



भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान भोपाल

Recruitment and Career Progression Policy 2023 (RCPP-2023) for non-teaching employees of IISER Bhopal

Preamble

The non-teaching employees support the teaching and research activities at the Institute, and ensure that they are carried out with the utmost efficiency and efficacy. The Administrative staff plays a very crucial role in the smooth and efficient conduct of various academic and administrative activities on a day-to-day basis. The Scientific and Technical staff support the research activities and teaching laboratories of the Institute. The Engineering and IT staff ensure efficient performance of all infrastructure facilities on the campus.

Recruitment and Career Progression Policy (RCPP) 2023 for Non-teaching staff at IISER Bhopal.

1. DEFINITIONS

a) In the present Policy, unless the context otherwise requires:

- (i) “Act” means NITSER Act 2007.
- (ii) “Statutes” means the Statutes of the IISERs.
- (iii) “Board” means the Board of Governors of Indian Institute of Science Education and Research Bhopal.
- (iv) “Chairperson” means the Chairperson of the Board of Governors.
- (v) “Director” means the Director of the Institute.
- (vi) “Institute” means the Indian Institute of Science Education and Research Bhopal.
- (vii) “Policy” means the Indian Institute of Science Education and Research Bhopal Recruitment and Career Progression Policy 2023 (hereinafter referred as “RCPP 2023”)
- (viii) “Selection Committee” means the Selection Committee constituted as per the IISERs Statutes
- (ix) “DPC” means Departmental Promotion Committee.
- (x) “Internal Candidate” means the regular employees of IISER Bhopal.
- (xi) “LDE” means Limited Departmental Examination (written test and personal interaction)
- (xii) “Selection” means promotion proposed to be made on merit (through LDE).
- (xiii) “Non-selection (NS)” means when the promotion is to be made on the basis of merit followed by seniority, subject to rejection of the unfit (Non-Selection procedure is applicable for promotion / career progression through DPC).

b) The words and expressions used but not defined herein shall be ascribed with the same meanings, as are respectively, assigned to them in the Act and Statutes of IISERs.

2. CREATION OF POSTS

Non-teaching positions shall be created in the ratio of 1:1.1 of Faculty to Non-Teaching staff, as per the norms prescribed by the Ministry of Education, upon the recommendation of the Board of Governors of the Institute.

3. RECRUITMENT POLICY

- a) The recruitment shall be done in accordance with RCPP 2023 duly following the prescribed procedures as laid down by the Board of Governors, from time to time.
- b) The recruitment policy of each post that contains age, qualification, experience etc. shall be as prescribed under this policy.
- c) The appointments and procedures for appointment shall be as per Clause No. 16 of IISERs Statutes.
- d) Method of Recruitment:
 - Direct Recruitment
 - Promotion
 - Deputation
 - Absorption
 - Short-term contract
 - Re-employment
 - Compassionate Appointment

4. BASIC PRINCIPLES AND APPLICABILITY

- a) RCPP 2023 shall be applicable for
 - Recruitment
 - Promotion (LDE / Non selection through DPC)
 - Upward movement through career progression
- b) The educational qualifications and eligibility criteria for direct recruitment and promotion to any substantive post shall be the same as prescribed in the Part-A of RCPP 2023, as applicable from time-to-time.
- c) The eligibility criteria and residency period for upward movement through career progression shall be as prescribed in the Part-B of RCPP 2023 as applicable from time-to-time.
- d) All posts shall be filled as per the procedure and methods prescribed in the RCPP 2023, in force at the time of occurrence of vacancy. In addition to career progression scheme, operation of Modified Assured Career Progression (MACP) scheme / DACP or any other scheme adopted by the Board of Governors shall also run concurrently for the positions and Pay Levels which are not covered under Part-B of RCPP 2023 to assure a time bound upward movement through career progression. The condition for MACP / DACP shall be applicable as per DoPT guidelines.
- e) Wherever feeder cadre is not available, the post will be filled on direct recruitment basis.

- f) In respect of direct recruitment / promotion to the sanctioned position, the effective date shall be the date of joining by the employee. The seniority of selected candidate shall be determined as follows:
 - i) The date of joining by the candidate in the Institute.
 - ii) The length of service rendered in the feeder position as an employee of the Institute (if one or more are internal candidates)
 - iii) The date of birth in case more than one person joins on the same date.
- g) The policy of upward movement through career progression of pay level shall be applicable w.e.f November 3, 2023 (MoE letter No. F.No. 51-10/2017-TS.VII dated 03.11.2023). All cases of movement at higher level shall be dealt with as per Part-B of RCPP 2023.
- h) Nothing in these rules shall affect reservations, relaxations of age-limit and other special categories of persons, in accordance with the orders issued by the Central Government from time to time in this regard.

5. APPOINTING AUTHORITY

In accordance with Clause 16 of IISERs Statutes, all appointments in the Institute, except that of the Director, shall be made by:

- a) The Board of Governors, if the appointment is made of the non-teaching staff for Level-10 (Group-A) and above, as per rules.
- b) The Director, in all other cases.

6. PROBATION AND CONFIRMATION

- a) Non-teaching employees in Group A, B and C on appointment to the Institute services on direct recruitment shall be on probation for a period of one year:
 - (i) Provided that the Competent Authority may extend the probation for such period as deemed fit, if the performance of the non-teaching employee is not upto the mark.
 - (ii) Provided further that the period of probation may be extended by such period or periods as may be necessary, subject to the condition that the total period does not exceed double the prescribed period of probation for the post.
- b) On completion of the period of probation or any extension thereof, employee shall be confirmed through DPC. DPC may adopt evaluation criteria based on HPAR / APAR / recommendation from the Reporting Officer and Reviewing Officer between the period of last APAR and DPC, and interaction.
- c) The caste certificate / character & antecedents / police verification should be completed before the confirmation/ absorption. Confirmation of probation/ tenure is subject to verification of the caste certificate/ educational qualifications and experience claimed in the application by the candidate.
- d) If during the period of probation or any extension thereof, as the case may be, the Institute is of the opinion that an employee is not fit for confirmation, at that instant, the Institute may extend probation or terminate their appointment in the service. In case of departmental candidates, they may be reverted to the post held by them prior to their appointment.

- e) As regards other matters relating to probation, the employees of the Institute services will be governed by the instructions issued by the Government of India from time to time.

7. METHOD OF RECRUITMENT

7.1 DIRECT RECRUITMENT

The following procedure shall be followed for Direct Recruitment.

- a) The Institute shall invite applications for posts through an open advertisement on all India basis.
- b) Isolated posts shall be filled through Direct Recruitment or deputation or short-term contract as the case may be.
- c) Applications received pursuant to the advertisement as mentioned above, shall be scrutinized by the Screening Committee in accordance with the eligibility criteria as prescribed under this policy. The Competent Authority on the recommendation of Screening Committee may formulate additional criteria for short-listing, based on academic performance and / or years of experience of the applicants, where the applications received are very large in number.
- d) The short-listed applications shall be placed before the Competent Authority for approval. After due approval, the shortlisted candidates shall be called to appear for the written test, trade / skill test / presentation or interview as the case may be.
- e) The Selection Committee shall be constituted as per IISERs Statutes.
- f) Recommendations of the Selection Committee shall be placed before the Appointing Authority (Chairperson, Board of Governors or Director as the case may be) for approval. Thereafter, appointment letters will be issued to the selected candidates.

7.2 PROMOTION

- a) Quota earmarked for Departmental Candidates: All the positions earmarked for promotion for regular employees of the Institute shall be as per the ratio mentioned in Part-A of RCPP 2023.
- b) The posts unfilled under limited departmental quota shall be filled up through open market on deputation / short-term contract for the period till the eligibility of the feeder cadre for promotion.
- c) There shall be no probation in case of promotion from one Level to another Level in the same group.
- d) The service rendered in the Institute shall only be counted as qualifying service for purpose of promotion.
- e) The DPC shall adopt selection through LDE for the promotion of Group B and C employees and Non-Selection for the promotion of Group A employees.
- f) The minimum qualifying marks in the written / skill test in case of LDE will be 40% and the average bench mark grading in APARs for promotion will be "Very Good".

- g) Once the employee qualifies the LDE, the score shall remain valid for three recruitment cycles. However, the employee may reappear for the LDE, if they so desire.
- h) Any employee who does not qualify in the written test or found unfit by the DPC for promotion as the case may be, will be eligible for reconsideration after one year.
- i) Normally DPC shall meet twice in a year, subject to occurrence of eligible cases for promotion vacancy. However, DPC may not be restricted to meet twice in a year, in case the need arises.
- j) The function and composition as well as other guidelines for DPC which are not covered under this policy will be as per the DoPT orders issued from time to time.
- k) The fixation of pay on grant of promotion will be as per GoI norms issued from time to time.

7.3 DEPUTATION

The following procedure shall be followed for appointment by Deputation:

- a) The Institute shall invite applications for the vacant post on an all-India basis.
- b) Application received pursuant to the advertisement shall be scrutinized by a Scrutiny Committee constituted by the Competent Authority.
- c) Evaluation shall involve any one or more of these methods : interview, test, presentation, group discussion and evaluation of ACRs/APARs of the last five years.
- d) The period of deputation shall be as per Govt. of India / DoPT rules from time to time. Appointment on deputation shall be subject to vigilance clearance from the parent department.
- e) Vacancies caused by any incumbent being away on deputation, long illness, study leave or under any other circumstances for a duration of one year or more, may also filled by way of recruitment on Deputation basis.
- f) For deputation cases time given for joining will be as per the mutual understanding between the Institute and the candidate.
- g) The other terms and conditions of the appointment on deputation will be governed by the guidelines issued by the DOPT from time to time.

