES (NON TEACHING EMPLOYEES) 2008

1. Name of the Post	Registrar
2. No. of posts	1
3. Classification	Group A
4. Scale of pay	Rs. 16,400-450-20,900-500-22,400
5. Whether Selection post or Non Selection post	Selection
6. Age limit for Direct Recruitment	Preferably below 55 years.
7. Educational and other qualification required for direct recruitment as per UGC Regulations.	<p>Essential:</p> <p>1. Master's degree with at least 55% marks or its equivalent grade of B in the UGC seven point scale.</p> <p>2. At least 15 years of experience as Lecturer/ Reader of which eight years should be in Reader's grade with experience in Educational Administration.</p> <p style="text-align: center;">Or</p> <p>Comparable experience in research establishments and other institutions of higher education.</p> <p style="text-align: center;">Or</p> <p>15 years of administrative experience out of which eight years as Deputy Registrar or an equivalent post.</p> <p>Note:</p> <p>1. The appointment may be for a tenure of five years which could be renewed for further similar terms.</p> <p>2. In case a departmental Joint Registrar or Deputy Registrar is selected, the post is deemed to have been filled on promotion.</p> <p>Desirable: Ph.D</p>
8. Period of probation (if, any)	Not Applicable
9. Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	On tenure basis through open selection failing which by deputation
10. In case of recruitment by promotion/ deputation, grades from which promotion/deputation to be made.	As above at Sr No. 7

1. Name of the Post	Finance Officer
2. No. of posts	1
3. Classification	Group A
4. Scale of pay	Rs 16,400-450-20,900-500-22,400
5. Whether Selection post or Non Selection post	Selection
6. Age limit for Direct Recruitment	Preferably below 55 years.
7. Educational and other qualification required for direct recruitment as per UGC Regulations.	To be drawn from the Officers working in Organized Accounts Services of Government of India (preferably from Indian Audit & Accounts Service) with similar status.
8. Period of probation (if, any)	N.A.
9. Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	By deputation basis
10. In case of recruitment by promotion/ deputation, grades from which promotion/deputation to be made.	As above at Sr. No.7

1. Name of the Post	Controller of Examinations
2. No. of posts	1
3. Classification	Group A
4. Scale of pay	Rs. 16,400-450-20,900-500-22,400
5. Whether Selection post or Non Selection post	Selection
6. Age limit for Direct Recruitment	Preferably below 55 years.
7. Educational and other qualification required for direct recruitment as per UGC Regulations.	<p>Essential:</p> <ol style="list-style-type: none"> 1. A postgraduate degree with at least 55% marks or its equivalent grade. 2. At least 15 years of experience as Lecturer/ Reader of which 8 years should be Reader's grade with experience in educational administration. <p style="text-align: center;">OR</p> <p>Comparable experience in research establishments and other institutions of higher education.</p> <p style="text-align: center;">Or</p> <p>15 years of administrative experience out of which eight years as Deputy Registrar or an equivalent post.</p> <p>Desirable:</p> <ol style="list-style-type: none"> 1. Ph.D and/or Experience of University administration and familiarity with the working of University bodies and Institutions. <p>Note:</p> <ol style="list-style-type: none"> 1. The appointment may be for the tenure of five years which could be renewed for further similar terms. 2. In case of a departmental Joint Registrar/Joint Controller of Examination or Deputy Registrar/Deputy Controller of Examination is selected, the post is deemed to have been filled on promotion.
8. Period of probation (if, any)	Not Applicable
9. Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	By tenure basis through open selection or by deputation.
10. In case of recruitment by promotion/ deputation, grades from which promotion/deputation to be made.	As above at Sr. No. 7

1. Name of the Post	Director, DHMI
2. No. of posts	1
3. Classification	Group A
4. Scale of pay	Rs. 16400-450-20900-500-22400
5. Whether Selection post or Non Selection post	Selection
6. Age limit for Direct Recruitment	Preferably below 55 years
7. Educational and other qualification required for direct recruitment.	<p>Essential:</p> <ol style="list-style-type: none"> 1. A Master's degree in a Hindi or any of the following Social Science subjects namely Political Science, History, Economics, Commerce with adequate knowledge of English and Hindi with at least 55% marks or an equivalent grade of B in the seven point scale with letter grade O,A,B,C,D,English & F. 2. Ph.D or equivalent degree. 3. Total experience of 15 years of teaching and/or post-doctoral research/Publication/Translation and out of which at least 8 years in Reader's scale. <p>Desirable: The candidate should possess experience in a responsible position in one or more of the following fields/areas:</p> <ol style="list-style-type: none"> 1. Book Promotion, Printing & Publication in promotion of Hindi language for higher education. 2. Scientific & Technical Terminology 3. Research Experience in promotion of Hindi literature in a University or Institution of Higher Learning. 4. Proficiency in translation work from English to Hindi and vetting of standard scientific and technical texts. <p>Note:</p> <ol style="list-style-type: none"> 1. Preference will be given to candidates who are holding additional Master degree in Hindi or Social Sciences. 2. The appointment may be for the tenure of five years which could be renewed for further similar terms.
8. Period or probation (if, any)	Not Applicable
9. Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	By tenure basis through open selection or by deputation.
10. In case of recruitment by promotion/ deputation, grades from which promotion/ deputation to be made	As above at serial No. 7

1. Name of the Post	Director, NCWEB
2. No. of posts	1
3. Classification	Group 'A'
4. Scale of pay	16400-450-20900-500-22400
5. Whether Selection post or Non Selection post	Selection
6. Age limit for Direct Recruitment	Preferably below 55 years
7. Educational and other qualification required for direct recruitment.	<p>Essential:</p> <ol style="list-style-type: none"> 1. A Master's degree preferably in Arts & Social Sciences with at least 55% marks or an equivalent grade of B in the seven point scale with letter grade O,A,B,C,DE & F. 2. Ph.D or equivalent degree. 3. Total experience of 15 years of teaching/ post doctoral research or Educational Administration in a University/ College/Institution of higher education out of which at least 8 years in a post equivalent to Reader. <p>Desirable:</p> <ol style="list-style-type: none"> 1. Experience in the field of Open Distance Learning (ODL) and/or ICT. <p>Note: The appointment may be for the tenure of five years which could be renewed for further similar terms.</p>
8. Period or probation (if, any)	Not Applicable
9. Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	By tenure basis through open selection or by deputation.
10. In case of recruitment by promotion/ deputation, grades from which promotion/ deputation to be made	As above at serial No. 7

1. Name of the Post	University Engineer
2. No. of posts	1
3. Classification	Group A, Technical
4. Scale of pay	Rs. 16400-450-20900-500-22400
5. Whether Selection post or Non Selection post	Selection
6. Age limit for Direct Recruitment	50 years.
7. Educational and other qualification required for direct recruitment as per UGC Regulations.	<p>Essential:</p> <ol style="list-style-type: none"> 1. Graduate in Civil Engineering from a recognized engineering institute/university, possessing good working knowledge of Electrical Engineering. 2. At least 15 years experience in R.C.C. design, cost estimation and in designing, constructing and maintaining buildings, roads and utility services like water supply, sanitary, gas and electric installations and sewage system, etc. 3. At least 10 years administrative experience in a responsible position in a government organization or University/ Research Institution of Higher Learning/ reputed Public Sector Undertaking, out of which 5 years in the pay scale of Rs.12000-16500/14300-18300/- 4. Well conversant with contract law and C.P.W.D./P.W.D. accounting procedure. <p>Desirable:</p> <ol style="list-style-type: none"> 1. Experience in planning, Architecture, Urban designing, management, supervision/construction of multi-storied buildings, lecture theatres, laboratories, auditoria, residential quarters, roads, water supply, sanitary installations etc. 2. Additional Post Graduate qualification or Membership in professional bodies.
8. Period or probation (if, any)	One year for direct recruits.
9. Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	By direct recruitment or deputation basis.
10. In case of recruitment by promotion/ deputation, grades from which promotion/ deputation to be made	<p>Deputation:</p> <p>Persons from C.P.W.D. or P.W.D. or Central Public Sector Undertakings engaged in construction activities and working in an analogous post or next lower grade (Rs.12000-16500/14300-18300 or an equivalent scale in IDA scale) with at least 5/3 years service and fulfilling the other minimum eligibility conditions prescribed for direct recruit at Sr.No.7 above.</p>

1. Name of the Post	Chief Medical Officer
2. No. of posts	1
3. Classification	Group A, Medical
4. Scale of pay	Rs.16,400-450-20,900-500-22,400
5. Whether Selection post or Non Selection post	Selection
6. Age limit for Direct Recruitment	Preferably below 55 years.
7. Educational and other qualification required for direct recruitment as per UGC Regulations.	<p>Essential:</p> <ol style="list-style-type: none"> 1. A Medical qualification included in the first or the second part of the third schedule (other than licentiate qualifications) to the Indian Medical Council Act, 1956. Holders of educational qualification included in part II of the third schedule should fulfill the conditions stipulated in section 13(3) of the Indian Medical Council/1956. 2. Recognized Post-Graduate degree, preferably in Medicine and at least ten years experience after obtaining post-graduate degree, preferably in a large hospital out of which at least five years should be administrative experience in managing the hospital or the Department of the specialty concerned in a responsible position.
8. Period or probation (if, any)	One year for direct recruit
9. Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	By direct recruitment or by deputation.
10. In case of recruitment by promotion/ deputation, grades from which promotion/ deputation to be made	<p>Deputation:</p> <p>Officers from organized Health Service cadre in the analogous post and fulfilling eligibility conditions mentioned at Sr.No.7 above.</p> <p>Note: Selection will be based on open advertisement.</p>

1. Name of the Post	Joint Registrar/Joint Controller of Exams/ Joint Finance Officer
2. No. of posts	N. A. *
3. Classification	Group A Ministerial
4. Scale of pay	Rs. 16400-450-20000
5. Whether Selection post or Non Selection post	Selection (Merit-cum-Fitness)
6. Age limit for Direct Recruitment	N. A.
7. Educational and other qualification required for direct recruitment as per UGC Regulations.	As in item No. 10 below.
8. Period or probation (if, any)	N. A.
9. Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	100% by promotion
10. In case of recruitment by promotion/ deputation, grades from which promotion/ deputation to be made	<p>Essential:</p> <ol style="list-style-type: none"> 1. Master's degree with at least 55% marks or its equivalent grade of B in the UGC seven point scale. 2. At least 14 years of combined administrative experience as Assistant Registrar or Deputy Registrar or an equivalent post in a University/Educational Institution/ Government organization/bodies, out of which 8 years regular service in the cadre of Deputy Registrar/Deputy Controller of Examinations/Deputy Finance Officer in the University. <p>Note: (*) If, granted as a personal upgradation pending approval, the number of posts shall not ordinarily exceed 10% of the total cadre strength of the Deputy Registrar/ Deputy Controller of Exams/Deputy Finance Officer.</p>

1. Name of the Post	Deputy Registrar/Deputy Controller of Examinations/Deputy Finance Officer
2. No. of posts	21 *
3. Classification	Group A, Ministerial
4. Scale of pay	Rs. 12000-420-18300/-
5. Whether Selection post or Non Selection post	Selection
6. Age limit for Direct Recruitment	45 years
7. Educational and other qualification required for direct recruitment as per UGC Regulations.	<p>Essential:</p> <ol style="list-style-type: none"> 1. A Post Graduate degree with atleast 55% marks or its equivalent grade (5% relaxation in marks for SC/ST category). 2. At least 5 years experience as a Lecturer in a college of a university with experience in educational administration. <p style="text-align: center;">Or</p> <p>Comparable experience in Research Establishments and other Institutions of Higher Learning.</p> <p style="text-align: center;">Or</p> <p>At least 5 years administrative experience as Assistant Registrar or in a post carrying a scale of Rs. 8000-275-13500/-</p> <p>Desirable:</p> <ol style="list-style-type: none"> 1. Experience in University administration and familiarity with the working of university bodies and institutions. 2. Thorough knowledge of service matters or accounts/budget or conduct of examinations. 3. MBA/PG Diploma in Management or LL.B or CA/ICWA or MCA or M.Phil/Ph.D qualification. <p>Note:</p> <ol style="list-style-type: none"> 1. The incumbent should possess good communication, managerial and leadership skills to head a Division/Branch and possess good drafting/noting skills in English, conversant with the office procedure and capable to moot proposals independently. 2. Should be able to participate in discussions with senior functionaries and Academicians. 3. He is expected to handle one or more functions independently related to Educational Administration/ Examinations/General Administration/ Purchase/ Establishment/ Accounts & Finance/ Project management /HR/Legal. 4. The University may restrict the number of candidates for interview by holding a written test prior to interview to be prescribed by the University from time to time, with the approval of the Executive Council in this regard. 5. Preference will be given to candidates with CA/ ICWA/MBA (Finance)/MFC or a comparable

<p>8. Period of probation (if, any)</p> <p>9. Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.</p> <p>10. In case of recruitment by promotion/ deputation, grades from which promotion/ deputation to be made.</p>	<p>professional qualification in Finance for the post(s) earmarked for Deputy Finance Officer.</p> <p>6. All the direct recruits should have working knowledge of computers.</p> <p>One year.</p> <p>75% by Direct recruitment 25% by promotion failing which by direct recruitment</p> <p>Promotion: From amongst the Assistant Registrar and its equivalents with 8 years service in senior scale Rs. 10000-325-15200/- on regular basis.</p> <p>(* Includes two posts meant for SOL, one post each for ACBR and UCMS.</p>
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<p>1. Name of the Post</p> <p>2. No. of posts</p> <p>3. Classification</p> <p>4. Scale of pay</p> <p>5. Whether Selection post or Non Selection post</p> <p>6. Age limit for Direct Recruitment</p> <p>7. Educational and other qualification required for direct recruitment.</p> <p>8. Period of probation (if, any)</p> <p>9. Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.</p> <p>10. In case of recruitment by promotion/ deputation, grades from which promotion/deputation to be made.</p>	<p>Internal Audit Officer</p> <p>1</p> <p>Group A, Ministerial, Ex Cadre</p> <p>Rs. 12000-420-18300-</p> <p>N. A.</p> <p>N.A.</p> <p>N. A.</p> <p>N. A.</p> <p>By deputation or Re-employment or short term contract basis.</p> <p>Deputation/Re-employment/Short term contract: From amongst the Officers from any of the Organized Audit & Accounts Services of the rank of Senior Deputy Accountant General (Rs. 14300-18300/ Rs.12000-375-16500/-) Or Deputy Accountant General or equivalent in the pay scale of Rs.10000-15200/- with 3 years regular service Or Assistant Account General or equivalent in the pay scale of Rs.8000-13500/- with at least five years regular service.</p> <p>Note: The vacancy will be notified to all the Organized Audit & Accounts Service (viz. IA&AS, IRAS, ICAS, IDAS etc.) and the selection will be made on the basis of nomination/panel received from them, quality of ACRs and interview.</p>
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1. Name of the Post	Joint Director, DHMI
2. No. of posts	3
3. Classification	Group A, Non Ministerial
4. Scale of pay	Rs.12000-420-18300
5. Whether Selection post or Non Selection post	Selection
6. Age limit for Direct Recruitment	45 years
7. Educational and other qualification required for direct recruitment.	<p>Essential:</p> <ol style="list-style-type: none"> 1. A Master Degree in Hindi or any of the following subjects namely Political Science, History, Economics, Commerce with adequate knowledge of English and Hindi with at least 55% marks or an equivalent grade of B in the seven Point Scale with latter grade O,A,B,C,D,E & F. (5% relaxation for SC/ST category) 2. Ph.D or equivalent degree (in relevant subject) 3. At least eight years of teaching and/or Post-Doctoral Research or Publication and/or Translation work. <p>Desirable: Experience in a responsible position in one or more of the following fields/areas:</p> <ol style="list-style-type: none"> 1. Book Promotion, Printing & Publication in promotion of Hindi language for higher education. 2. Scientific & Technical Terminology 3. Research Experience in promotion of Hindi literature in a University or Institution of Higher Learning. 4. Proficiency in translation work from English to Hindi and vetting of standard scientific and technical texts. <p>Note: Preference will be given to candidates who are holding additional Master degree in Hindi or Social Sciences.</p>
8. Period of probation (if, any)	One year
9. Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	100% by promotion failing which by direct recruitment or deputation basis.
10. In case of recruitment by promotion/ deputation, grades from which promotion/deputation to be made.	<p>Promotion: Departmental Assistant Directors, holding Ph.D with at least 10 years of regular service in the Cadre.</p> <p>Deputation: Officers working in the pay scale of Rs.10,000-15200/Rs.8000-13500 with 5/10 years of regular service and possessing the qualification and experience at S.No.7 above.</p>

1. Name of the Post	Executive Engineer
2. No. of posts	1
3. Classification	Group A, Technical
4. Scale of pay	Rs. 10,000-325-15200
5. Whether Selection post or Non Selection post	Selection
6. Age limit for Direct Recruitment	45 years.
7. Educational and other qualification required for direct recruitment.	<p>Essential:</p> <ol style="list-style-type: none"> 1. Graduate in Civil Engineering from a recognized University, possessing good working knowledge of Electrical Engineering. 2. At least 15 years experience in R.C.C design, cost estimation and in designing constructing and maintaining buildings, roads and utility services like water supply sanitary gas and electric installations and sewage system. 3. At least 10 years administrative experience in a responsible position in a government organization or University/Research Institution of Higher Learning/ reputed Public Sector Undertaking, out of which 5/8 years as Assistant Executive Engineer/Assistant Engineer in the pay scale of Rs.8000-13500/6500-10500-. 4. Well conversant with contract law and C.P.W.D./P.W.D. accounting procedure. <p>Desirable:</p> <ol style="list-style-type: none"> 1. Experience in planning, Architecture, Urban designing/ management, supervision/construction of multi-storied buildings, lecture theatres, laboratories, auditoria, residential quarters, roads, water supply, sanitary installations etc. <p>Note:</p> <ol style="list-style-type: none"> 1. He should capable of handling electric meters, pumps, fluorescent tube lights, window type air-conditioners, electric geysers and coal fired hot water supply system. 2. Must have at least 10 years administrative experience in responsible posts. Should be conversant with contract law and P.W.D accounting procedure. 3. The departmental AEs who fulfill the above educational qualifications and experience are allowed to compete with external candidates and in case of their selection, the post is deemed to have been filled on promotion basis.
8. Period or probation (if, any)	One year for direct recruits and promotees.
9. Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	By direct recruitment failing which by deputation.
10. In case of recruitment by promotion/ deputation, grades from which promotion/ deputation to be made.	<p>Deputation: Among the Engineers working in the CPWD/PWD/PSUs and possessing qualification and experience at serial No.7</p>

1. Name of the Post	Assistant Registrar/ Assistant Controller of Examination/ Administrative Officer.
2. No. of posts	27
3. Classification	Group A, Ministerial
4. Scale of pay	Rs 8000-275-13,500
5. Whether Selection post or Non Selection post	Selection
6. Age limit for Direct Recruitment	35 years
7. Educational and other qualification required for direct recruitment as per UGC Regulations.	<p>Essential: Good academic record plus Masters degree with at least 55 % of marks or its equivalent grade of B in the UGC seven point scale (5% relaxation in marks for SC/ST category).</p> <p>Desirable:</p> <ol style="list-style-type: none"> At least three years experience in supervisory or equivalent cadre in a Group B post in a government department/ University/Educational or Research Institution/ Teaching and/or Research experience along with proven administrative capabilities. LL.B or MBA or CA/ICWA or MCA or M.Phil/Ph.D qualification. <p>NOTE:</p> <ol style="list-style-type: none"> The incumbent should possess good communication and analytical skills and aptitude for drafting/noting in English. Should be able to coordinate/ liaise with other divisions/departments and participate in discussions with senior functionaries and Academicians. He is expected to handle independently one or more functions related to Educational Administration/ Examinations/General Administration/ Purchase/ Establishment/ Accounts & Finance/ Project management /HR/Legal. All the candidates for direct recruitment will be required to appear in a written test to adjudge their ability of expression and knowledge of the administrative aspects relating to educational administration; the selection being based on the performance of the candidates in <u>written test and interview.</u> The scheme of the examination including weightage of marks for written test and interview etc., as prescribed by the University from time to time with the approval of the Executive Council in this regard. All the direct recruits should possess working knowledge of computers.

8. Period of probation (if, any)	1 year for direct recruits and promotees.
9. Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	50% by promotion 50% by direct recruitment
10. In case of recruitment by promotion/ deputation, grades from which promotion/deputation to be made.	<p>Eligibility conditions for promotion: Among the Section Officer/Private Secretary/Senior Personal Assistant in the pay scale of Rs.6500-10500/- with at least 3 years regular service in the cadre.</p> <p>Note:</p> <ol style="list-style-type: none"> Their selection will be based on their performance at interview, service record/ACR, seniority and written test etc. The scheme of examination and weightage of marks for written test, service records and interview etc. will be as prescribed by the University from time to time with the approval of the Executive Council.

1. Name of the Post	Statistical Officer (Erstwhile post of Statistician, Planning Unit)
2. No. of posts	1
3. Classification	Group A, Ministerial , Ex Cadre
4. Scale of pay	Rs 8000-275-13,500
5. Whether Selection post or Non Selection post	N. A.
6. Age limit for Direct Recruitment	35 years.
7. Educational and other qualification required for direct recruitment.	Essential: Good academic record plus Masters degree with at least 55 % of marks in Statistics or its equivalent grade of B in the UGC seven point scale (5% relaxation in marks for SC/ST category). Desirable: 1. Experience in collection, compilation, analyzing and management of statistical data and research work. 2. M.Phil/ Ph.D in a relevant subject
8. Period of probation (if, any)	1 year for direct recruits.
9. Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	By Direct recruitment failing which by deputation.
10. In case of recruitment by promotion/ deputation, grades from which promotion/deputation to be made.	Deputation: Among the Officers of the rank of Senior Statistician/Senior Research Officer or Statistician/Research Officer or equivalent from Indian Statistical Service. Note: The vacancy will be notified to the Cadre Controlling Authority, Indian Statistical Service (Ministry of Statistics and Programme Implementation) and such other departments/organizations or through advertisement in the Newspapers. The selection will be made on the basis of nomination/panel received from them, quality of ACRs and interview.

1. Name of the Post	Assistant Internal Audit Officer
2. No. of posts	1
3. Classification	Group A, Ministerial, Ex Cadre
4. Scale of pay	Rs.8000-13500
5. Whether Selection post or Non Selection post	N. A.
6. Age limit for Direct Recruitment	N. A.
7. Educational and other qualification required for direct recruitment.	N. A.
8. Period of probation (if, any)	N. A.
9. Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	By deputation failing which by Re-employment or short term contract basis.
10. In case of recruitment by promotion/ deputation, grades from which promotion/deputation to be made.	Deputation/Re-employment/Short Term contract: Among the Officers from any of the Organized Accounts Services of the rank of Senior Audit Officer in the pay scale of Rs.8000-13500 or equivalent Or Audit Officer or Assistant Audit Officer in the pay scale of Rs.7500-12500/Rs.7450-11500/- with 3 /5 years of regular service Note: The vacancy will be notified to all the Organized Audit & Accounts Service (viz. IA&AS, IRAS, ICAS, IDAS etc.) and the selection will be made on the basis of nomination/panel received from them, quality of ACRs and interview.