7.4 ASBORPTION (of employee appointed on Deputation)

- a) Notwithstanding anything contained in the RCPP 2023, persons appointed on Deputation and who fulfill the eligibility criteria as laid down for the purposes of Direct Recruitment, shall be eligible for absorption, subject to the availability of vacancy and performance evaluation by the DPC.
- b) Such absorption shall be subject to the condition that the person on deputation exercises their option for absorption, and their parent department/cadre controlling authorities do not have any objection to the employee on deputation being absorbed in the Institute.

7.5 COMPASSIONATE APPOINTMENT

The compassionate appointments shall be made on direct recruitment as per the Government of India guidelines against the sanctioned posts not exceeding 5%, in a recruitment year at the entry level post of Group B & C category. Such appointments shall be made only based on the educational qualification of the dependent of the deceased employee and the need, as assessed by the Institute.

8) ELIGIBILITY CRITERIA (OTHER TERMS AND CONDITIONS)

(i) AGE

- a) The maximum age limit for each post will be as defined in Part-A of RCPP 2023.
- b) Age relaxation shall be given for SC/ST/OBC/ Person With Disability (PWD)/Ex-servicemen, Central Government employee as per the GoI norms.
- c) The date for determining the age-limit shall be the date as mentioned in the recruitment notice.
- d) There will be no upper age limit for Institute's regular employees who have rendered a minimum of 3 years of continuous service. However, at least a year of service has to remain on the last date of submission of the application till superannuation of the internal candidate.
- e) Age relaxation of 5 years or to the extent of services rendered at IISER Bhopal upto a maximum of 10 years, shall be given to the outsourced / contractual / project employees of IISER Bhopal who have rendered a minimum continuous service of 3 years (without break).
- f) The SC/ST/OBC candidates who apply against unreserved (UR) posts will not be eligible for age relaxation.
- g) Date of Birth as recorded in the Matriculation/ Secondary Examination Certificate will only be accepted for determining the age.
- h) Maximum age limit in case of appointment by deputation / deputation (including short term contract basis) as per DOPT OM NO. AB-14017/11/2017-Estt-(RR), dated February 5, 2018:

For posts in the SAG level and above (i.e. Level-14 of the Pay Matrix and above):-

'Not exceeding fifty-eight years' on the closing date of receipt of application.

For posts below the SAG level (below Level-14 of the Pay Matrix):-

'Not exceeding fifty-six years' on the closing date of receipt of application.

(ii) Age of Superannuation

a. Registrar	:	62 years
b. Librarian	:	62 years
c. Medical Officer	:	65 years
d. All other non-teaching employees	:	60 years

As amended and notified by the MoE / GoI from time-to-time.

(iii) Educational Qualifications:

- a) The essential qualification for each post will be as defined in Part-A of RCPP 2023.
- b) The minimum educational qualifications and experience required for direct recruitment will be indicated duly dividing them into two parts, viz., “Essential Qualifications” and “Desirable Qualifications”. These requirements vary from post to post depending upon the scale of pay and the nature of duties.
- c) There is no relaxation in essential educational qualifications prescribed for each post for any candidate, irrespective of category.
- d) The experience prescribed by the Institute is required in order to match the candidates for duties and responsibilities of the post. The Institute at its discretion shall require both essential and/ or desired qualifications and experience.
- e) The nomenclature of qualification used for various posts is not exhaustive. However, the Institute can include equivalent qualification for various positions prior to advertisement and the enhanced list shall remain valid for subsequent advertisements.

(iv) General qualifications for all posts:

Good knowledge of Computer applications on suitable document editor, spread-sheet, presentation software and Operating System is a must.

(v) Experience:

- a) The experience for each post will be as defined in Part-A of RCPP 2023.
- b) Suitable work experience in Hindi Translation/ Typing and Stenography shall be an added advantage for all ministerial posts.
- c) The Institute shall insist on essential experience. The experience as claimed in the application form should be supported by a proper experience certificate in the given proforma or at least covering the entries in the given proforma and issued by the Competent Authority. The experience claimed without proper experience certificate covering all the entries in the given proforma shall not be given any weightage for shortlisting the candidate.
- d) The candidates working on regular basis in the CFTIs / CEIs like IITs, IISERs, IISc, NITs, IIMs, IIITs and Central Universities shall be given preference.
- e) **Equivalency of posts:** The equivalency of post shall be determined in terms of the original duties (job functions) assigned to the post and the pay scale / Pay Level attached to the post. Any additional responsibilities discharged other than original job functions assigned to the posts shall not be considered as equivalent to the full experience required in the specified position.

- f) **IDA and CDA Scales:** The pay equivalency certificate issued in the prescribed format along with Pay Revision Commission's (PRC) document shall only be accepted for determining the equivalency of IDA scales with CDA scale as prescribed under essential experience.
- g) Wherever experience in a particular position is sought, the experience gained in the substantive position in regular pay structure (CDA scale) shall only be considered for counting the required experience. However, where the experience in a particular pay level/ pay scale is sought, the non-functional scales and the scales extended through MACP/ Financial Upgradation, shall be considered as equivalent to the experience required in a particular post.
- h) The Institute may restrict the number of candidates to be called for screening test/ skill test/ interview, on the basis of desired/higher qualifications and experience over and above the minimum qualification and experience, prescribed in the advertisement.
- i) Submission of valid documentary proof in respect of claim of age, academic qualifications, category and experience is mandatory.
- j) The academic qualifications prescribed should have been obtained from recognized Universities/Institutions and recognised/approved by the relevant authorities e.g., UGC/AICTE/Act of Parliament as applicable. Further, the duration and nomenclature of all educational qualification Bachelor's and Master's Degree must be as per UGC norms.
- k) **Typing Knowledge:** The Institute may conduct the computer-based typing skill test for all the ministerial positions wherever required.

9) RESERVATION POLICY AND ASSESSEMENT OF VACANCY

- a) Institute shall follow reservation rules with respect to candidates belonging to SC/ST/OBC/EWS/PWD/Ex-servicemen etc. as the case may be and as per the guidelines of the Govt. of India issued from time to time. Accordingly, Reservation Roster/Reservation Registers shall be maintained in the Institute for each group of sanctioned post as per the GoI norms.
- b) Assessment of vacancy shall be worked based on the Reservation Registers/Reservation Rosters applicable for each post considering sanctioned post vis-a-vis posted strength. Institute shall initiate the process of recruitment to fill in the post(s) through various methods of recruitment.

10) WAITING LIST

The Selection Committee will be empowered to recommend a panel of candidates, which will remain valid for a period of one year from the date of approval of the Competent Authority.

11) ADVERTISEMENT

- a) The Institute shall publish detailed advertisement containing all the general terms and conditions of the recruitment process, including the number of post(s) and vacancy in each category on the official website of the Institute and in newspapers having nationwide circulation to invite application from prospective candidates.
- b) In case of any corrigendum / addendum pertaining to this advertisement, the same shall be published in the Institute's website and other appropriate places. Accordingly, all applicants, in their own interest, are advised to regularly visit the Institute's website.
- c) The Institute shall endeavour to complete the process of recruitment within 6 months from the date of advertisement. In case the recruitment process could not be completed within 6 months, the same may be extended for upto another 6 months with the prior approval of Competent Authority. Further, if the Institute re-advertises the unfilled posts, the candidates should always submit application afresh. The Institute may not fill the vacancy/vacancies if no one is found suitable and no correspondence in this regard will be entertained.

12) RELAXATIONS

- a) The qualification(s) and experience are relaxable at the discretion of the Competent Authority/ Director in the case of candidates belonging to Scheduled Castes or Scheduled Tribes if at any stage of selection, the Competent Authority/ Director is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them.
- b) Suitable relaxations in essential qualifications and experience may be accorded by the Board of Governors, in cases where a position remains unfilled even after two recruitment cycles, due to the non-availability of eligible candidates, meeting the essential qualifications and experience.

13) TRANSFERABILITY

All the employees of the Institute (permanent/temporary), are subject to be posted / deployed in any departments / disciplines / schools / centre(s) located on campus or off campus. The Institute may post/depute the employee(s) anywhere in India / abroad on short term / long term deputation basis, based on its requirements.

14) GENERAL TERMS AND CONDITION OF RECRUITMENT

- a) The Institute reserves the right to revise/reschedule/cancel/suspend the recruitment process without assigning any reason. The decision of the Institute shall be final, and no appeal shall be entertained.
- b) No correspondence whatsoever will be entertained from the candidates regarding postal delays/email communications, conduct and result of interview and reasons for not being called for interview or selection.