1. Name of the Post	Assistant Director, DHMI
2. No. of posts	3
3. Classification	Group A, Non-Ministerial
4. Scale of pay	Rs.8000-275-13500
5. Whether Selection post or Non Selection post	Selection
6. Age limit for Direct Recruitment	45 years
7. Educational and other qualification required for direct recruitment as per UGC Regulations.	<p>Essential:</p> <ol style="list-style-type: none"> 1. A Master's degree in a Hindi or any of the following Social Science subjects namely Political Science, History, Economics, Commerce with adequate knowledge of English and Hindi. with atleast 55% marks or an equivalent grade of B in the seven point scale with letter grade O,A,B,C,D,E & F. 2. At least three years' teaching and/or research work relating to the field of promotion of Hindi language/high standard translation/book publishing work in Hindi. <p>Desirable:</p> <ol style="list-style-type: none"> 1. M.Phil or Ph.D in Hindi with published work. 2. Experience in Book Promotion, Printing & Publication in promotion of Hindi language for higher education. <p>Note: Preference will be given to candidates who are holding additional Master degree in Hindi or Social Sciences.</p>
8. Period or probation (if, any)	One year for direct recruits.
9. Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	100% by direct recruitment failing which by deputation.
10. In case of recruitment by promotion/ deputation, grades from which promotion/ deputation to be made	<p>Deputation: Among the Persons holding analogous post in a University/ Educational Institution/Government body and fulfill the educational qualification and experience at Srl. No.7 above.</p>

1. Name of the Post	Medical Officer
2. No. of posts	18
3. Classification	Group A, Medical
4. Scale of pay	Rs. 8000-275-13,500
5. Whether Selection post or Non Selection post	N. A.
6. Age limit for Direct Recruitment	35 years
7. Educational and other qualification required for direct recruitment as per UGC Regulations.	<p>Essential:</p> <ol style="list-style-type: none"> 1. M.B.B.S Degree from a recognized University. 2. At least three years post qualification experience. <p>Desirable: Post-graduate qualifications/ MBA(Hospital Administration) and/ or hospital experience will preferred.</p> <p>Note: For the post of Female Medical Officer at least one year hospital experience in Obstetrics and Gynecology ward.</p>
8. Period or probation (if, any)	One year
9. Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	100 % by direct recruitment
10. In case of recruitment by promotion/ deputation, grades from which promotion/ deputation to be made	N. A

1. Name of the Post	Horticulturist
2. No. of posts	1
3. Classification	Group A, Non-Ministerial
4. Scale of pay	Rs. 8000-275-13,500
5. Whether Selection post or Non Selection post	Selection
6. Age limit for Direct Recruitment	35 years
7. Educational and other qualification required for direct recruitment.	<p>Essential:</p> <ol style="list-style-type: none"> 1. M.Sc in Agriculture/ Horticulture with at least 55% marks 2. At least three years experience as Horticulturist or an equivalent position preferably in an Government Establishment (e.g.: bodies like MCD, NDMC or DDA etc.)/Educational Institute or commercial establishment of repute. <p>Desirable: Experience in landscaping</p>
8. Period or probation (if, any)	1 year for direct recruits.
9. Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	By direct recruitment failing which by short term contract/ Deputation basis.
10. In case of recruitment by promotion/ deputation, grades from which promotion/ deputation to be made	Deputation/Short terms contract: Among the persons holding analogous post in a government/ semi government body and fulfill the qualification and experience at serial No. 7

1. Name of the Post	Section Officer
2. No. of posts	116
3. Classification	Group B, Ministerial
4. Scale of pay	Rs. 6500-200-10,500
5. Whether Selection post or Non Selection post	N. A.
6. Age limit for Direct Recruitment	35 years for direct recruits
7. Educational and other qualification required for direct recruitment.	<p>Essential:</p> <ol style="list-style-type: none"> 1. Graduate/Post Graduate with at least second division (50% marks). 2. At least three years post qualification experience in handling Educational Administration/ General Admn/ Purchase/ Accounts & Finance in a University/Research Institution/ Government department/bodies/ PSU or reputed commercial establishment. <p>Desirable: Preference will be given to candidates holding professional qualifications like LL.B or PG Diploma in Business Administration or MCA/PGDCA or CA(Inter)/ICWA(Inter).</p> <p>Note:</p> <ol style="list-style-type: none"> 1. The incumbent should possess an aptitude for drafting/ noting in English, adequate exposure in handling one or more functions related to General Administration/House keeping/ Purchase/ Service matters/Office management/ Establishment/ Accounts & Finance/ /HR/Legal in a computerized environment. 2. All the candidates for direct recruitment will be required to appear in a written test to adjudge their ability of expression and knowledge relating to their work. The selection being based on the performance of the candidates in written test and interview. 3. The scheme of the examination including weightage of marks for written test and interview etc., as prescribed by the University from time to time with the approval of the Executive Council in this regard. 4. All direct recruits are expected to work in a computerized environment and required to qualify a skill test in handling computers within one year from their appointment before completion of probation period.

8. Period of probation (if, any)	1 year for direct recruits & promotees.
9. Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	75% by promotion failing which by direct recruitment. 25% by Limited Departmental Examination failing which by direct recruitment or deputation.
10. In case of recruitment by promotion/ deputation, grades from which promotion/deputation to be made.	<p>Promotion: Amongst the Senior Assistants working in the pay scale of Rs.5000-8000/- with minimum period of 5 years regular service in the cadre.</p> <p>Limited Departmental Examinations: Amongst the Senior Assistants & University Cashier working in working in the pay scale of Rs.5000-8000/- or Rs.5500-9000/- with minimum period of 3 years regular service in the cadre.</p> <p>Deputation: Officers working in analogous post in the pay scale of Rs.6500-10500/- with atleast 2 years of regular service as Section Officer or equivalent Or Assistant or equivalent in the pay scale of Rs. 5000-8000/5500-9000/- with atleast 5 years of regular service in Central government department/Statutory or Autonomous bodies or Universities or Institution of Higher Learning.</p> <p>Note: Persons who are on direct line of promotion in the cadre are not eligible for appointment on deputation basis. Similarly deputationist is not eligible for absorption. The selection will be made on the basis of skill test, quality of ACRs and interview.</p>

1. Name of the Post	Private Secretary
2. No. of posts	04
3. Classification	Group B, Ministerial
4. Scale of pay	Rs 6500-200-10,500
5. Whether Selection post or Non Selection post	N. A.
6. Age limit for Direct Recruitment	N. A.
7. Educational and other qualification required for direct recruitment.	N. A.
8. Period of probation (if, any)	N. A.
9. Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	100% by promotion failing which by deputation.
10. In case of recruitment by promotion/ deputation, grades from which promotion/deputation to be made.	<p>Promotion: Amongst the Senior Personal Assistants with 3 years of regular service in the cadre and on the basis of quality of ACRs.</p> <p>Deputation: Officers working in analogous post in the pay scale of Rs.6500-10500/- or equivalent with atleast 2 years of regular service Or Personal Assistant or Stenographers working in the core pay scale of Rs: 5000-8000/5500-9000/- or equivalent with atleast 5 years of regular service in Central government department/Statutory or Autonomous bodies or Universities or Institution of Higher Learning.</p> <p>Note: Persons who are on direct line of promotion in the cadre are not eligible for appointment on deputation basis. Similarly deputationist is not eligible for absorption. The selection will be made on the basis of quality of ACRs and interview.</p>

1. Name of the Post	Senior Personal Assistant
2. No. of posts	13
3. Classification	Group B, Ministerial
4. Scale of pay	Rs 6500-200-10,500
5. Whether Selection post or Non Selection post	N. A.
6. Age limit for Direct Recruitment	N. A.
7. Educational and other qualification required for direct recruitment.	N. A.
8. Period of probation (if, any)	One year for promotees.
9. Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	100% by promotion failing which by deputation.
10. In case of recruitment by promotion/ deputation, grades from which promotion/deputation to be made.	<p>Promotion: Amongst the Personal Assistants with 5 years of regular service in the cadre and on the basis of quality of ACRs.</p> <p>Deputation: Officers working in analogous post in the pay scale of Rs.6500-10500/- or equivalent with atleast 2 years of regular service Or Personal Assistant or Stenographers working in the core pay scale of Rs. 5000-8000/5500-9000/- or equivalent with atleast 5 years of regular service in Central government department/Statutory or Autonomous bodies or Universities or Institution of Higher Learning.</p> <p>Note: Persons who are on direct line of promotion in the cadre are not eligible for appointment on deputation basis. Similarly deputationist is not eligible for absorption. The selection will be made on the basis of quality of ACRs and interview.</p>

1. Name of the Post	Yoga Organizer
2. No. of posts	1
3. Classification	Group B, Non-Ministerial
4. Scale of pay	Rs. 6500-200-10,500
5. Whether Selection post or Non Selection post	Selection
6. Age limit for Direct Recruitment	35 years
7. Educational and other qualification required for direct recruitment.	<p>Essential:</p> <ol style="list-style-type: none"> 1. A Graduate or Post Graduate degree in Yoga from a University with second division (50% marks). 2. At least two years experience as Yoga teacher/ instructor in a Government Institution or Institute of repute. <p>Desirable:</p> <ol style="list-style-type: none"> 1. Proficiency to organize Yoga classes through English & Hindi medium. 2. A recognized qualification in Naturopathy.
8. Period or probation (if, any)	One year for direct recruits.
9. Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	By direct recruitment failing which by short term contract basis.
10. In case of recruitment by promotion/ deputation, grades from which promotion/ deputation to be made	N. A.

1. Name of the Post	Security Officer
2. No. of posts	1
3. Classification	Group B, Non-Ministerial
4. Scale of pay	Rs. 6500-200-10,500
5. Whether Selection post or Non Selection post	Selection
6. Age limit for Direct Recruitment	Below 40 years
7. Educational and other qualification required for direct recruitment.	<p>Essential:</p> <ol style="list-style-type: none"> 1. A Graduate or an equivalent qualification from a recognized University. 2. At least 15 years experience in Police/Para-Military Forces/ Armed Forces of the Union and held not below the rank of Sub-Inspector (Exe)/Subedar or an equivalent position with Exemplary service. 3. Holding a Valid Driving License to ride Jeep/Motor Cycle. <p>Desirable:</p> <ol style="list-style-type: none"> 1. Completion of a course in Fire Fighting or Unarmed Combat Course in Army or Para-Military Force. 2. Should able to speak English and Hindi. <p>Note:</p> <ol style="list-style-type: none"> 1. Selection will be done on the basis of an endurance, driving test of Motor Cycle followed by an interview. 2. The selected candidate has to wear Uniform after joining the University service. 3. The selection committee may co-opt one suitable Group 'A' Police Officer or Commissioned Officer from Armed Forces of the Union as Expert member.
8. Period or probation (if, any)	One year
9. Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	100% by through open selection.
10. In case of recruitment by promotion/ deputation, grades from which promotion/ deputation to be made	As above at serial No. 7

1. Name of the Post	Assistant Engineer (Civil) & (Electrical)
2. No. of posts	5 (3+2)
3. Classification	Group B, Technical
4. Scale of pay	Rs. 6500-200-10500
5. Whether Selection post or Non Selection post	Non-Selection
6. Age limit for Direct Recruitment	35 years.
7. Educational and other qualification required for direct recruitment.	<p>Essential:</p> <ol style="list-style-type: none"> 1. A Degree in Civil/ Electrical Engineering from a recognized University/Institution. 2. At least two years post qualification experience in a government body/commercial establishment of repute as a Junior Engineer or in a similar capacity. <p>Note: Candidates applying for the post of AE(Civil) should be able to design R.C.C work efficiently.</p>
8. Period or probation (if, any)	One year.
9. Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	50% by Direct recruitment 50% by Promotion
10. In case of recruitment by promotion/ deputation, grades from which promotion/ deputation to be made	<p>Promotion: Among the Degree/Diploma holder of Junior Engineers (Civil/ Electrical) with at least 5 years of regular service in the cadre.</p>

1. Name of the Post	Field Worker (one each at Department of Education and Department of Social Work)
2. No. of posts	2
3. Classification	Group B, Non-Ministerial
4. Scale of pay	Rs. 6500-200-10500
5. Whether Selection post or Non Selection post	Selection
6. Age limit for Direct Recruitment	35 years
7. Educational and other qualification required for direct recruitment.	Essential: 1. A Master Degree in Social Work or Master Degree in Social Sciences. 2. B.Ed or Bachelor of Elementary Education Desirable : a) Experience in working with children. b) Experience in working with the community. c) Working knowledge in using computers. d) Experience in report writing in English (preferably also in Hindi).
8. Period or probation (if, any)	One year.
9. Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	By direct recruitment failing which by short-term contract basis.
10. In case of recruitment by promotion/ deputation, grades from which promotion/ deputation to be made	As above at serial No. 7

1. Name of the Post	Hindi Officer
2. No. of posts	1
3. Classification	Group B
4. Scale of pay	Rs. 6500-200-10500
5. Whether Selection post or Non Selection post	N. A.
6. Age limit for Direct Recruitment	40 years
7. Educational and other qualification required for direct recruitment.	Essential: 1. Master's degree of a recognized University or equivalent in Hindi with English as a subject at the degree level. OR Master's degree of a recognized University or equivalent in English with Hindi as a subject at the degree level. OR Master's degree of a recognized University or equivalent in any subject with Hindi and English as a subject at the degree level. OR Master's degree of a recognized University or equivalent in any subject with Hindi medium & English as a subject at the degree level. OR Master's degree of a recognized University or equivalent in any subject with English medium and Hindi as a subject at the degree level. 2. At least five years' experience of terminological work in Hindi and/or translation work from English to Hindi or vice-versa, preferably of technical or scientific literature. OR Five years' experience of Teaching, Research, Writing or Journalism in Hindi. Desirable: i) Knowledge of Sanskrit and/or a Modern Indian Language. ii) Administrative experience. iii) Experience of organizing Hindi classes or workshop for noting and drafting. Duties: To look after the administrative & Hindi Stream and other allotted duties.
8. Period or probation (if, any)	One year
9. Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	Direct recruitment failing which by deputation
10. In case of recruitment by promotion/ deputation, grades from which promotion/ deputation to be made	N. A.

1. Name of the Post	Assistant Manager, Guest House
2. No. of posts	1
3. Classification	Group B, Non Ministerial, Ex Cadre
4. Scale of pay	Rs.5500-175-9000/-
5. Whether Selection post or Non Selection post	N. A.
6. Age limit for Direct Recruitment	35 years
7. Educational and other qualification required for direct recruitment.	<p>Essential: B.Sc in Hotel Management or Hospitality Administration from a recognized University with at least 5/3 years experience in a supervisory capacity in catering, accommodation operations, and/or food & beverage management, in a reputed Hotel/Guest House of commercial or educational establishment.</p> <p style="text-align: center;">Or</p> <p>A degree from a recognized University with a Diploma in Hotel Management or Catering Technology from an Institution recognized by the Government with atleast 6 years in a supervisory capacity in catering, accommodation operations, and/or food & beverage management, in a reputed Hotel/Guest House of commercial or educational establishment.</p> <p>Desirable: Preference will be given to persons served as JCOs in the catering core of the Armed Forces of the Union. Age relaxation will be allowed as per the extant guidelines of Government of India.</p> <p>1 year for direct recruits. 100% by direct recruitment failing which by short-term contract.</p> <p>Short term contract: Qualification and experience as per Sl. No.7.</p> <p>Note: i) The selection for direct recruit shall be made on the basis of qualification, experience through interview. ii) The selection committee may co opt an expert member from the India International Centre or India Habitat Centre or National Council for Hotel Management to assess the professional knowledge of the candidate.</p>
8. Period of probation (if, any)	
9. Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	
10. In case of recruitment by promotion/ deputation, grades from which promotion/deputation to be made.	

1. Name of the Post	Assistant Security Officer
2. No. of posts	2
3. Classification	Group B, Non-Ministerial
4. Scale of pay	5500-175-9000
5. Whether Selection post or Non Selection post	Selection
6. Age limit for Direct Recruitment	35 years
7. Educational and other qualification required for direct recruitment.	<p>Essential:</p> <ol style="list-style-type: none"> 1. A Graduate or equivalent qualification from a recognized University. 2. At least 10 years experience in Police/Para-Military Forces/Armed Forces of the Union and held not below the rank of Assistant Sub-Inspector (Exe)/Naib Subedar or an equivalent position with Exemplary service. 3. Holding a Valid Driving License to ride Jeep/Motor Cycle. <p>Desirable:</p> <ol style="list-style-type: none"> 1. Completion of a course in Fire Fighting or Unarmed Combat Course in Army or Para-Military Force. 2. Should able to speak English and Hindi. <p>Note:</p> <ol style="list-style-type: none"> 1. Selection will be done on the basis of an endurance, driving test followed by an interview. 2. The selected candidate has to wear Uniform after joining the University service. 3. The selection committee may co-opt one suitable Group 'A' Police Officer or Commissioned Officer from Armed Forces of the Union as Expert member.
8. Period or probation (if, any)	1 year.
9. Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	By direct recruitment.
10. In case of recruitment by promotion/ deputation, grades from which promotion/ deputation to be made	As above at serial No. 7

1. Name of the Post	Social Worker (Department of Social Work)
2. No. of posts	1
3. Classification	Group B, Non-Ministerial
4. Scale of pay	Rs. 5500-175-9000
5. Whether Selection post or Non Selection post	Selection
6. Age limit for Direct Recruitment	35 years
7. Educational and other qualification required for direct recruitment.	Essential: Post Graduate Degree in Social work with second Division from a recognized University. Desirable: 1. Atleast two years experience in Social Work practice 2. Proficiency in English and Hindi. 3. Certificate or Diploma course in communication.
8. Period or probation (if, any)	1 year
9. Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	By direct recruitment failing which by short term contract basis.
10. In case of recruitment by promotion/ deputation, grades from which promotion/ deputation to be made	As above at serial No. 7

1. Name of the Post	Hindi Translator
2. No. of posts	2
3. Classification	Group B, Ministerial, Ex Cadre
4. Scale of pay	Rs. 5500-175-9000
5. Whether Selection post or Non Selection post	N. A.
6. Age limit for Direct Recruitment	30 years
7. Educational and other qualification required for direct recruitment.	Essential: (i) Master degree of a recognized University in Hindi with English as an elective subject at the degree level OR Master degree of a recognized University in English with Hindi as an elective subject at the degree level. (ii) Two years post qualification experience in the field of terminological work in Hindi and/or translation from English to Hindi and vice-versa preferably of technical or scientific literature in a Central/State Govt/Public sector/reputed publication house or writing or journalism in Hindi. Desirable: i) Knowledge of Sanskrit and/or any Modern Indian Language. ii) Experience of organizing Hindi Classes or workshops for noting and drafting. iii) Administrative experience.
8. Period of probation (if, any)	1 year for direct recruit.
9. Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	By Direct recruitment failing which by deputation.
10. In case of recruitment by promotion/ deputation, grades from which promotion/deputation to be made.	Deputation: (1) Officers working in analogous post in the pay scale of Rs.5500-9000/5000-8000/- or equivalent with atleast 2/3 years of regular service Or Persons working in the core pay scale of Rs. 4500-7000/4000-6000/- or equivalent with atleast 3/5 years of regular service in Central government department/Statutory or Autonomous bodies or Universities or Institution of Higher Learning. (2) Having the educational qualification and experience as prescribed for direct recruits at S.No.7. Note: The selection will be made on the basis of relevant experience, quality of ACRs and interview.

1. Name of the Post	University Cashier
2. No. of posts	1
3. Classification	Group B, Ministerial, Ex Cadre
4. Scale of pay	Rs. 5500-175-9000
5. Whether Selection post or Non Selection post	N. A.
6. Age limit for Direct Recruitment	30 years
7. Educational and other qualification required for direct recruitment.	<p>Essential:</p> <ol style="list-style-type: none"> 1. B.Com degree with atleast second division or M.Com. 2. Atleast 3 years experience in handling of cash in a government body or reputed commercial establishment 3. Knowledge of operation of computers and financial packages. <p>Desirable:</p> <ol style="list-style-type: none"> 1. Diploma in Financial Management/Accounting. 2. Passing of CA(Inter) or ICWA(Inter). 3. Completion of 2 months course on Cash and Accounts from ISTM.
8. Period of probation (if, any)	1 year for direct recruit.
9. Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	By Direct recruitment failing which by deputation.
10. In case of recruitment by promotion/ deputation, grades from which promotion/deputation to be made.	<p>Deputation:</p> <p>(1) Officers working in analogous post in the pay scale of Rs.5500-9000/5000-8000/- or equivalent with atleast 2/3 years of regular service</p> <p style="text-align: center;">Or</p> <p>Persons working in the core pay scale of Rs. 4500-7000/4000-6000/- or equivalent with atleast 3/5 years of regular service in Central government department/Statutory or Autonomous bodies or Universities or Institution of Higher Learning.</p> <p>(2) Having the educational qualification as prescribed for direct recruits at S.No.7 and experience in handling of cash.</p> <p>Note: Selected candidate has compulsorily to undergo a training programme on handling of Cash and Accounts from ISTM or a similar body within a period of two years. The selection will be made on the basis of relevant experience, quality of ACRs and interview.</p>

1. Name of the Post	Legal Assistant
2. No. of posts	2
3. Classification	Group B, Ministerial, Ex Cadre
4. Scale of pay	Rs.5500-175-9000-
5. Whether Selection post or Non Selection post	N. A.
6. Age limit for Direct Recruitment	30 years
7. Educational and other qualification required for direct recruitment.	<p>Essential:</p> <ol style="list-style-type: none"> 1. Degree in Law (Professional) from a recognized University with at least second division. 2. At least 3 years experience in handling court cases in a government/semi government organization and/or practice before High Court or Lower Court in Civil/Labour matters. 3. Hands on experience in computers. <p>Desirable:</p> <ol style="list-style-type: none"> 1. PG Degree with high second division (55% marks) 2. Diploma in IPR or Labour Laws 3. Good drafting and noting skills and knowledge of service rules applicable to Central Government employees. <p>Duties:</p> <p>The person so selected is required to assist the Assistant Registrar/ Deputy Registrar (Legal) in his day to day duties in the Legal Branch. He is expected to attend all kind of legal matters, writ petitions, preparation of parawise comments on the writ petitions/draft replies, drafting of contract agreements/MOUs with various bodies on academic matters, liaison with Standing Counsel/Panel Advocates before the High Court of Delhi and Lower Courts.</p> <p>Note:</p> <p>Appointment on contract basis shall be initially for a period of one year and further renewable on year to year basis, based on the performance. The persons so appointed on contract or deputation basis will not be allowed to do private practice during their engagement.</p>
8. Period of probation (if, any)	N.A.
9. Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	Short term contract or Retainer ship or by deputation.
10. In case of recruitment by promotion/ deputation, grades from which promotion/deputation to be made.	<p>Deputation:</p> <p>Officers working in a government and semi government bodies and working on regular basis in the pay scale of Rs.4000-6000/5000-8000 with at least 5/3 years of regular service and having the educational qualification and experience prescribed at S.No.7 above.</p> <p>Note:</p> <p>The selection will be made on the basis of open advertisement through written test and/or interview.</p>

1. Name of the Post	Senior Assistant
2. No. of posts	162
3. Classification	Group C, Ministerial
4. Scale of pay	Rs 5000-150-8000
5. Whether Selection post or Non Selection post	N. A.
6. Age limit for Direct Recruitment	30 years for direct recruits
7. Educational and other qualification required for direct recruitment.	<p>Essential: Graduate or Post Graduate with second division (50% marks) from recognized University in any discipline with working knowledge of computers.</p> <p>Desirable:</p> <ol style="list-style-type: none"> Two years experience in Educational Administration, General Administration /Accounts & Finance/Purchase/ Personnel/HR/Legal etc. in a University/Research Institution/Government department/bodies / PSU or reputed commercial establishment. Professional qualification like LL.B or PG Diploma in Business Administration or MCA/PGDCA or CA(Inter)/ICWA(Inter). <p>Note:</p> <ol style="list-style-type: none"> The incumbent is expected to work under the supervision of Section Officer or Assistant Registrar/Assistant Controller of Examinations. He should possess an aptitude for drafting/noting in English and office procedure in a computerized environment and is expected to handle one or more functions related to Educational Administration/ Examinations/General Administration/House Keeping/ Establishment/ HR/Legal/Purchase/Accounts & Finance/ Project management/Public Relations. All the candidates for direct recruitment will be required to appear in a written test to adjudge their ability of expression and knowledge relating to their work. The selection being based on the performance of the candidates in written test and interview.

	<ol style="list-style-type: none"> The scheme of the examination including weightage of marks for written test and interview etc., as prescribed by the University from time to time with the approval of the Executive Council in this regard. All direct recruits are expected to work in a computerized environment and required to qualify a skill test in handling computers within one year from their appointment before completion of probation period.
8. Period of probation (if, any)	1 year for Direct Recruit
9. Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	<p>50% by promotion failing which by direct recruitment. 25% by Limited Departmental Examination failing which by direct recruitment. 25% by direct recruitment</p> <p>Promotion: Amongst the Assistants working in the pay scale of Rs.4000-6000/- with minimum period of 5 years regular service in the cadre.</p> <p>Limited Departmental Examinations: Amongst the Assistants, Hindi Assistant, Assistant Archivist working in the pay scale of Rs.4000-6000/- or Rs.4500-7000/- with minimum period of 3 years regular service in the cadre.</p>
10. In case of recruitment by promotion/ deputation, grades from which promotion/deputation to be made.	