- c) Depending upon the qualification and experience, a higher start/salary (increment) may be offered in deserving cases as per the recommendation of the Selection Committee.
- d) A separate application form shall be filled, if a candidate is applying for more than one post.
- e) The process of selection may include a written test / skill test / trade test and interview, as the case may be.
- f) Candidates working in Government Departments, Public Sector Undertakings and Government Funded institutions are required to submit application through proper channel OR produce No Objection Certificate/ Service Certificate at the time of interview. The experience claimed in the applications for the current/previous positions without a proper NOC/service certificate from the competent authority in the prescribed proforma shall not be given any weightage by mere enclosing the offer letters and the salary slips.
- g) Candidates have to produce the original documents at the time of or before appearing in Test/Interview for verification.
- h) Canvassing in any form and/or bringing any influence, political, or otherwise, will be treated as a disqualification from the post applied for.
- i) Incomplete applications shall summarily be rejected. No fresh inputs will be considered after submission of the application.
- j) The number of vacancies may increase/decrease from advertised positions.
- k) The Institute strives to have a diversified workforce. All candidates without reference to gender, race, creed, caste or class are encouraged to apply.

15) AMENDMENTS

This Policy may be reviewed from time to time by the Institute and amendments may be made with the approval of the Board of Governors. Further, in order to ensure smooth implementation of this policy should there be inconsistencies/anomalies in Part-A of RCPP 2023, the Board of Governors can review and approve suitable modifications based on the recommendations of the Institute.

16) RECORD RETENTION SCHEDULE

- (a) Record Retention Schedule for **answer sheets**: 6 months from the conclusion of the screening test or 45 days from the declaration of result, whichever is later (Ref: UPSC).
- (b) Record Retention Schedule for Applications (Ref: UPSC):
 - (i) 6 months: Applications of candidates who were not shortlisted and those who could not qualify the screening test for selection posts, after declaring the results of screening tests.
 - (ii) 3 years: Applications of candidates who qualified the screening test but did not qualify finally in the interview.
 - (iii) Selected candidates: 3 years after payment of terminal dues / Pension.

17) DISPUTE RESOLUTION

- (a) The decision of the IISER Bhopal in all matters relating to eligibility, acceptance or rejection of the applications, mode of selection, conduct of examination(s), allotment of examination centres, selection of candidates and allotment of section(s)/department(s) of selected candidates will be final and binding on the candidates and no enquiry/ correspondence will be entertained in this regard.
- (b) In case of any dispute arises on account of interpretation English version will prevail.
- (c) Any legal proceedings in respect of any matter of claim or dispute arising out of this RCPP-2023 and/ or recruitment notification can be instituted only in Courts which have sole and exclusive jurisdiction at Bhopal/ Jabalpur (M.P.).



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RCPP-2023

Part - A

(Approved by Ministry of Education, GoI, vide letter No. F.No.51-10/2017-TS.VII dated September 7, 2022, letter No. F.No.51-10/2017-TS.VII dated 03.11.2023 and letter No. F.No.51-10/2017-TS.VII dated 20.06.2024)

Names of the sanctioned positions, Pay Levels and new nomenclature proposed for each sanctioned posts for IISERs

Sr. No.	Name of sanctioned posts	Proposed common nomenclature for some positions (the financial upgradation for each of these positions will be as mentioned in part B of these RRs)
1.	Registrar	1.Registrar
2.	Dy. Registrar	2. Dy. Registrar
3.	Assistant Registrar	3. Assistant Registrar
4.	Superintendent (Senior Pay Scale)	4. Sr. Superintendent
5.	Accounts Officer	
6.	Private Secretary	5. Private Secretary
7.	Office Superintendent	6.Superintendent
8.	Superintendent	
9.	Accountant	
10.	Junior Superintendent	
11.	Personal Assistant	7. Office Assistant (MS)
12.	Office Assistant (MS)	
13.	Junior Office Assistant	8. Junior Office Assistant
14.	Data Entry Operator	
15.	Junior Assistant (MS)	9. Junior Assistant (MS)
16.	Librarian	10. Librarian
17.	Deputy Librarian	11. Deputy Librarian
18.	Assistant Librarian	12. Assistant Librarian
19.	Library Superintendent	13. Library Superintendent
20.	Library Information Assistant	14. Junior Library Superintendent
21.	Chief Technical Officer (IT/Lab.)	15. Principal Technical Officer (Grade I)
22.	System Administrator	16. Principal Technical Officer (Grade II)
23.	Senior Scientific Officer	17. Senior Technical Officer (IT/Lab.)
24.	Senior Technical Officer	
25.	Sr. Technical Officer/Sr. Scientific Officer (IT/Lab)	18. Technical Officer (IT/Lab.)
26.	Scientific Officer	
27.	Technical Officer	
28.	Software Engineer	
29.	Technical Officer/ Scientific Officer (IT/Lab)	
30.	Placement Officer/Scientific Officer (Placement)	

Sr. No.	Name of sanctioned posts	Proposed common nomenclature for some positions (the financial upgradation for each of these positions will be as mentioned in part B of these RRs)
31.	Scientific Superintendent	19. Sr. Technical Assistant
32.	Sr. Scientific Assistant	
33.	Sr. Lab. Assistant	
34.	Technical Superintendent	
35.	Sr. Technical Assistant	
36.	Scientific Assistant	20. Technical Assistant
37.	Technical / Scientific Assistant	
38.	Technical Assistant	
39.	Software Assistant	
40.	Lab. Technician (Sr. Scale)	21. Junior Technical Assistant
41.	Junior Technical Assistant	
42.	Lab. Technician/ Technician	
43.	Technician	
44.	Lab. Technician	
45.	Lab. Assistant (Sr. Pay Level)	22. Lab. Assistant
46.	Lab. Assistant	
47.	Superintendent Engineer	23. Superintendent Engineer
48.	Project Engineer	24. Executive Engineer (Civil/Electrical)
49.	Executive Engineer	
50.	Executive Engineer (Project & Estate)	
51.	Assistant Executive Engineer	25. Assistant Executive Engineer (Civil/Electrical)
52.	Technical Officer (Civil & Elect.)	
53.	Assistant Engineer	26. Assistant Engineer (Civil/Electrical)
54.	Junior Engineer	27. Junior Engineer (Civil/Electrical)
55.	Technical Assistant (Civil & Elect.)	
56.	Sports Officer	28. Sports Officer
57.	Physical Education Trainer	29. Physical Education Instructor
58.	Physical Education Instructor	
59.	Medical Officer	30. Medical Officer
60.	Nurse	31. Nurse
61.	Nursing Assistant	32. Nursing Assistant
62.	Pharmacist	33. Pharmacist
63.	Hindi Officer/Rajbhasha Adhikari	34. Hindi Officer/Rajbhasha Adhikari
64.	Senior Hindi Translator/Superintendent (Rajbhasha)	35. Senior Hindi Translator/Superintendent (Rajbhasha)
65.	Junior Translator (OL)	36. Junior Translator (Rajbhasha)
66.	Junior Hindi Translator	
67.	Junior Translator (Rajbhasha)	

Sr. No.	Name of sanctioned posts	Proposed common nomenclature for some positions (the financial upgradation for each of these positions will be as mentioned in part B of these RRs)
68.	Hindi Assistant (MS)	37. Hindi Assistant (MS)
69.	Chief Security Officer	38. Chief Security Officer
70.	Asst. Security Officer	39. Security Officer
71.	Security Officer	
72.	Veterinarian	40. Veterinarian
73.	Counselling Superintendent	41. Counselling Superintendent
74.	Lab. Attendant (Semi-skilled)	42. Attendant
75.	Attendant	
76.	Attendant (Plumber/Electrician)	
77.	Attendant (Multi Skill)	

**Cadre wise classification of Common RRs proposed for
Non-Teaching Positions for IISERs**

Sr. No.	Name of the Post	Group	Pay Level
Registry Cadre (Financial upgradation will be as mentioned in Part B of proposed RRs)			
1.	Registrar	A	14
2.	Dy. Registrar	A	12
3.	Assistant Registrar	A	10
Ministerial Posts (Financial upgradation will be as mentioned in Part B of proposed RRs)			
4.	Sr. Superintendent (the post in the nomenclature of Superintendent (Sr. Pay Level), Accounts Officer in pay level – 7 sanctioned to some IISERs shall be redesignated as Senior Superintendent)	B	7
5.	Private Secretary	B	7
6.	Superintendent (the post in the nomenclature of Office Superintendent/Accountant/Junior Superintendent/ Personal Assistant in pay level – 6 sanctioned to some IISERs shall be redesignated as Superintendent)	B	6
7.	Office Assistant (MS)	C	5
8.	Junior Office Assistant (the post in the nomenclature of Data Entry Operator in level – 4 sanctioned to some IISERs shall be redesignated as Jr. Office Assistant (MS))	C	4
9.	Junior Assistant (MS)	C	3
Librarian Cadre (Financial upgradation will be as mentioned in Part B of proposed RRs)			
10.	Librarian	A	14
11.	Deputy Librarian	A	12
12.	Assistant Librarian	A	10
13.	Library Superintendent	B	7
14.	Library Information Assistant	B	6
Technical Cadre Posts (Financial upgradation will be as mentioned in Part B of proposed RRs)			
15.	Principal Technical Officer (Grade I) (IT/Lab.) The post in the nomenclature of Chief Scientific Officer in Pay Level 13 to some IISERs is to be redesignated as Chief Technical Officer (IT/Lab.)	A	13
16.	Principal Technical Officer (Grade II) (IT/Lab.) (the post sanctioned in the nomenclature of System Administrator in Pay Level -12 is to be redesignated as Principal Technical Officer)	A	12