1. Name of the Post	Personal Assistant
2. No. of posts	45
3. Classification	Group C, Ministerial
4. Scale of pay	Rs. 5000-150-8000
5. Whether Selection post or Non Selection post	N. A.
6. Age limit for Direct Recruitment	30 years for direct recruits
7. Educational and other qualification required for direct recruitment.	<p>Essential:</p> <ol style="list-style-type: none"> 1. A Graduate from recognized University. 2. Shorthand speed of 100 words per minute and typing speed of 40 words per minute in English <p style="text-align: center;">Or</p> <p>80 words per minute and typing speed of 40 words per minute in Hindi.</p> <p>Desirable:</p> <ol style="list-style-type: none"> 1. Degree/Diploma in Computer Application/Science. 2. Diploma in Office Management and Secretarial Practice. <p>Note:</p> <ol style="list-style-type: none"> 1. All the candidates for direct recruitment will be required to appear in a written test to adjudge their ability of expression and knowledge relating to their work. The selection being based on the performance of the candidates in written test and interview. 2. The scheme of the examination including weightage of marks for written test and interview etc., as prescribed by the University from time to time with the approval of the Executive Council in this regard. 3. All direct recruits should qualify a typing test in computer within one year from their appointment before completion of their probation period.
8. Period of probation (if, any)	1 year for Direct Recruit
9. Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	100% by promotion failing which by direct recruitment or deputation.
10. In case of recruitment by promotion/ deputation, grades from which promotion/deputation to be made.	<p>Promotion:</p> <ol style="list-style-type: none"> 1. Amongst the Stenographers (Hindi or English) working in the pay scale of Rs.4000-6000/- with minimum period of 5 years regular service in the cadre.

	<p>2. Passing a Shorthand test at a speed of 100 words per minute and typing speed of 40 words per minute in English Or 80 words per minute and typing speed of 40 words per minute in Hindi.</p> <p>Deputation: Persons working in analogous post in the pay scale of Rs.5000-6000/5500-9000/- with atleast 2 years of regular service as Personal Assistant/Stenographer or Stenographers working in the pay scale of Rs. 4000-6000/- or equivalent with at least 3 years of regular service in Central government department/ Statutory or Autonomous bodies or Universities or Institution of Higher Learning.</p> <p>The selection will be made on the basis of skill test, quality of ACRs and interview.</p>
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1. Name of the Post	Junior Engineer (Civil & Electrical)
2. No. of posts	20 (12 + 8)
3. Classification	Group C, Technical
4. Scale of pay	Rs. 5000-150-8000
5. Whether Selection post or Non Selection post	Non-Selection
6. Age limit for Direct Recruitment	30 years
7. Educational and other qualification required for direct recruitment.	<p>Essential:</p> <ol style="list-style-type: none"> 1. Degree or Diploma in Civil Engineering/Electrical of a recognized University/Institute. 2. At least two years post qualification experience as Junior Engineer or Works Assistant in a University/Research Institution/PSU engaged in construction activities/private organization of repute. <p>Desirable: Degree in Engineering.</p>
8. Period or probation (if, any)	One year.
9. Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	66% by direct recruitment 33% by promotion failing which by direct recruitment
10. In case of recruitment by promotion/ deputation, grades from which promotion/ deputation to be made	<p>Promotion: Among the Works Assistant with at least 5 years of regular service in the cadre.</p>

1. Name of the Post	Statistical Assistant
2. No. of posts	3
3. Classification	Group C, Ministerial, Ex-Cadre
4. Scale of pay	Rs. 4500-125-7000
5. Whether Selection post or Non Selection post	N. A.
6. Age limit for Direct Recruitment	30 years
7. Educational and other qualification required for direct recruitment.	<p>Essential:</p> <ol style="list-style-type: none"> 1. A Masters degree in Mathematics or Operations Research or Statistics. 2. At least 2 years of experience of collection, compilation, interpretation and management of statistical data or research work in Statistics. 3. Experience in Government Department/Organisation in similar capacity.
8. Period of probation (if, any)	One year for direct recruit.
9. Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	100 % by Direct recruitment failing which by deputation or short term contract.
10. In case of recruitment by promotion/ deputation, grades from which promotion/deputation to be made.	<p>Deputation: Persons working in the core pay scale of Rs. 4500-7000/4000-6000/- or equivalent with atleast 3/5 years of regular service in Central government department/Statutory or Autonomous bodies or Universities or Institution of Higher Learning.</p> <ol style="list-style-type: none"> 2. Having the educational qualification as prescribed for direct recruits at S.No.7 and experience in Statistical work. <p>Note: Persons who are on direct line of promotion in the cadre are not eligible for appointment on deputation basis. Similarly deputationist is not eligible for absorption. The selection will be made on the basis of skill test, quality of ACRs and interview.</p>

1. Name of the Post	Hindi Assistant
2. No. of posts	1
3. Classification	Group C, Ministerial, Ex Cadre
4. Scale of pay	Rs 4500-125-7000
5. Whether Selection post or Non Selection post	N. A.
6. Age limit for Direct Recruitment	Below 30 years.
7. Educational and other qualification required for direct recruitment.	<p>Essential:</p> <ol style="list-style-type: none"> 1. B.A(Hons) in Hindi or M. A. in Hindi with at least 50% marks. 2. At least two years experience in Translation work from English to Hindi vice versa in government department/body/ reputed commercial establishment. <p>Desirable:</p> <ol style="list-style-type: none"> i) Experience in noting and drafting in official communication in Hindi. iii) Administrative experience.
8. Period of probation (if, any)	One year.
9. Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	100% by Limited Departmental Examination failing which by direct recruitment.
10. In case of recruitment by promotion/ deputation, grades from which promotion/deputation to be made.	<p>Limited Departmental Examination:</p> <p>Among the Assistants/Junior Assistants having atleast 2/5 years of regular service in the Cadre.</p> <ol style="list-style-type: none"> 2. Having the educational qualification and experience as prescribed for direct recruits at S.No.7. <p>Note:</p> <p>The selection will be made on the basis of skill test, quality of ACRs and interview.</p>

1. Name of the Post	Assistant Archivist
2. No. of posts	1
3. Classification	Group C, Ministerial, Ex Cadre
4. Scale of pay	Rs. 4500-125-7000
5. Whether Selection post or Non Selection post	N. A.
6. Age limit for Direct Recruitment	30 years for direct recruits
7. Educational and other qualification required for direct recruitment.	<p>Essential:</p> <ol style="list-style-type: none"> 1. B.A (Hons) in History or an equivalent qualification. 2. At least two years experience in Archives and/or Records management in a government department/body. <p>Desirable:</p> <ol style="list-style-type: none"> 1. One year Diploma course in Archives and Records Management conducted by National Archives of India. <p>Note:</p> <ol style="list-style-type: none"> 1. The person so selected has to undergo a short term course in Care and Conservation of Books, Manuscripts and Archives or Servicing and Repair of Records from National Archives of India, Government of India. 2. The selection will be based on a written test to be conducted with the help of National Archives of India and the selection committee may co opt one Expert from National Archives of India
8. Period of probation (if, any)	One year for Direct Recruit
9. Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	100% by direct recruitment.
10. In case of recruitment by promotion/ deputation, grades from which promotion/deputation to be made.	N. A.

1. Name of the Post	Sports Coach
2. No. of posts	1
3. Classification	Group C, Non-Ministerial
4. Scale of pay	Rs. 4500-125-7000
5. Whether Selection post or Non Selection post	Selection
6. Age limit for Direct Recruitment	35 years
7. Educational and other qualification required for direct recruitment.	<p>Essential:</p> <ol style="list-style-type: none"> 1. Bachelors/Masters degree in Physical education. 2. A Diploma in Coaching from NIS, Patiala or an equivalent qualification from a recognized University/ Institution. <p>Desirable:</p> <ol style="list-style-type: none"> 1. Competence in Coaching in at least any two games at National/ International standing in sports. 2. Two years Coaching experience
8. Period or probation (if, any)	One year
9. Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	By direct recruitment.
10. In case of recruitment by promotion/ deputation, grades from which promotion/ deputation to be made	N.A.

1. Name of the Post	Assistant
2. No. of posts	320
3. Classification	Group C, Ministerial
4. Scale of pay	Rs 4000-100-6000
5. Whether Selection post or Non Selection post	N. A.
6. Age limit for Direct Recruitment	30 years for direct recruits.
7. Educational and other qualification required for direct recruitment.	<p>Essential: A Graduate from a recognized University in any discipline with working knowledge of computers.</p> <p>Desirable:</p> <ol style="list-style-type: none"> 1. One year experience in Educational Administration, General Admn, and Finance, Purchase etc. in Government department/bodies / Corporation or reputed Educational Institutions. 2. Degree/Diploma in Computer Application/Science and knowledge of operation of latest packages relating to Pay roll, Accounts, MIS etc.. <p>Note:</p> <ol style="list-style-type: none"> 1. The incumbent is generally expected to work under the supervision of Section Officer or Assistant Registrar/ Assistant Controller of Examinations. He should possess an aptitude for drafting/noting in English and office procedure in a computerized environment and is expected to provide support services in one or more functions related to Educational Administration/ Examinations/General Administration/House Keeping/Establishment/ HR/Legal/ Purchase/Accounts & Finance/Project management/Public Relations. 2. All the candidates for direct recruitment will be required to appear in a written test to adjudge their ability of expression and knowledge relating to their work. The selection being based on the performance of the candidates in written test and interview. 3. The scheme of the examination including weightage of marks for written test and interview etc., as prescribed by the University from time to time with the approval of the Executive Council in this regard. 4. All direct recruits should qualify a typing test in computer within one year from their appointment and before completion of their probation period.
8. Period of probation (if, any)	<p>One year for Direct Recruit</p> <p>50% by promotion failing which by direct recruitment.</p>

<p>9. Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.</p>	<p>25% by Limited Departmental Examination failing which by direct recruitment. 25% by direct recruitment</p>
<p>10. In case of recruitment by promotion/ deputation, grades from which promotion/deputation to be made.</p>	<p>Promotion: Amongst the Junior Assistants working in the pay scale of Rs.3050-4590/- with minimum period of 5 years regular service in the cadre.</p> <p>Limited Departmental Examinations: Amongst the Junior Assistants, Caretaker working in the pay scale of Rs.3050-4590/- with minimum period of 3 years regular service in the cadre.</p>

<p>1. Name of the Post 2. No. of posts 3. Classification 4. Scale of pay 5. Whether Selection post or Non Selection post 6. Age limit for Direct Recruitment 7. Educational and other qualification required for direct recruitment.</p>	<p>Stenographer 77 Group C, Ministerial Rs 4000-100-6000 N. A. 27 years Essential: # 1) Passed Sr. Secondary School (10+2) Examination or its equivalent examination. 2) Shorthand speed of 80 words per minute and typing speed of 40 words per minute in English Or Shorthand speed of 60 words per minute and typing speed of 30 words per minute in Hindi. Desirable: 1. Knowledge of Computers. 2. Diploma in Computers and/or Office Management and Secretarial Practice. Note: 1. All the candidates for direct recruitment will be required to appear in a written test to adjudge their ability of expression and knowledge relating to their work. The selection being based on the performance of the candidates in written test and interview. 2. The scheme of the examination including weightage of marks for written test and interview etc., as prescribed by the University from time to time with the approval of the Executive Council in this regard. 3. All direct recruits should qualify a typing test in computer within one year from their appointment and before completion of their probation period. # Based on the requirement of posts, the University shall conduct its own recruitment test or alternatively seek nomination from the Staff Selection Commission for each recruitment year. In case the University seeks nomination from SSC, the same qualification for similar posts prescribed by the Govt. of India shall apply.</p>
<p>8. Period of probation (if, any)</p>	<p>One year for direct recruit</p>
<p>9. Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.</p>	<p>100% by direct recruitment failing which by deputation.</p>

<p>10. In case of recruitment by promotion/ deputation, grades from which promotion/deputation to be made.</p>	<p>Deputation: Persons working in analogous post in the pay scale of Rs.4000-6000/- with atleast 2 years of regular service or Junior Assistant/ Lower Division Clerk in the pay scale of Rs. 3050-4590/- with at least 3 years of regular service in Central government department/ Statutory or Autonomous bodies or Universities or Institution of Higher Learning. Departmental Junior Assistant with at least 3 years regular service is also eligible and in case of their selection they will be deemed to be appointed on promotion.</p> <p>The selection will be made on the basis of skill test, quality of ACRs and interview.</p>
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<p>1. Name of the Post</p> <p>2. No. of posts</p> <p>3. Classification</p> <p>4. Scale of pay</p> <p>5. Whether Selection post or Non Selection post</p> <p>6. Age limit for Direct Recruitment</p> <p>7. Educational and other qualification required for direct recruitment.</p> <p>8. Period of probation (if, any)</p> <p>9. Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.</p> <p>10. In case of recruitment by promotion/ deputation, grades from</p>	<p>Proof Reader</p> <p>1</p> <p>Group C, Ministerial, Ex Cadre</p> <p>Rs. 4000-100-6000</p> <p>N. A.</p> <p>N. A.</p> <p>N. A.</p> <p>2 years.</p> <p>By Limited Departmental Examination.</p> <p>Limited Departmental Examinations:</p> <ol style="list-style-type: none"> 1. Atleast a second class graduate in Arts or Social Sciences. 2. Among the Assistant/Junior Assistants with atleast 2/5 years of experience. <p>Note: Selection will be based on written test to adjudge the knowledge of proof reading in English and Hindi, quality of ACRs and interview.</p>
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1. Name of the Post	Store Assistant (Erstwhile post of Store Keeper and Assistant(Stores) in Engineering Department)
2. No. of posts	2
3. Classification	Group C, Ministerial, Ex Cadre
4. Scale of pay	Rs 4000-100-6000
5. Whether Selection post or Non Selection post	N. A.
6. Age limit for Direct Recruitment	30 years.
7. Educational and other qualification required for direct recruitment.	Essential: 1. A Degree in Science or Commerce. 2. A Diploma in Materials Management or at least three years experience in a similar capacity in government department/body/reputed commercial establishment. Note: Selection will be made through a suitable written test to adjudge the knowledge of candidates in material management followed by interview. All the direct recruits should qualify a typing test in computers within two years from their appointment.
8. Period of probation (if, any)	One year for direct recruits and promotees.
9. Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	By Limited Departmental Examination failing which by direct recruitment:
10. In case of recruitment by promotion/ deputation, grades from which promotion/deputation to be made.	Limited Departmental Examination: Among the Junior Assistants/Junior Store keeper working in the pay scale of Rs.3050-4590/- with at least 3 years regular service in the cadre. Note: Selection will be based on a suitable written test, quality of ACRs and interview.

1. Name of the Post	Senior Garden Supervisor (Senior Garden Chowdhary)
2. No. of posts	2
3. Classification	Group C Non-Ministerial
4. Scale of pay	Rs. 4000-100-6000.
5. Whether Selection post or Non Selection post	Selection (Merit-cum-Seniority)
6. Age limit for Direct Recruitment	35 years
7. Educational and other qualification required for direct recruitment.	Essential: 1. Secondary School Examination Certificate from a recognized Board/Institution. 2. Atleast 10 years experience as Garden Chowdhary or an equivalent post in a University/Research Institution/ Gardens maintained by Civic bodies.
8. Period or probation (if, any)	One year for direct recruits.
9. Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	50% by promotion. 50% by limited departmental test failing which by direct recruitment.
10. In case of recruitment by promotion/ deputation, grades from which promotion/ deputation to be made	Promotion: Among the Garden Supervisor working is pay scale of Rs. 3200-85-4900 with atleast 5 years experience in the grade. Limited Departmental Test: Among the Garden Supervisor working is pay scale of Rs. 3200-85-4900 with atleast 3 years experience in the grade.

1. Name of the Post	Sanitary Inspector
2. No. of posts	1
3. Classification	Group C Non-Ministerial
4. Scale of pay	Rs. 4000-100-6000
5. Whether Selection post or Non Selection post	N.A.
6. Age limit for Direct Recruitment	35 years
7. Educational and other qualification required for direct recruitment.	Essential: 1. Atleast Senior Secondary School Pass Certificate or equivalent examination from a recognized Board/ University. 2. Possessing the Diploma/Certificate course for Sanitary Inspector from a government recognized institute. 3. Atleast 3 years supervisory experience in sanitation in a local body after obtaining Sanitary Inspector's qualification.
8. Period or probation (if, any)	1 year for direct recruits
9. Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	Direct recruitment failing which by short term contract. N. A.
10. In case of recruitment by promotion/ deputation, grades from which promotion/ deputation to be made	N. A.

1. Name of the Post	Garden Supervisor(Garden Chowdhary)
2. No. of posts	4
3. Classification	Group C Non-Ministerial
4. Scale of pay	Rs. 3200-85-4900
5. Whether Selection post or Non Selection post	N.A
6. Age limit for Direct Recruitment	35 years
7. Educational and other qualification required for direct recruitment.	Essential: 1. Passed Secondary Examination. 2. Atleast 5 years experience as Skilled Mali or an equivalent post in a University/ Research Institution/ Gardens maintained by Civic bodies.
8. Period or probation (if, any)	1 year for direct recruit.
9. Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	50% by promotion. 50% by limited departmental test failing which by direct recruitment.
10. In case of recruitment by promotion/ deputation, grades from which promotion/ deputation to be made	Promotion: Among the Skilled Mali working is pay scale of Rs. 3050-75-3950-80-4590- with at least 5 years experience in the grade. Limited Departmental Test: Among the Skilled Mali working is pay scale of Rs. 3050-75-3950-80-4590 with at least 3 years experience in the grade.

1. Name of the Post	Work Assistant
2. No. of posts	8
3. Classification	Group C, Non-Ministerial
4. Scale of pay	Rs. 3200-85-4900
5. Whether Selection post or Non Selection post	N.A.
6. Age limit for Direct Recruitment	27 years.
7. Educational and other qualification required for direct recruitment	<p>Essential:</p> <ol style="list-style-type: none"> Should have passed Matriculation Examination/ S.S.L.C/ High school Examination or 10th class of the Higher Secondary School with drawing and lower Mathematics as compulsory Elementary Engineering and simple accounts. <p>Desirable:</p> <ol style="list-style-type: none"> Diploma in Civil Engineering. Working knowledge of setting up of a dumpy level for work and knowledge of its working parts. Ability to read simple maps and Plans.
8. Period or probation (if, any)	One year.
9. Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	100% by direct recruitment
10. In case of recruitment by promotion/ deputation, grades from which promotion/ deputation to be made	<p>Note:</p> <p>One post of work Assistant (drainage) to be filled up by promotion from Draftsman having 10 years regular service experience.</p> <p>As above.</p>

1. Name of the Post	Junior Assistant
2. No. of posts	288
3. Classification	Group C, Ministerial
4. Scale of pay	Rs 3050-75-3950-80-4590
5. Whether Selection post or Non Selection post	N. A.
6. Age limit for Direct Recruitment	27 years
7. Educational and other qualification required for direct recruitment.	<p>Essential: #</p> <ol style="list-style-type: none"> A Senior Secondary School Certificate (+2) or its equivalent qualification from a recognized Board/ University/Institution with at least 50% marks or a Graduate from a recognized University. Having a typing speed of 40 w.p.m. in English or 30 w.p.m. in Hindi Typewriting through computers. <p>Desirable:</p> <ol style="list-style-type: none"> Degree/Diploma in Computer Application/Science and knowledge of operation of latest packages relating to Pay roll, Accounts, MIS etc.. Diploma in Office Management and Secretarial Practice. <p># Based on the requirement of posts, the University shall conduct its own recruitment test or alternatively seek nomination from the Staff Selection Commission for each recruitment year. In case the University seeks nomination from SSC, the same qualification for similar posts prescribed by the Govt. of India shall apply.</p> <p>Note:</p> <ol style="list-style-type: none"> The incumbent is expected to work under the close supervision of Section Officer or Assistant Registrar/ Assistant Controller of Examinations. He should possess an aptitude for drafting/noting in English, office procedure, Data processing in a computerized environment and is expected to provide support services in one or more functions related to Educational Administration/ Examinations/General Administration/House Keeping/ Establishment/HR/Legal/Purchase/ Accounts & Finance/ Project management/Public Relations. All the candidates for direct recruitment will be required to appear in a written test to adjudge their ability of expression and knowledge relating to their work. The selection being based on the performance of the candidates in written test and interview.

8. Period of probation (if, any)	One year for direct recruits and promotees.
9. Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	75% by Direct recruitment 25% by promotion through Limited Departmental Test failing which by direct recruitment.
10. In case of recruitment by promotion/ deputation, grades from which promotion/deputation to be made.	Limited Departmental Examinations: Amongst the Matriculate Group D employees working in the University with minimum period of 5 years regular service in the cadre.

1. Name of the Post	Junior Assistant (Russian)
2. No. of posts	1
3. Classification	Group C, Ministerial, Ex Cadre
4. Scale of pay	Rs. 3050-75-3950-80-4590
5. Whether Selection post or Non Selection post	N.A.
6. Age limit for Direct Recruitment	27 years
7. Educational and other qualification required for direct recruitment.	<ol style="list-style-type: none"> 1. A Pass in Senior Secondary (10+2) with at least 50% marks or a Graduate from a recognized University. 2. A minimum speed of 25 w.p.m. in Russian Typewriting
8. Period of probation (if, any)	One year
9. Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	100 % by Direct recruitment or short term contract
10. In case of recruitment by promotion/ deputation, grades from which promotion/deputation to be made.	N. A.

Desirable:

1. Advanced Diploma in Russian or equivalent examination recognized by the Delhi University.
2. Experience of handling books in foreign languages particularly Russian/ Office work.
3. Knowledge of English typewriting.

Note: Candidates are required to appear and qualify the prescribed tests in General English, Russian Languages and Russian typewriting.

1. Name of the Post	Junior Store Assistant (Erstwhile post of Assistant Store Keeper in Engineering Department)
2. No. of posts	1
3. Classification	Group C, Ministerial, Ex Cadre
4. Scale of pay	Rs 3050-4590/-
5. Whether Selection post or Non Selection post	N. A.
6. Age limit for Direct Recruitment	27 years.
7. Educational and other qualification required for direct recruitment.	Essential: <ol style="list-style-type: none"> 1. Senior School Certificate Examination under 10+2 Examination with Commerce or Science group with at least 50% marks or a degree in Commerce or Science. 2. At least 2 years experience in handling large scale engineering stores and equipment in government/semi-government body/reputed commercial establishment. 3. Having a typing speed of 40 w.p.m. in English Typewriting through computer. Desirable: <ol style="list-style-type: none"> 1. Degree/Diploma in materials management. 2. ITI Certificate in Civil/Electrical/Electronics. Note: <ol style="list-style-type: none"> 1. Selection will be made through a suitable written test, followed by interview. All the direct recruits should qualify a typing test in computers within two years from their appointment.
8. Period of probation (if, any)	1 year for direct recruits.
9. Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	100% by direct recruitment:
10. In case of recruitment by promotion/ deputation, grades from which promotion/deputation to be made.	N. A.

1. Name of the Post	Telephone Operator
2. No. of posts	10
3. Classification	Group C, Ministerial
4. Scale of pay	Rs 3050-75-3950-80-4590
5. Whether Selection post or Non Selection post	N. A.
6. Age limit for Direct Recruitment	27 years
7. Educational and other qualification required for direct recruitment.	Essential: <ol style="list-style-type: none"> 1. A Senior Secondary School Certificate (+2) or its equivalent qualification from a recognized Board/ University/Institution with atleast 50% marks or a Graduate from a recognized University. 2. Good voice and Fluent in English and Hindi 3. Should be able to handle EPABX machine. Desirable: <ol style="list-style-type: none"> 1. Two years experience in handling EPABX or Front Office jobs in Govt. bodies or reputed commercial organizations. Note: <ol style="list-style-type: none"> 1. All the candidates for direct recruitment will be required to appear in a written test to adjudge their ability of expression and knowledge relating to their work. The selection being based on the performance of the candidates in written test and interview. 2. The scheme of the examination including weightage of marks for written test and interview etc., as prescribed by the University from time to time with the approval of the Executive Council in this regard. 3. All direct recruits should qualify a typing test in computer within two years from their appointment.
8. Period of probation (if, any)	One year.
9. Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	By direct recruitment or short term contract basis.
10. In case of recruitment by promotion/ deputation, grades from which promotion/deputation to be made.	N. A.

1. Name of the Post	Receptionist (Erstwhile post of Junior Receptionist)
2. No. of posts	1
3. Classification	Group C, Ministerial, Ex Cadre
4. Scale of pay	Rs 3050-75-3950-80-4590
5. Whether Selection post or Non Selection post	N. A.
6. Age limit for Direct Recruitment	27 years
7. Educational and other qualification required for direct recruitment.	Essential: 1. Female candidates possessing graduation from a recognized University with pleasing personality and good public relations skills. 2. Fluent in English and Hindi an ability to handle visitors and telephone calls.. 3. Having a typing speed of 40 w.p.m. in English Typewriting through computer. Desirable: 1. Diploma or certificate course in Hospitality management/ Public Relations. 2. Diploma in Office Management and Secretarial. One year for direct recruits. Direct recruitment or short term contract basis.
8. Period of probation (if, any)	
9. Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	
10. In case of recruitment by promotion/ deputation, grades from which promotion/deputation to be made.	N. A.