Sr. No.	Name of the Post	Group	Pay Level
17.	Senior Technical Officer (IT/Lab.) (the post sanctioned in the nomenclature of Senior Scientific Officer, Sr. Technical Officer/Sr. Scientific Officer (IT / Lab) in Pay Level -11 to some IISERs is to be redesignated as Senior Technical Officer)	A	11
18.	Technical Officer (IT/Lab.) (the post sanctioned in the nomenclature of Scientific Officer, Software Engineer, Technical Officer / Scientific Officer (IT/Lab.), Placement Officer/Scientific Officer (Placement) in Pay Level -10 to some IISERs is to be redesignated as Technical Officer)	A	10
19.	Sr. Technical Assistant (the post sanctioned in the nomenclature of Scientific Superintendent, Sr. Scientific Assistant, Sr. Lab. Assistant, Technical Superintendent, Sr. Technical Assistant in Pay Level -7 to some IISERs is to be redesignated as Senior Technical Assistant)	B	7
20.	Technical Assistant (the post sanctioned in the nomenclature of Scientific Assistant, Technical / Scientific Assistant, Technical Assistant, Software Assistant, Lab. Technician (Sr. Scale) in Pay Level -6 to some IISERs is to be redesignated as Technical Assistant)	B	6
21.	Junior Technical Assistant (the post sanctioned in the nomenclature of Lab. Technician / Technician, Technician, Lab. Technician, Lab. Assistant (Sr. Pay Level) in Pay Level - 5 to some IISERs is to be redesignated as Junior Technical Assistant)	C	5
22.	Lab. Assistant	C	3
Engineering (Civil/Electrical) Cadre Posts (Financial upgradation will be as mentioned in Part B of proposed RRs)			
23.	Superintending Engineer	A	13
24.	Executive Engineer (Civil/Electrical) (the post in the nomenclature of Project Engineer, Project Engineer cum Estate Officer, Executive Engineer (Project & Estate) sanctioned to some IISERs in Pay Level – 11 are to be redesignated as Executive Engineer (Civil/Electrical))	A	11
25.	Assistant Executive Engineer (Civil/Electrical) (the post in the nomenclature of Technical Officer (Civil/Electrical), Assistant Executive Engineer sanctioned to some IISERs in Pay Level – 10 are to be redesignated as Assistant Executive Engineer (Civil/Electrical))	A	10
26.	Assistant Engineer (Civil/Electrical)	B	7
27.	Junior Engineer (Civil/Electrical) The post sanctioned in the nomenclature of Technical Assistant (Civil/Electrical to some IISERs in Pay Level – 6 is to be redesignated as Junior Engineer (Civil/Electrical)	B	6

Sr. No.	Name of the Post	Group	Pay Level
Sports and Physical Education Cadre Posts (Financial upgradation will be as mentioned in Part B of proposed RRs)			
28.	Sports Officer	A	10
29.	Physical Education Instructor (the post of Physical Education Trainer in Pay Level – 7 sanctioned to some IISERs is to be redesignated as Physical Education Instructor)	B	7
Medical Cadre Posts (Financial upgradation will be as mentioned in Part B of proposed RRs)			
30.	Medical Officer	A	10
31.	Nurse	B	7
32.	Nursing Assistant	C	5
33.	Pharmacist	C	5
Official Language Cadre Posts (Financial upgradation will be as mentioned in Part B of proposed RRs)			
34.	Hindi Officer/Rajbhasha Adhikari	A	10
35.	Sr. Hindi Translator / Superintendent (Rajbhasha)	B	7
36.	Junior Translator (Rajbhasha) (the post in the nomenclature of Junior Translator (OL), Junior Hindi Translator in pay level – 6 to some IISERs is to be redesignated as Junior Translator (Rajbhasha))	B	6
37.	Hindi Assistant (Multi-Skill)	C	5
Security Cadre Posts (Financial upgradation will be as mentioned in Part B of proposed RRs)			
38.	Chief Security Officer	A	10
39.	Security Officer (the post sanctioned in the nomenclature of Assistant Security Officer in Pay Level – 6 to some IISER is to be redesignated as Security Officer)		
Single Post Cadre (Financial upgradation will be as mentioned in Part B of proposed RRs)			
40.	Veterinarian	A	10
Single Post Cadre (Financial upgradation will be as mentioned in Part II of proposed RRs)			
41.	Counsellor	B	7
Others (Financial upgradation will be as mentioned in Part B of proposed RRs)			
42.	Attendant (MS/IT/Lab./Plumber/Electrician/Catering) The posts sanctioned in the nomenclature of Lab Attendant (Semi-skilled) / Junior Technician (MS), Attendant (Multi Skilled), Attendant (Plumber / Electrician) in Pay Level – 1 in some IISERs needs to be redesignated as Attendant	C	1

1	Name of the Post	Registrar
2	Number of Posts	As per sanctioned strength.
3	Classification	Group 'A'
4	Scale of Pay (Band Pay, Grade Pay / Pay Level)	Pay Level-14
5	Whether Selection Post or non-Selection Posts	Selection as per Clause 16 (3) (c) of the IISERs Statues.
6	Age Limit for Direct Recruits / Deputation / Short-term contact	56 Years
7	Minimum Educational qualifications and experience required for Direct Recruits / Deputation / Short-term contract.	<p>Qualification: Master's degree with at least 55% marks or an equivalent grade in a point scale and;</p> <p>Experience: At least 15 years' experience as Assistant Professor in Pay Matrix Academic Level 11 (or equivalent VI CPC Scale) and above or 8 years of service in the Pay Matrix Academic Level 12 (or equivalent VI CPC Scale) and above including as Associate Professor along with experience in educational administration.</p> <p style="text-align: center;">OR</p> <p>15 years of administrative experience, of which 8 years as Deputy Registrar in Pay Matrix Level 12 or equivalent post in Government/Government Research Establishments/ Universities/ Statutory Organizations/ Government Organizations of high repute.</p>
8	Whether age, educational qualifications and experience prescribed for direct recruits will apply in the case of promotion.	Not Applicable
9	Period of Probation, if any.	NA
10	Method of Recruitment: Whether by Direct Recruitment or by promotion or by deputation or transfer & percentage of the vacancies to be filled by various methods.	Deputation (including short term contract) or on contract recruitment basis for a period of 5 years as per Statutes No.13
11	In case of recruitment by promotion / deputation / absorption grades from which promotion / deputation / absorption to be made.	<p><u>Promotion through Selection under Limited Departmental Quota:</u> NA</p> <p><u>Deputation (including STC)/Composite Method of Recruitment:</u> Same as applicable for Direct Recruitment</p>
12	If DPC exists, what is its composition	NA

1	Name of the Post	Deputy Registrar
2	Number of Posts	As per sanctioned strength
3	Classification	Group "A"
4	Scale of Pay (Band Pay, Grade Pay / Pay Level)	Pay Level-12
5	Whether Selection Post or non- Selection Posts	Selection as per Clause 16 (3) (c) of the IISER Statues
6	Age Limit for Direct Recruits / Deputation / Short-term contract	50 years
7	Minimum Educational qualifications and experience required for Direct Recruits / Deputation / Short-term contract.	<p>Educational Qualification: Master's degree with at least 55% marks or an equivalent grade in a point scale and;</p> <p>Experience: 5 years administrative experience as Assistant Registrar in Pay Matrix Level 10 (Pre-revised PB-3: GP 5400) or equivalent post in Government/ Government Research Establishments/ Universities/ Statutory Organizations/ Government Organization of high repute.</p>
8	Whether age, educational qualifications and experience prescribed for direct recruits will apply in the case of promotion.	Age: Not Applicable Qualification: Yes
9	Period of Probation, if any.	One year
10	Method of Recruitment: Whether by Direct Recruitment or by promotion or by deputation or transfer & percentage of the vacancies to be filled by various methods.	<p>75% by Direct Recruitment / Deputation (including short term contract) / Composite Method of Recruitment.</p> <p>25% by Promotion through Selection under Limited Departmental Quota, failing which Deputation / Short- term contract basis / Composite Method of Recruitment / Direct Recruitment etc.</p>
11	In case of recruitment by promotion / deputation / absorption grades from which promotion / deputation / absorption to be made.	<p>Promotion through Selection under Limited Departmental Quota: Assistant Registrar with regular service of 10 years with 5 years experience in the pay level- 11.</p> <p>Deputation (including STC)/ Composite Method of Recruitment: Same as applicable for Direct Recruitment.</p>
12	If DPC exists, what is its composition	Selection Committee and procedure as per the Statutes