1. Name of the Post	Sorter
2. No. of posts	1
3. Classification	Group C, Non Ministerial
4. Scale of pay	Rs. 3050-75-3950-80-4590
5. Whether Selection post or Non Selection post	N. A.
6. Age limit for Direct Recruitment	N. A.
7. Educational and other qualification required for direct recruitment.	N. A.
8. Period of probation (if, any)	One year for promotees.
9. Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	By promotion.
10. In case of recruitment by promotion/ deputation, grades from which promotion/deputation to be made.	Promotion: Among the Daftry with at least 5 years regular service Note: A selection will be made from a select list of willing candidates working in the cadre of Daftry on the basis of their qualification and skill test.

1. Name of the Post	Driver (Ordinary Grade)
2. No. of posts	28
3. Classification	Group C, Non Ministerial
4. Scale of pay	Rs. 3050-75-3950-4590
5. Whether Selection post or Non Selection post	N.A.
6. Age limit for Direct Recruitment	30 years
7. Educational and other qualification required for direct recruitment.	<p>Essential:</p> <ol style="list-style-type: none"> 1. Pass VIII Standard from a recognized School. 2. Possession of a valid driving license of the motor vehicle, knowledge of motor mechanism (The candidate should be able to remove minor-defects in vehicle) 3. Experience of driving a motor vehicle for atleast 3 years. <p>Desirable: Matriculation and/or valid driving license for Heavy vehicles.</p> <p>Note: A driving test will be conducted through Government of India authorized Agency viz. Airport Authority of India</p>
8. Period of probation (if, any)	One year.
9. Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	By direct recruitment or short term contract.
10. In case of recruitment by promotion/ deputation, grades from which promotion/deputation to be made.	N. A.

1. Name of the Post	Despatch Rider
2. No. of posts	6
3. Classification	Group C, Non Ministerial
4. Scale of pay	Rs. 3050-75-3950-4590
5. Whether Selection post or Non Selection post	N.A.
6. Age limit for Direct Recruitment	30 years
7. Educational and other qualification required for direct recruitment.	<p>Essential:</p> <ol style="list-style-type: none"> 1. Pass VIII Standard from a recognized School. 2. Possession of a valid driving license for Motor Cycle/ Auto-rickshaw. 3. Two years experience in Motor cycle/auto-rickshaw 4. Knowledge of Motor Cycle/Auto-rickshaw mechanism (The candidate should be able to remove minor defects in vehicle). of the motor vehicle, knowledge of motor <p>Desirable: Matriculation and/or valid driving license for LMV.</p> <p>Note: A driving test will be conducted through Government of India authorized Agency viz. Airport Authority of India</p>
8. Period of probation (if, any)	One year.
9. Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	100% by direct recruitment
10. In case of recruitment by promotion/ deputation, grades from which promotion/deputation to be made.	N. A.

1. Name of the Post	Caretaker
2. No. of posts	6
3. Classification	Group C
4. Scale of pay	Rs. 3050-75-3950-80-4590
5. Whether Selection post or Non Selection post	N.A.
6. Age limit for Direct Recruitment	30 years (relaxable for SC/ST/OBC/Ex-Serviceman)
7. Educational and other qualification required for direct recruitment.	Essential: 1. 10th Standard with ITI Trade Certificate or an equivalent qualification in Electrical/Civil/Plumbing/Air-conditioning) 2. At least three years experience in the field, preferably in a Government department/organization or commercial establishment of repute. Note: Preference will be given to Ex-Servicemen from Army/Navy/Air Force
8. Period of probation (if, any)	One year.
9. Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	100% by Limited Department Test failing which by direct recruitment or short-term contract.
10. In case of recruitment by promotion/ deputation, grades from which promotion/deputation to be made.	Limited Departmental Test: 1. Among the Group D employees working in the University with at least 8 years of regular service. 2. Holding an ITI Trade Certificate in Electrical/Civil/Plumbing or any other trade certificate useful for the post. Note: Selection will be made from a select list of willing candidates working in the cadre of Group D employees on the basis of their qualification and skill test.

1. Name of the Post	Gestetner -cum-Photocopy Operator
2. No. of posts	17
3. Classification	Group C, Non-Ministerial
4. Scale of pay	Rs. 3050-75-3950-4590
5. Whether Selection post or Non Selection post	N.A.
6. Age limit for Direct Recruitment	N. A.
7. Educational and other qualification required for direct recruitment.	N. A.
8. Period of probation (if, any)	One year for promotees.
9. Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	100% by promotion. Promotion: Among the Daftries working in the pay scale of Rs. 2750-70-3800-4400/- with at least 3 years of regular service in the cadre.
10. In case of recruitment by promotion/ deputation, grades from which promotion/deputation to be made.	

1. Name of the Post	Head Grounds man
2. No. of posts	1
3. Classification	Group C, Non-Ministerial
4. Scale of pay	Rs. 3050-75-3950-4590
5. Whether Selection post or Non Selection post	N.A
6. Age limit for Direct Recruitment	N. A.
7. Educational and other qualification required for direct recruitment.	N. A.
8. Period or probation (if, any)	N. A.
9. Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	100% by promotion
10. In case of recruitment by promotion/ deputation, grades from which promotion/ deputation to be made	Promotion: Amongst the Grounds Man working in the pay scale of Rs. 2650-4000 with minimum period of 5 years regular service in the cadre.

1. Name of the Post	Head Security Guard (Havaldar)
2. No. of posts	15
3. Classification	Group D Non-Ministerial
4. Scale of pay	Rs. 2750-70-3800-4400
5. Whether Selection post or Non Selection post	N.A
6. Age limit for Direct Recruitment	N. A.
7. Educational and other qualification required for direct recruitment.	N. A.
8. Period or probation (if, any)	N. A.
9. Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	100% by promotion.
10. In case of recruitment by promotion/ deputation, grades from which promotion/ deputation to be made	Promotion: Among the Security Guard working in the pay scale of Rs. 2550-55-2660-60-3200/- with at least five years experience in the cadre and having satisfactory work and conduct certificate furnished by the Security Officer or Estate Officer. There should not be any adverse entry or punishment imposed on the person for the last five years.

1. Name of the Post	Sanitary Guide
2. No. of posts	10
3. Classification	Group D, Non-Ministerial
4. Scale of pay	Rs. 2750-70-3800-4400
5. Whether Selection post or Non Selection post	N.A
6. Age limit for Direct Recruitment	30 years
7. Educational and other qualification required for direct recruitment.	Essential: 8 th class pass or its equivalent examination from a recognized school or institution. Desirable: 1. Ex servicemen, preferably Havaldar or Naik from the concerned Trade will be preferred. 2. Undergone a certificate or Training in Sanitation from a recognized institution.
8. Period or probation (if, any)	One year.
9. Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	100% by promotion failing which by direct recruitment.
10. In case of recruitment by promotion/ deputation, grades from which promotion/ deputation to be made	Promotion: Among the Safai Karamcharis (Sweepers) on regular basis with at least 5 years of service and having satisfactory work and conduct certificate furnished by the Sanitary Inspector or Estate Officer. There should not be any adverse entry or punishment imposed on the person for the last five years.

1. Name of the Post	Daftry
2. No. of posts	62
3. Classification	Group D, Non Ministerial
4. Scale of pay	Rs 2750-70-3800-4400
5. Whether Selection post or Non Selection post	N. A.
6. Age limit for Direct Recruitment	N. A.
7. Educational and other qualification required for direct recruitment.	N. A.
8. Period of probation (if, any)	N. A.
9. Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	100% by promotion
10. In case of recruitment by promotion/ deputation, grades from which promotion/deputation to be made.	Promotion: Among the Office Attendants working in the pay scale of Rs. 2550-3200/- with at least five years of regular service in the cadre. Note: All the persons eligible to be considered for promotion to the post of Daftri have to undergo a prescribed training for this purpose.

1. Name of the Post	Cook
2. No. of posts	2
3. Classification	Group D, Non-Ministerial
4. Scale of pay	Rs. 2650-65-3300-70-4000
5. Whether Selection post or Non Selection post	N.A
6. Age limit for Direct Recruitment	30 years
7. Educational and other qualification required for direct recruitment.	<p>Essential:</p> <ol style="list-style-type: none"> 1. Secondary School Certificate from recognized Board or Institution. 2. Should have hands on experience in cooking of Indian or western dishes in general from a Hotel or Guest House of repute. 3. Should possess sound health and clean habits. <p>Desirable:</p> <ol style="list-style-type: none"> 1. Certificate course in Catering or cooking from a recognized government Institute or reputed Hotel. <p>Note:</p> <p>The Departmental Mess Helper with at least 5 years regular service and possessing the above qualification may also be considered for the post. In case he is selected his appointment will be treated as promotion.</p>
8. Period or probation (if, any)	1 year for direct recruits.
9. Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	By direct recruitment.
10. In case of recruitment by promotion/ deputation, grades from	As at Sl. No. 7 above.

1. Name of the Post	Case Materials Attendant
2. No. of posts	1
3. Classification	Group D, Non Ministerial
4. Scale of pay	Rs 2650-65-3300-70-4000
5. Whether Selection post or Non Selection post	N. A.
6. Age limit for Direct Recruitment	N. A.
7. Educational and other qualification required for direct recruitment.	N. A.
8. Period of probation (if, any)	N. A.
9. Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	By promotion
10. In case of recruitment by promotion/ deputation, grades from which promotion/deputation to be made.	<p>Promotion: - Among the Office Attendants working in the pay scale of Rs. 2550-3200/- with atleast 8 years of regular service in the cadre.</p> <p>Note: Selection will be made by from a select list of willing candidates working in the cadre of Office Attendant on the basis of their qualification and skill test after circulation every year.</p>

1. Name of the Post	Mali
2. No. of posts	68
3. Classification	Group D Non-Ministerial
4. Scale of pay	Rs. 2650-65-3300-70-4000
5. Whether Selection post or Non Selection post	N.A
6. Age limit for Direct Recruitment	30 years
7. Educational and other qualification required for direct recruitment.	<p>Essential:</p> <ol style="list-style-type: none"> 1. 8th class pass or its equivalent examination from a recognized school or institution. 2. Elementary knowledge in gardening/ landscaping with agricultural background. 3. Must be conversant with gardening operations including operation of tools.
8. Period or probation (if, any)	One year
9. Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	By direct recruitment or short term contract.
10. In case of recruitment by promotion/ deputation, grades from which promotion/ deputation to be made	N.A

1. Name of the Post	Office Attendant (Peon)
2. No. of posts	215
3. Classification	Group D, Non Ministerial
4. Scale of pay	Rs. 2550-55-2660-60-3200
5. Whether Selection post or Non Selection post	N. A.
6. Age limit for Direct Recruitment	30 years
7. Educational and other qualification required for direct recruitment.	<p>Essential: Pass VIII Standard from a recognized School or its equivalent examination from a recognized school or institution.</p> <p>Desirable:</p> <ol style="list-style-type: none"> 1. Experience in Armed Forces (Army/Navy/Air Force). 2. Training in Basic & Refresher Course in Home Guards and Civil Defence. 3. ITI or Trade Certificate from recognized institute which can be useful for working in University.
8. Period of probation (if, any)	One year
9. Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	By direct recruitment or Short term contract basis
10. In case of recruitment by promotion/ deputation, grades from which promotion/deputation to be made.	<p>Note:</p> <ol style="list-style-type: none"> 1. #25% of vacancies accruing in the Cadre will be filled by transfer from Safai Karamchhari, Farash, Chowkidar who have put in a minimum of five years 'regular service. 2. The person may not possess the qualification prescribed for direct recruitment but should possess elementary literacy and given proof of ability to read either English or Hindi. 3. Selection will done through a simple written test to adjudge the skill requirement at Sr.No.2 above. <p>[# As per the GoI, DoPT O.M. dated 2.2.1971, dated 19.7.2000; UGC letter No.31-8/97(CU/JCRC) dated 15.3.2005 and ratified by the Executive Council through its Resolution No. 131 dated 17.10.2005.]</p>