1	Name of the Post	Assistant Registrar
2	Number of Posts	As per sanctioned strength
3	Classification	Group "A"
4	Scale of Pay (Band Pay, Grade Pay / Pay Level)	Pay Level-10
5	Whether Selection Post or non-Selection Posts	Selection
6	Age Limit for Direct Recruits / Deputation / Short-term contract	40 Years
7	Minimum Educational qualifications and experience required for Direct Recruits / Deputation / Short- term contract.	<p>Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.</p> <p>Experience: Five years of experience in Pay Level-7 or above OR 7 years of experience at Pay Level-6 or above as Superintendent / Section Officer / Private Secretary or equivalent post in handling Administrative/ Finance & Accounting / Academic / Legal / Statutory / Audit / Stores & Purchase / Establishment matters in Central / State Government / Central / State funded Educational Institutes / Govt. Universities / Comparable Research Establishment and other Institution of Higher Education.</p>
8	Whether age, educational qualifications and experience prescribed for direct recruits will apply in the case of promotion.	<p>Age: Not Applicable</p> <p>Qualification: Master's degree</p>
9	Period of Probation, if any.	One year
10	Method of Recruitment: Whether by Direct Recruitment or by promotion or by deputation or transfer & percentage of the vacancies to be filled by various methods.	<p>75% by Direct Recruitment / Deputation (including short term contract) / Composite Method of Recruitment.</p> <p>25% by Promotion through Selection under Limited Departmental Quota, failing which Deputation (including short term contract) / Composite Method of Recruitment / Direct Recruitment etc.</p>
11	In case of recruitment by promotion / deputation / absorption grades from which promotion / deputation / absorption to be made.	<p><u>Promotion through Selection under Limited Department quota:</u> 5 years of experience in Pay Level- 7 OR 7 years of experience in Pay Level-6 OR 9 years of experience in Pay Level-5.</p> <p><u>Deputation (including STC)/Composite Method of Recruitment:</u> Same as applicable for Direct Recruitment</p>
12	If DPC exists, what is its composition	Selection Committee and procedure as per the Statutes

1	Name of the Post	Senior Superintendent
2	Number of Posts	As per sanctioned strength
3	Classification	Group "B"
4	Scale of Pay (Band Pay, Grade Pay / Pay Level)	Pay Level-7
5	Whether Selection Post or non-Selection Posts	Selection
6	Age Limit for Direct Recruits / Deputation / Short-term contract	38 Years
7	Minimum Educational qualifications and experience required for Direct Recruits / Deputation / Short-term contract.	<p>Master's Degree in any discipline with at least 50% marks or its equivalent grade.</p> <p>Experience: At least 5 years of experience in Pay Level-6 or above as Junior Superintendent or equivalent post in handling Administrative/ Finance & Accounting / Academic / Legal / Statutory / Audit / Stores & Purchase / Establishment matters in Central / State Government / Central / State funded Educational Institutes / Govt. Universities / Comparable Research Establishment and other Institution of Higher Education.</p>
8	Whether age, educational qualifications and experience prescribed for direct recruits will apply in the case of promotion.	<p>Age: Not Applicable</p> <p>Qualification: Yes</p>
9	Period of Probation, if any.	One year
10	Method of Recruitment: Whether by Direct Recruitment or by promotion or by deputation or transfer & percentage of the vacancies to be filled by various methods.	<p>50% by Direct Recruitment / Deputation (including short term contract) / Composite Method of Recruitment.</p> <p>50% by Promotion through Selection under Limited Departmental Quota, failing which Deputation (including short term contract) / Composite Method of Recruitment / Direct Recruitment etc.</p>
11	In case of recruitment by promotion / deputation / absorption grades from which promotion / deputation / absorption to be made.	<p><u>Promotion through Selection under Limited Departmental Quota:</u> As per point no. 7 above with 5 years of experience in Pay Level-6 or above.</p> <p>Deputation (including STC) / Composite Method of Recruitment: Same as applicable for Direct Recruitment</p>
12	If DPC exists, what is its composition	Selection Committee and procedure as per the Statutes

1	Name of the post	Private Secretary
2	Number of posts	As per sanctioned strength
3	Classification	Group B
4	Scale of pay	Pay Level-7
5	Whether selection post or non- selection post	Not applicable
6	Age limit for direct recruits	38 years.
7	Educational qualifications	<p>Qualification:</p> <ol style="list-style-type: none"> 1. Master's degree with 50% marks with an excellent command over the English language. 2. Computer key depression speed equivalent to 60 words per minute. 3. 01 year Diploma / Proficiency certificate in Computer and Office applications from a recognized institute. <p>Experience:</p> <p>5 years of relevant experience in Govt. organizations in Pay Level- 6.</p> <p>Desirable:</p> <p>Sound knowledge of English stenography/shorthand with the speed of 100 words per minute.</p>
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotion.	<p>Age: Not Applicable</p> <p>Qualification: Yes</p>
9	Period of probation, if any	One year
10	Method of recruitment: whether by direct recruitment or by promotion or by deputation or transfer and percentage of vacancies to be filled by various methods	<p>50% by Direct Recruitment / Deputation (including short term contract) / Composite Method of Recruitment.</p> <p>50% by Promotion through Selection under Limited Departmental Quota, failing which Deputation (including short term contract) / Composite Method of Recruitment / Direct Recruitment etc.</p>
11	In case of recruitment by promotion/ deputation/ transfer, grades from which promotion/ deputation/ transfer to be made	<p><u>Promotion through Selection under Limited Departmental Quota:</u></p> <p>5 years of experience in PayLevel-6 or above.</p> <p><u>Deputation (including STC) / Composite Method of Recruitment:</u> Same as applicable for Direct Recruitment.</p>
12	If DPC exists, what is the composition	Selection Committee procedure as per the statues

1	Name of the Post	Superintendent
2	Number of Posts	As per sanctioned strength
3	Classification	Group "B"
4	Scale of Pay (Band Pay, Grade Pay / Pay Level)	Pay Level-6
5	Whether Selection Post or non-Selection Posts	Selection
6	Age Limit for Direct Recruits / Deputation / Short-term contract	35 Years
7	Minimum Educational qualifications and experience required for Direct Recruits / Deputation / Short-term contract.	<p>Master's Degree 50% in any discipline from a recognized University / Institute with excellent academic record.</p> <p>Or</p> <p>First class bachelor's degree or its equivalent from a recognized university or Institute in any discipline</p> <p>Experience:</p> <p>5 years of experience in Pay Level-5 or equivalent in the areas or function in office administration / establishment / personnel / facilities and service management / finance and accounts / engineering and estate management/ academic administration (Student affairs including hostel administration) / Legal / Statutory / Audit / Stores & Purchase matters in Govt. / Public sector / autonomous organization / educational / training / scientific / R&D / Institution or comparable experience in reputed firm / organizations.</p>
8	Whether age, educational qualifications and experience prescribed for direct recruits will apply in the case of promotion.	Age: Not Applicable Qualification: Yes
9	Period of Probation, if any.	One year
10	Method of Recruitment: Whether by Direct Recruitment or by promotion or by deputation or transfer & percentage of the vacancies to be filled by various methods.	<p>50% by Direct Recruitment / Deputation (including short term contract) / Composite Method of Recruitment.</p> <p>50% by Promotion through Selection under Limited Departmental Quota, failing which Deputation (including short term contract) / Composite Method of Recruitment / Direct Recruitment etc.</p>
11	In case of recruitment by promotion / deputation / absorption grades from which promotion / deputation / absorption to be made.	<p><u>Promotion</u> through Selection under Limited Departmental Quota: As per point No. 7 above with 6 years of experience in Pay Level-5 and above.</p> <p><u>Deputation</u> (including STC) / Composite Method of Recruitment: Same as applicable for Direct Recruitment</p>
12	If DPC exists, what is its composition	Selection Committee and procedure as per the Statutes

1	Name of the Post	Office Assistant (MS)
2	Number of Posts	As per sanctioned strength
3	Classification	Group "C"
4	Scale of Pay (Band Pay, Grade Pay / Pay Level)	Pay Level-5
5	Whether Selection Post or non-Selection Posts	Selection
6	Age Limit for Direct Recruits / Deputation / Short-term contract	33 years
7	Minimum Educational qualifications and experience required for Direct Recruits / Deputation / Short-term contract.	<p>Bachelor's Degree with at least 55% marks in any discipline with excellent computer proficiency in Office Applications like Word, Excel, Power Point etc.</p> <p>Experience: 5 years of relevant experience in handling Office works & equipment / knowledge of computer applications / hospitality management / in any Central / State Govt. or similar organized services / Semi-Govt. / PSU / Govt. Autonomous organization / Govt. Universities / Govt. Institute of national importance.</p>
8	Whether age, educational qualifications and experience prescribed for direct recruits will apply in the case of promotion.	<p>Age: Not Applicable</p> <p>Qualification: Yes</p>
9	Period of Probation, if any.	One year
10	Method of Recruitment: Whether by Direct Recruitment or by promotion or by deputation or transfer & percentage of the vacancies to be filled by various methods.	<p>50% by Direct Recruitment / Deputation (including short term contract) / Composite Method of Recruitment.</p> <p>50% by Promotion through Selection under Limited Departmental Quota, failing which Deputation (including short term contract) / Composite Method of Recruitment / Direct Recruitment etc.</p>
11	In case of recruitment by promotion / deputation / absorption grades from which promotion / deputation / absorption to be made.	<p>Promotion through Selection under Limited Departmental Quota: As per point No. 7 above with 5 years of experience in Pay Level-4 or above.</p> <p>Deputation (including STC) / Composite Method of Recruitment: Same as applicable for Direct Recruitment</p>
12	If DPC exists, what is its composition	Selection Committee and procedure as per the Statutes