1. Name of the Post	Security Guard
2. No. of posts	185
3. Classification	Group D, Non-Ministerial
4. Scale of pay	Rs. 2550-55-2660-60-3200
5. Whether Selection post or Non Selection post	N.A
6. Age limit for Direct Recruitment	30 years
7. Educational and other qualification required for direct recruitment.	<p>Essential:</p> <ol style="list-style-type: none"> 1. Middle Standard Pass from a recognized school or an equivalent examination from Armed Forces. 2. Atleast 10 years experience in Armed Forces, preferably from Artillery or other Fighting cores with sound health and very good past records. 3. Working knowledge of Hindi and English. <p>Note: Selection will be made after an endurance test followed by interview. The Selection committee may co-opt a expert member or members from Zila Sainik Board or any other Defence/Para-Military Establishment. Selected candidate after joining the University service has to wear uniform and undergo regular drills and parades, if necessary and perform shift duties.</p>
8. Period or probation (if, any)	One year
9. Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	By direct recruitment [Among the Ex-servicemen from the Armed Forces of the Union or Central Para-Military Forces (viz. Army, Navy, Air Force, BSF, CRPF, CISF, ITBP etc.)]
10. In case of recruitment by promotion/ deputation, grades from which promotion/ deputation to be made	N.A

1. Name of the Post	Room Bearer (University Guest House)
2. No. of posts	4
3. Classification	Group D Non-Ministerial
4. Scale of pay	Rs. 2550-55-2660-60-3200
5. Whether Selection post or Non Selection post	N.A
6. Age limit for Direct Recruitment	30 years
7. Educational and other qualification required for direct recruitment.	<p>Essential:</p> <ol style="list-style-type: none"> 1. 8th class pass or its equivalent examination from a recognized school or institution. 2. Should possess sound health, pleasing personality and clean habits. <p>Desirable:</p> <ol style="list-style-type: none"> 1. Certificate course or practical training in House keeping or Catering from a recognized or reputed institute/Hotel. 2. Knowledge of one of the regional languages in addition to Hindi and/or English. 3. Experience of Room Boy in a reputed Hotel or Guest House.
8. Period or probation (if, any)	One year
9. Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	By direct recruitment or contract basis.
10. In case of recruitment by promotion/ deputation, grades from which promotion/ deputation to be made	N.A

1. Name of the Post	Mess Helper
2. No. of posts	2
3. Classification	Group D Non-Ministerial
4. Scale of pay	Rs. 2550-55-2660-60-3200
5. Whether Selection post or Non Selection post	N.A
6. Age limit for Direct Recruitment	30 years
7. Educational and other qualification required for direct recruitment.	Essential: <ol style="list-style-type: none"> 1. 8th class pass or its equivalent examination from a recognized school or institution. 2. Should have hands on experience in cooking of Indian or western dishes in general from a Hotel or Guest House of repute. 3. Should possess sound health and clean habits. Desirable: Certificate course or practical training in Catering from a recognized or reputed institute/Hotel.
8. Period or probation (if, any)	One year
9. Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	By direct recruitment or contract basis.
10. In case of recruitment by promotion/ deputation, grades from which promotion/ deputation to be made	N.A

1. Name of the Post	Grounds Man
2. No. of posts	11
3. Classification	Group D Non-Ministerial
4. Scale of pay	Rs. 2550-55-2660-60-3200
5. Whether Selection post or Non Selection post	N.A
6. Age limit for Direct Recruitment	30 years
7. Educational and other qualification required for direct recruitment.	Essential: <ol style="list-style-type: none"> 1. 8th class pass or its equivalent examination from a recognized school or institution. 2. Should possess sound health and keen interest in sports activities. Desirable: 1. Certificate of participation in Sports at school level.
8. Period or probation (if, any)	One year
9. Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	By direct recruitment or contract basis.
10. In case of recruitment by promotion/ deputation, grades from which promotion/ deputation to be made	N.A

1. Name of the Post	Animal Attendant
2. No. of posts	6
3. Classification	Group D Non-Ministerial
4. Scale of pay	Rs. 2550-55-2660-60-3200
5. Whether Selection post or Non Selection post	N.A
6. Age limit for Direct Recruitment	30 years
7. Educational and other qualification required for direct recruitment.	<p>Essential:</p> <ol style="list-style-type: none"> 8th class pass or its equivalent examination from a recognized school or institution. At least 3 years work experience in research projects/ Animal House of University/Research Establishment. <p>Desirable:</p> <ol style="list-style-type: none"> Secondary or Senior Secondary School Certificate with science one of the subject.
8. Period or probation (if, any)	One year
9. Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	100% by direct recruitment or contract basis.
10. In case of recruitment by promotion/ deputation, grades from which promotion/ deputation to be made	N.A

1. Name of the Post	Farash
2. No. of posts	33
3. Classification	Group D, Non Ministerial
4. Scale of pay	Rs. 2550-55-2660-60-3200
5. Whether Selection post or Non Selection post	N. A.
6. Age limit for Direct Recruitment	27 years
7. Educational and other qualification required for direct recruitment.	8 th Standard Pass from a recognized School
8. Period of probation (if, any)	One year.
9. Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	100 % by direct recruitment
10. In case of recruitment by promotion/ deputation, grades from which promotion/deputation to be made.	

1. Name of the Post	Safai-Karamchari
2. No. of posts	112
3. Classification	Group D
4. Scale of pay	Rs. 2550-55-2660-60-3200
5. Whether Selection post or Non Selection post	N. A.
6. Age limit for Direct Recruitment	30 years
7. Educational and other qualification required for direct recruitment	8 th Class pass from a recognized school or institution.
8. Period of probation (if, any)	One year.
9. Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	100% by direct recruitment
10. In case of recruitment by promotion/ deputation, grades from which promotion/deputation to be made.	N. A.

**APPENDIX TO SCHEDULE
RECRUITMENT RULES
(NON TEACHING EMPLOYEES) 2008**

Appendix-1 to Schedule

**COMPOSITON OF SELECTION COMMITTEES FOR DIRECT
RECRUITMENT/OPEN SELECTION**

S.No.	Category of posts	Composition	Remarks
01.	Deputy Registrar Assistant Registrar or equivalent posts	<ul style="list-style-type: none"> • Vice Chancellor • Pro-Vice Chancellor • Dean of Colleges or Director, SDC • Treasurer • Registrar • Controller of Exams/Dean(Exams) • One Dean from amongst the Faculties • Two members from the Executive Council nominated by the Vice Chancellor who are not the servants of the University • One eminent Civil Servant nominated by the Vice Chancellor 	Chairman
02.	Group A Technical/Medical posts	<ul style="list-style-type: none"> • Vice Chancellor • Pro-Vice Chancellor • Dean of Colleges or Director, SDC • Treasurer or Registrar • One Dean of the Faculties from the relevant discipline/field. • Two members from the Executive Council nominated by the Vice Chancellor who are not the servants of the University • Two External Experts from the relevant field nominated by the Vice Chancellor 	
03.	Group B & C Ministerial and Non Ministerial posts	<ul style="list-style-type: none"> • Pro Vice Chancellor • Registrar or Joint Registrar • Finance Officer • Controller of Exams. • One Dean among the Faculties to be nominated by the Vice Chancellor 	Chairman
04.	Group B & C Technical/Medical posts	<ul style="list-style-type: none"> • Pro Vice Chancellor • Dean, Faculty of Science/Medical Science • HoD of concerned subject • Registrar or Joint Registrar • Director, USIC or Computer Centre or CMO or University Engineer as the case may be. 	Chairman

05.	Group D Ministerial and Non Ministerial posts	<ul style="list-style-type: none"> Registrar Controller of Exams or his Nominee Finance Officer or his Nominee One outside Expert Member (wherever necessary) to be nominated by the Pro Vice Chancellor Dy Registrar/Assistant Registrar (Estab.) 	Chairman
06.	Group D Technical posts	<ul style="list-style-type: none"> Dean (Sciences) Head of Department concerned One outside Expert Member (wherever necessary) to be nominated by the Pro Vice Chancellor A Nominee of Registrar Dy. Registrar/Assistant Registrar (Estab.) 	

Note:

1. One representative from SC/ST/OBC/PH category has to be nominated by the Chairman on the Selection Committee constituted for various posts reserved for SC/ST/OBC/PH category respectively from the panel approved by the Vice Chancellor.
2. In case of posts exclusively meant for South Campus, the Director, SDC or his Nominee will invariably be a member of the Selection Committee.
3. At least three persons including the Chairman but excluding SC/ST/OBC/PH representative present in the meeting shall form the quorum.

Appendix-2 to Schedule

COMPOSITON OF DEPARTMENTAL PROMOTION COMMITTEES (DPCs)

S.No.	Category of posts	Composition	Remarks
01.	Joint Registrar Deputy Registrar and equivalent Ministerial and Non Ministerial Posts.	<ul style="list-style-type: none"> Vice Chancellor Pro-Vice Chancellor Dean of Colleges or Director, SDC Treasurer Registrar Controller of Exams/Dean (Exams) One Dean from amongst the Faculties to be nominated by the Chairperson 	Chairperson
02.	All other Group A & B Technical/ Medical posts	<ul style="list-style-type: none"> Pro-Vice Chancellor Dean of Colleges or Director, SDC Treasurer or Registrar One Dean among the Faculties to be nominated by the Chairperson One Expert member in the field to be nominated by the Chairperson 	Chairperson
03.	All Group B Ministerial/ Non Ministerial Posts.	<ul style="list-style-type: none"> Pro Vice Chancellor Registrar or Joint Registrar Finance Officer Controller of Exams. One Dean among the Faculties to be nominated by the Chairperson 	Chairperson
04.	All Group C & D Ministerial and Non Ministerial posts	<ul style="list-style-type: none"> Registrar Finance Officer or his nominee Controller of Exams or his nominee One Dean among the Faculties to be nominated by the Pro Vice Chancellor Deputy Registrar (Estab.)/Assistant Registrar(Estab) 	Chairperson

05.	All Group C & D Technical posts	<ul style="list-style-type: none"> • Dean, Faculty of Science • HoD of concerned subject • Director, USIC or Computer Centre or CMO or University Engineer as the case may be. • One outside Expert in the field to be nominated by the Pro Vice Chancellor. • Deputy Registrar (Estab.)/ Assistant Registrar(Estab) 	Chairperson
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Note:

1. One representative from SC/ST/OBC/PH category has to be nominated by Chairman on the Selection Committee constituted for various posts reserved for the SC/ST/OBC/PH categories respectively from the panel approved by the Vice Chancellor.
2. In case of posts exclusively meant for South Campus, the Director, SDC or his Nominee will invariably be a member of the Selection Committee.
3. At least three persons including the Chairman but excluding SC/ST/OBC/PH representative present in the meeting shall form the quorum.

NOMENCLATURE AND PAY SCALES

Appendix-3 to Schedule

Pay Scale	Nomenclature of posts
16400-450-20900-500-22400	Registrar Finance Officer Controller of Exams Director(DHMI) Director(NCWEB) University Engineer Chief Medical Officer
16400-450-20000	Joint Registrar
12000-420-18300	Deputy Registrar/ Deputy Controller of Examinations/ Deputy Finance Officer Internal Audit Officer Joint Director(DHMI)
10000-325-15200	Executive Engineer
8000-275-13500	Assistant Registrar/Assistant Controller of Exams/AO Assistant Registrar (Statistics) Assistant Internal Audit Officer Assistant Director(DHMI) Medical Officer Horticulturist
6500-200-10500	Section OfficerPrivate Secretary Senior Personal Assistant Security Officer Assistant Engineer Yoga Organizer Hindi Officer Field Worker
5500-175-9000	Assistant Manager (Guest House) Assistant Security Officer Social Worker Hindi Translator University Cashier Legal Assistant
5000-150-8000	Senior Assistant Personal Assistant Junior Engineer

4500-125-7000	Statistical Assistant Hindi Assistant Assistant Archivist Sports Coach
4000-100-6000	Assistant Stenographer Proof Reader Store Assistant Senior Garden Supervisor Sanitary Inspector
3200-85-4900	Garden Supervisor Work Assistant
3050-75-3950-80-4590	Junior Assistant Junior Store Assistant Telephone Operator Receptionist Sorter Driver Dispatch Rider Caretaker Gestetner-cum-photocopy operator Head Grounds man
2750-70-3800-4400	Head Security Guard (Havaldar) Sanitary Guide
2650-65-3300-70-4000	Daftry Cook Case Material Attendant Mali
2550-55-2660-60-3200	Office Attendant Security Guard Room Bearer Mess Helper Groundsman Animal Attendant Farash Safai Karamchari

(Total 71 categories)