1	Name of the Post	Junior Office Assistant (MS)
2	Number of Posts	As per sanctioned strength
3	Classification	Group "C"
4	Scale of Pay (Band Pay, Grade Pay / Pay Level)	Pay Level-4
5	Whether Selection Post or non-Selection Posts	Selection
6	Age Limit for Direct Recruits / Deputation / Short-term contract	33 Years
7	Minimum Educational qualifications and experience required for Direct Recruits / Deputation / Short-term contract.	Bachelor's Degree with 50% in any discipline with excellent computer proficiency in Office Applications like Word, Excel, Power Point etc. Experience: 4 years relevant experience in office environment.
8	Whether age, educational qualifications and experience prescribed for direct recruits will apply in the case of promotion.	Age: Not Applicable Qualification: Yes
9	Period of Probation, if any.	One year
10	Method of Recruitment: Whether by Direct Recruitment or by promotion or by deputation or transfer & percentage of the vacancies to be filled by various methods.	50% by Direct Recruitment / Deputation (including short term contract) / Composite Method of Recruitment. 50% by Promotion through Selection under Limited Departmental Quota, failing which Deputation (including short term contract) / Composite Method of Recruitment / Direct Recruitment etc.
11	In case of recruitment by promotion / deputation / absorption grades from which promotion / deputation / absorption to be made.	<u>Promotion through Selection under Limited Departmental Quota:</u> As per point No. 7 above with 5 years of experience in Pay Level 3 and above. <u>Deputation (including STC) / Composite Method of Recruitment:</u> Same as applicable for Direct Recruitment
12	If DPC exists, what is its composition	Selection Committee and procedure as per the Statutes

1	Name of the Post	Junior Assistant (MS)
2	Number of Posts	As per sanctioned strength
3	Classification	Group "C"
4	Scale of Pay (Band Pay, Grade Pay / Pay Level)	Pay Level-3
5	Whether Selection Post or non-Selection Posts	Selection
6	Age Limit for Direct Recruits / Deputation / Short-term contract	30 Years
7	Minimum Educational qualifications and experience required for Direct Recruits / Deputation / Short-term contract.	<p>Bachelor's Degree with 50% of marks in any discipline with excellent computer proficiency in Office Applications like Word, Excel, Power Point etc.</p> <p>Experience:</p> <p>3-years of relevant experience in office practices / hospitality and catering services.</p>
8	Whether age, educational qualifications and experience prescribed for direct recruits will apply in the case of promotion.	Not Applicable
9	Period of Probation, if any.	One year
10	Method of Recruitment: Whether by Direct Recruitment or by promotion or by deputation or transfer & percentage of the vacancies to be filled by various methods.	100% Direct Recruitment
11	In case of recruitment by promotion / deputation / absorption grades from which promotion / deputation / absorption to be made.	<p><u>Promotion through Selection under Limited Departmental Quota</u>: NA</p> <p><u>Deputation (including STC) / Composite Method of Recruitment</u>: NA</p>
12	If DPC exists, what is its composition	NA

1	Name of the Post	Librarian
2	Number of Posts	As per sanctioned strength
3	Classification	Group "A"
4	Scale of Pay (Band Pay, Grade Pay / Pay Level)	Pay Level-14
5	Whether Selection Post or non-Selection Posts	Selection as per statutes No.16 on Direct Recruitment / Deputation / Short-term contract.
6	Age Limit for Direct Recruits / Deputation / Short-term contract	56 years
7	Minimum Educational qualifications and experience required for Direct Recruits / Deputation / Short- term contract.	<ol style="list-style-type: none"> 1. Master's Degree in Library Science/ Information Science/ Documentation Science with at least 55% marks or an equivalent grade in a point scale wherever the grading system is followed. 2. A Ph.D. Degree in library science / information science / documentation / archives and manuscript-keeping. 3. Evidence of innovative library services, including the integration of ICT in a library. 4. At least 10 years as Dy. Librarian (Acad. Pay Level-12, including a minimum 3 years of experience in Acad. Pay Level-13A) in the Library of any Technical University, Educational Institute of National importance, or any other large Technical Library.
8	Whether age, educational qualifications and experience prescribed for direct recruits will apply in the case of promotion.	Not Applicable
9	Period of Probation, if any.	One year
10	Method of Recruitment: Whether by Direct Recruitment or by promotion or by deputation or transfer & percentage of the vacancies to be filled by various methods.	Direct Recruitment / Deputation (including Short- Term Contract) / Composite Method of Recruitment.
11	In case of recruitment by promotion / deputation / absorption grades from which promotion / deputation / absorption to be made.	<u>Promotion through Selection under Limited Departmental Quota:</u> NA <u>Deputation (including STC)/Composite Method of Recruitment:</u> Same as applicable for Direct Recruitment
12	If DPC exists, what is its composition	NA

1	Name of the Post	Deputy Librarian
2	Number of Posts	As per sanctioned strength
3	Classification	Group "A"
4	Scale of Pay (Band Pay, Grade Pay / Pay Level)	Pay Level-12
5	Whether Selection Post or non-Selection Posts	Selection
6	Age Limit for Direct Recruits / Deputation / Short-term contract	50 Years
7	Minimum Educational qualifications and experience required for Direct Recruits / Deputation / Short-term contract.	<ol style="list-style-type: none"> 1. A Master's Degree in Library Science/Information Science/ Documentation Science with at least 55% marks or an equivalent grade in a point - scale wherever the grading system is followed. 2. A Ph.D. Degree in library science / information science / documentation / archives and manuscript-keeping. 3. Evidence of innovative library services, including the integration of ICT in a library. 4. At least 8 years as Assistant Librarian (Acad. Pay Level- 10), (should have gained experience for at least 2 years in Acad. Pay Level-11), in the Library of any Higher Education Institute/ University, Educational Institute of National importance, or any other large Scientific or Technical Institute Library.
8	Whether age, educational qualifications and experience prescribed for direct recruits will apply in the case of promotion.	Age: Not Applicable Qualification: Yes
9	Period of Probation, if any.	One year
10	Method of Recruitment: Whether by Direct Recruitment or by promotion or by deputation or transfer & percentage of the vacancies to be filled by various methods.	75% by Direct Recruitment / Deputation (including short term contract) / Composite Method of Recruitment. 25% by Promotion through Selection under Limited Departmental Quota, failing which Deputation (including short term contract) / Composite Method of Recruitment / Direct Recruitment etc.
11	In case of recruitment by promotion / deputation / absorption grades from which promotion / deputation / absorption to be made.	<u>Promotion through Selection under Limited Departmental Quota:</u> As per point no. 7 above with at least 10 years experience as Assistant Librarian (Acad. Pay Level-10) or above, out of which at least 5 years should be in Acad. Pay Level-11), in the Library of any Higher Education Institute / University, Educational Institute of National importance, or any other large Scientific or Technical Institute Library. <u>Deputation (including STC) / Composite Method of Recruitment:</u> Same as applicable for Direct Recruitment
12	If DPC exists, what is its composition	Selection Committee procedure as per the Statutes

1	Name of the Post	Assistant Librarian
2	Number of Posts	As per sanctioned strength
3	Classification	Group "A"
4	Scale of Pay (Band Pay, Grade Pay / Pay Level)	Pay Level-10
5	Whether Selection Post or non- Selection Posts	Selection
6	Age Limit for Direct Recruits /Deputation / Short-term contract	40 Years
7	Minimum Educational qualifications and experience required for Direct Recruits / Deputation / Short-term contract.	<ol style="list-style-type: none"> 1. A Master's Degree in Library Science, Information Science or Documentation Science or an equivalent professional degree, with at least 55% marks (or an equivalent grade in a point – scale, wherever the grading system is followed) 2. A consistently good academic record, with knowledge of computerization of a library. 3. Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET or who are or have been awarded a Ph.D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil. /Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case maybe. 4. At least 5 years of experience in managing large scale scientific or technical Institutional Library or University as a Library professional in a Supervisory capacity.
8	Whether age, educational qualifications and experience prescribed for direct recruits will apply in the case of promotion.	Age: Not Applicable Qualification: Yes
9	Period of Probation, if any.	One year
10	Method of Recruitment: Whether by Direct Recruitment or by promotion or by deputation or transfer & percentage of the vacancies to be filled by various methods.	75% by Direct Recruitment / Deputation (including short term contract) / Composite Method of Recruitment. 25% by Promotion through Selection under Limited Departmental Quota, failing which Deputation (including short term Recruitment / Direct Recruitment etc. contract) /Composite Method of recruitment
11	In case of recruitment by promotion / deputation / absorption grades from which promotion/ deputation/ absorption to be made.	<u>Promotion through Selection under Limited Departmental Quota:</u> As per point no. 7 above with 5 years of experience in PL-7 or above in managing large scale scientific or technical Institutional Library or University as a Library professional in a Supervisory capacity. <u>Deputation</u> (including STC)/ Composite Method of Recruitment: Same as applicable for Direct Recruitment
12	If DPC exists, what is its composition.	Selection Committee and procedure as per the Statutes

1	Name of the Post	Library Superintendent
2	Number of Posts	As per sanctioned strength
3	Classification	Group "B"
4	Scale of Pay (Band Pay, Grade Pay / Pay Level)	Pay Level-7
5	Whether Selection Post or non-Selection Posts	Selection
6	Age Limit for Direct Recruits / Deputation / Short-term contract	38 Years
7	Minimum Educational qualifications and experience required for Direct Recruits / Deputation / Short-term contract.	<p>Master's Degree in Library Science/Library and Information Science with 55% marks from a recognized University.</p> <p>OR</p> <p>Master's Degree in any discipline plus a Bachelor's Degree in Library Science/Library and Information Science with 55% marks from a recognized University, and</p> <p>Experience: 5 years of experience in the field of Library & Information Science in Pay Level-6 or above in Digital Library Management / Library Automation and Library Networking.</p>
8	Whether age, educational qualifications and experience prescribed for direct recruits will apply in the case of promotion.	Age: Not Applicable Qualification: Yes
9	Period of Probation, if any.	One year
10	Method of Recruitment: Whether by Direct Recruitment or by promotion or by deputation or transfer & percentage of the vacancies to be filled by various methods.	50% by Direct Recruitment / Deputation (including short term contract) / Composite Method of Recruitment. 50% by Promotion through Selection under Limited Departmental Quota, failing which Deputation (including short term contract) / Composite Method of Recruitment / Direct Recruitment etc.
11	In case of recruitment by promotion / deputation / absorption grades from which promotion / deputation / absorption to be made.	<p><u>Promotion through Selection under Limited Departmental Quota:</u> 5 years of experience in the field of Library & Information Science in Pay Level-6 or above in Digital Library Management / Library Automation and Library Networking.</p> <p>Deputation (including STC) / Composite Method of Recruitment: Same as applicable for Direct Recruitment</p>
12	If DPC exists, what is its composition	Selection Committee and procedure as per the Statutes

1	Name of the Post	Junior Library Superintendent
2	Number of Posts	As per sanctioned strength
3	Classification	Group "B"
4	Scale of Pay (Band Pay, Grade Pay / Pay Level)	Pay Level-6
5	Whether Selection Post or non-Selection Posts	Selection
6	Age Limit for Direct Recruits / Deputation / Short-term contract	35 Years
7	Minimum Educational qualifications and experience required for Direct Recruits / Deputation/ Short-term contract.	<p>Master's Degree in Library Science/Library and Information Science with 55% marks from a recognized University.</p> <p style="text-align: center;">OR</p> <p>Bachelor's Degree in Library Science/Library and Information Science with first class from a recognized University.</p> <p>Desirable: Diploma / Certificate in Computer Application/ Digital Library Management / Library Automation from a recognized Institute or enough working experience in Library Digitization and Library Networking.</p> <p>Experience: 5 years of experience in the field of Library & Information Science in Digital Library Management / Library Automation and Library Networking in Central / State Govt. / Semi-Govt. / Govt. Autonomous organizations / Govt. Universities / Institutions of Higher Education.</p>
8	Whether age, educational qualifications and experience prescribed for direct recruits will apply in the case of promotion.	Not Applicable
9	Period of Probation, if any.	One year
10	Method of Recruitment: Whether by Direct Recruitment or by promotion or by deputation or transfer & percentage of the vacancies to be filled by various methods.	Direct Recruitment / Deputation (including short term contract) / Composite Method of Recruitment.
11	In case of recruitment by promotion / deputation / absorption grades from which promotion / deputation / absorption to be made.	<u>Promotion through Selection under Limited Departmental Quota</u> : NA <u>Deputation (including STC) / Composite Method of Recruitment</u> : Same as applicable for Direct Recruitment
12	If DPC exists, what is its composition	NA

1	Name	Principal Technical Officer (Grade-I)
2	Number of Posts	As per sanctioned strength
3	Classification	Group A
4	Scale of Pay (Band Pay, Grade Pay / Pay Level)	Level-13
5	Whether Selection Post or non- Selection Posts	Selection
6	Age Limit for Direct Recruits / Deputation / Short-term contract	56 years
7	Minimum Educational qualifications and experience required for Direct Recruits / Deputation / Short-term contract.	Essential: i) Ph.D /M.E / M.Tech or equivalent in any branches of Science/ Technology from a recognised University / Institute. ii) 15 years' experience as Scientific Officer or an equivalent post or above out of which 5 years' experience as Senior Scientific Officer in Level-12 (PB-3 with Grade Pay Rs.7600) or an equivalent post in Central / State Government Department/ Autonomous Bodies / University / Institution of National Importance / PSU etc.
8	Whether age, educational qualifications and experience prescribed for direct recruits will apply in the case of promotion.	Not Applicable
9	Period of Probation, if any.	1 Year
10	Method of Recruitment: Whether by Direct Recruitment or by promotion or by deputation or transfer & percentage of the vacancies to be filled by various methods.	100% Direct Recruitment failing which by through Deputation (including short term contract) / Contract
11	In case of recruitment by promotion / deputation / absorption grades from which promotion / deputation / absorption to be made.	<u>Promotion through Selection under Limited Departmental Quota: NA</u> Deputation (including STC) / Composite Method of Recruitment: Same as applicable for Direct Recruitment
12	If DPC exists, what is its composition	NA

1.	Name	Principal Technical Officer (Grade-II)
2	Number of Posts	As per sanctioned strength
3	Classification	Group "A"
4	Scale of Pay (Band Pay, Grade Pay / Pay Level)	Pay Level-12
5	Whether Selection Post or non- Selection Posts	Selection
6	Age Limit for Direct Recruits / Deputation / Short-term contract	50 Years
7	Minimum Educational qualifications and experience required for Direct Recruits / Deputation / Short-term contract.	B.E. / B.Tech. or M.Sc. Degree / BS-MS, in relevant field with first class or equivalent grade (6.5 in 10 point scale) and consistently excellent Academic record. Experience: 5 years of relevant experience in scientific / technical / ICT / other relevant areas in the post carrying Pay Level-11 or equivalent post.
8	Whether age, educational qualifications and experience prescribed for direct recruits will apply in the case of promotion.	Age: Not Applicable Qualification: Yes
9	Period of Probation, if any.	One year
10	Method of Recruitment: Whether by Direct Recruitment or by promotion or by deputation or transfer & percentage of the vacancies to be filled by various methods.	75% by Direct Recruitment / Deputation (including short term contract) / Composite Method of Recruitment. 25% by Promotion through Selection under Limited Departmental Quota, failing which Deputation (including short term contract) / Composite Method of Recruitment / Direct Recruitment etc.
11	In case of recruitment by promotion / deputation / absorption grades from which promotion / deputation / absorption to be made.	<u>Promotion through Selection under Limited Departmental Quota:</u> As per point no. 7 above with 5 years of relevant experience in scientific / technical / ICT / other relevant areas in the post carrying Pay Level-11 or equivalent post. <u>Deputation (including STC)/Composite Method of Recruitment:</u> Same as applicable for Direct Recruitment
12	If DPC exists, what is its composition	Selection Committee and procedure as per the Statutes

1	Name of the Post	Senior Technical Officer (IT/Lab.)
2	Number of Posts	As per sanctioned strength
3	Classification	Group "A"
4	Scale of Pay (Band Pay, Grade Pay / Pay Level)	Pay Level-11
5	Whether Selection Post or non-Selection Posts	Selection
6	Age Limit for Direct Recruits / Deputation / Short-term contract	50 Years
7	Minimum Educational qualifications and experience required for Direct Recruits / Deputation / Short-term contract.	B.E. / B.Tech. or M.Sc. / BS-MS Degree, in relevant field with first class or equivalent grade (6.5 in 10 point scale) and consistently excellent Academic record. Experience: 5 years of relevant experience in Scientific / Technical / ICT / other relevant areas in the post carrying Pay Level-10 or equivalent post.
8	Whether age, educational qualifications and experience prescribed for direct recruits will apply in the case of promotion.	Age: Not Applicable Qualification: Yes
9	Period of Probation, if any.	One year
10	Method of Recruitment: Whether by Direct Recruitment or by promotion or by deputation or transfer & percentage of the vacancies to be filled by various methods.	75% by Direct Recruitment / Deputation (including short term contract) / Composite Method of Recruitment. 25% by Promotion through Selection under Limited Departmental Quota, failing which Deputation (including short term contract) / Composite Method of Recruitment / Direct Recruitment etc.
11	In case of recruitment by promotion / deputation / absorption grades from which promotion / deputation / absorption to be made.	<u>Promotion through Selection under Limited Departmental Quota:</u> As per point no. 7 above with 5 years of relevant experience in Scientific / Technical / ICT / other relevant areas in the post carrying Pay Level- 10 or equivalent post. <u>Deputation (including STC) / Composite Method of Recruitment:</u> Same as applicable for Direct Recruitment
12	If DPC exists, what is its composition	Selection Committee and procedure as per the Statutes

1	Name of the Post	Technical Officer (IT/Lab.)
2	Number of Posts	As per sanctioned strength
3	Classification	Group "A"
4	Scale of Pay (Band Pay, Grade Pay / Pay Level)	Pay Level-10
5	Whether Selection Post or non-Selection Posts	Selection
6	Age Limit for Direct Recruits / Deputation / Short-term contract	40 Years
7	Minimum Educational qualifications and experience required for Direct Recruits / Deputation / Short-term contract.	<p>B.E. / B.Tech. / MCA or M.Sc. / BS- MS Degree, in relevant field with first class or equivalent grade (6.5 in 10 point-scale) and consistently excellent Academic record.</p> <p>Experience: IT: 5 years of proven experience in relevant fields in Software development / Hardware / System Administration / IT & Networking / AI / Data Science and Engineering etc. in Reputed Pvt. Ltd. companies / Organisations /Universities.</p> <p style="text-align: center;">OR</p> <p>Lab: 5 years of proven research / laboratory experience in relevant field, e.g., operation of scientific / technical equipment and support to academic and research framework of premier research and academic Institutes/organizations.</p> <p>The overall research / laboratory experience gained after Master's Degree from premier research Institutes in relevant area and the working experience gained in academic and research Institutes of high repute should be at least 5 years, in total.</p>
8	Whether age, educational qualifications and experience prescribed for direct recruits will apply in the case of promotion.	Age: Not Applicable Qualification: Yes
9	Period of Probation, if any.	One year
10	Method of Recruitment: Whether by Direct Recruitment or by promotion or by deputation or transfer & percentage of the vacancies to be filled by various methods.	75% by Direct Recruitment / Deputation (including short term contract) / Composite Method of Recruitment. 25% by Promotion through Selection under Limited Departmental Quota, failing which Deputation (including short term contract) Composite Method of Recruitment / Direct Recruitment etc.
11	In case of recruitment by promotion / deputation / absorption grades from which promotion / deputation / absorption to be made.	<u>Promotion through Selection under Limited Departmental Quota:</u> As per point no. 7 above with 5 years of experience in Pay Level-7 and above. <u>Deputation (including STC) / Composite Method of Recruitment:</u> Same as applicable for Direct Recruitment
12	If DPC exists, what is its composition	Selection Committee and procedure as per the Statutes

1	Name of the Post	Senior Technical Assistant
2	Number of Posts	As per sanctioned strength
3	Classification	Group "B"
4	Scale of Pay (Band Pay, Grade Pay / Pay Level)	Pay Level-7
5	Whether Selection Post or non-Selection Posts	Selection
6	Age Limit for Direct Recruits / Deputation / Short-term contract	38 years
7	Minimum Educational qualifications and experience required for Direct Recruits / Deputation / Short-term contract.	<p>B. Tech / B.E. or M.C.A. / M. Tech. / M.Sc. (CS or IT) with first class or equivalent grade OR Master's Degree in Science with at least 55% marks or its equivalent grade, in relevant discipline.</p> <p>Experience: The candidate should have worked for at least 5 years in Pay Level-6 of experience in Central/ State Govt. / Semi- Govt. / PSU / Govt. Autonomous Organisation/ Govt. Universities/ Govt. Institutes of National Importance / reputed scientific or technical organizations.</p> <p>Any other additional qualifications and experience / expertise as per requirement of the individual Institute, as specified from time to time in the Advertisement</p>
8	Whether age, educational qualifications and experience prescribed for direct recruits will apply in the case of promotion.	Age: Not Applicable Qualification: Yes
9	Period of Probation, if any.	One year
10	Method of Recruitment: Whether by Direct Recruitment or by promotion or by deputation or transfer & percentage of the vacancies to be filled by various methods.	<p>50% by Direct Recruitment / Deputation (including short term contract) / Composite Method of Recruitment.</p> <p>50% by Promotion through Selection under Limited Departmental Quota, failing which Deputation (including short term contract) Composite Method of Recruitment / Direct Recruitment etc.</p>
11	In case of recruitment by promotion / deputation / absorption grades from which promotion / deputation / absorption to be made.	<p>Promotion through Selection under Limited Departmental Quota: As per point no. 7 above with 5 years of experience in Pay Level-6.</p> <p>Deputation (including STC) / Composite Method of Recruitment: Same as applicable for Direct Recruitment</p>
12	If DPC exists, what is its composition	Selection Committee and procedure as per the Statutes

1	Name of the Post	Technical Assistant
2	Number of Posts	As per sanctioned strength
3	Classification	Group "B"
4	Scale of Pay (Band Pay, Grade Pay / Pay Level)	Pay Level-6
5	Whether Selection Post or non-Selection Posts	Selection
6	Age Limit for Direct Recruits / Deputation / Short-term contract	35 Years
7	Minimum Educational qualifications and experience required for Direct Recruits / Deputation / Short- term contract.	<p>B.E. / B.Tech. / MCA with first class or M.Sc. / BS-MS with at least 55% marks in appropriate field.</p> <p>Experience: 5 years relevant experience in handling advanced sophisticated instrument / research equipment in a laboratory / Academic / Research / reputed ICT organizations / Establishments of National/ International Repute.</p> <p>OR 5 years of hands-on experience and sound knowledge required in configuration, management and maintenance in any laboratory / Academic / Research / reputed ICT organizations / Establishments of National / International Repute in the following areas:</p> <p>i) Application Servers: Mail Server, Proxy, Web, DNS DHCP, LDAP, NFS, PXE, Storage and Radium Server, Website Management and Basic Development.</p> <p>ii) Database Servers: MySQL and Oracle.</p> <p>iii) Operating Systems: RHEL, Fedora, Microsoft Windows Family Administration and Support.</p> <p>Scripting: Basic shell scripting</p>
8	Whether age, educational qualifications and experience prescribed for direct recruits will apply in the case of promotion.	Age: Not Applicable Qualification: Yes
9	Period of Probation, if any.	One year
10	Method of Recruitment: Whether by Direct Recruitment or by promotion or by deputation or transfer & percentage of the vacancies to be filled by various methods.	<p>50% by Direct Recruitment / Deputation (including short term contract) / Composite Method of Recruitment.</p> <p>50% by Promotion through Selection under Limited Departmental Quota, failing which Deputation (including short term contract) / Composite Method of Recruitment / Direct Recruitment etc.</p>

11	In case of recruitment by promotion / deputation / absorption grades from which promotion / deputation / absorption to be made.	<u>Promotion through Selection under Limited Departmental Quota:</u> As per point No. 7 above with 6 years of relevant experience in Pay Level-5. <u>Deputation (including STC) / Composite Method of Recruitment:</u> Same as applicable for Direct Recruitment
12	If DPC exists, what is its composition	Selection Committee and procedure as per the Statutes

1	Name of the Post	Junior Technical Assistant
2	Number of Posts	As per sanctioned strength
3	Classification	Group "C"
4	Scale of Pay (Band Pay, Grade Pay / Pay Level)	Pay Level-5
5	Whether Selection Post or non-Selection Posts	Selection
6	Age Limit for Direct Recruits/ Deputation / Short-term contract	33 years
7	Minimum Educational qualifications and experience required for Direct Recruits / Deputation / Short-term contract.	<p>Bachelor's Degree in Science / Technology / Engineering in relevant field with at least 55% marks.</p> <p>Experience: 5 years relevant experience in a laboratory / Academic / Research / Establishments of National / International Repute in handling scientific equipment related to the laboratories of Biological Sciences / Veterinary Sciences/ Chemistry / Physics / Earth & Environmental Sciences / Computer Sciences / Electrical Engineering / Data Sciences / Chemical Engineering / Chemical Effluents treatment labs, Virtual classroom / Computer Networking and IT / E-Classroom / Audio Visual equipment/CCTV Networking etc.</p>
8	Whether age, educational qualifications and experience prescribed for direct recruits will apply in the case of promotion.	<p>Age: Not Applicable</p> <p>Qualification: Yes</p>
9	Period of Probation, if any.	One year
10	Method of Recruitment: Whether by Direct Recruitment or by promotion or by deputation or transfer & percentage of the vacancies to be filled by various methods.	<p>50% by Direct Recruitment / Deputation (including short term contract) / Composite Method of Recruitment.</p> <p>50% by Promotion through Selection under Limited Departmental Quota, failing which Deputation (including short term contract) / Composite Method of Recruitment / Direct Recruitment etc.</p>
11	In case of recruitment by promotion / deputation / absorption grades from which promotion / deputation / absorption to be made.	<p><u>Promotion through Selection under Limited Departmental Quota:</u> As per point NO. 7 above with 5 years of relevant experience in Pay Level-4 or above.</p> <p><u>Deputation (including STC) / Composite Method of Recruitment:</u> Same as applicable for Direct Recruitment</p>
12	If DPC exists, what is its composition	Selection Committee and procedure as per the Statutes

1	Name of the Post	Lab. Assistant
2	Number of Posts	As per sanctioned strength
3	Classification	Group "C"
4	Scale of Pay (Band Pay, Grade Pay / Pay Level)	Pay Level-3
5	Whether Selection Post or non-Selection Posts	Selection
6	Age Limit for Direct Recruits / Deputation / Short-term contract	30 Years
7	Minimum Educational qualifications and experience required for Direct Recruits / Deputation / Short-term contract.	B.Sc. (Physics/ Chemistry / Earth & Environmental Sciences / Biological Sciences) with 50% of marks from a recognized University / Institute. Experience: 3-year relevant experience in handling Laboratory equipment and experiments.
8	Whether age, educational qualifications and experience prescribed for direct recruits will apply in the case of promotion.	Not Applicable
9	Period of Probation, if any.	One year
10	Method of Recruitment: Whether by Direct Recruitment or by promotion or by deputation or transfer & percentage of the vacancies to be filled by various methods.	100% by Direct Recruitment / Deputation (including short term contract) / Composite Method of Recruitment.
11	In case of recruitment by promotion / deputation / absorption grades from which promotion / deputation / absorption to be made.	<u>Promotion through Selection under Limited Departmental Quota</u> : NA <u>Deputation (including STC) /Composite Method of Recruitment</u> : 5 years of relevant experience in Pay Level-1 or above.
12	If DPC exists, what is its composition	NA

1	Name of the Post	Superintending Engineer
2	Number of Posts	As per sanctioned strength
3	Classification	Group "A"
4	Scale of Pay (Band Pay, Grade Pay / Pay Level)	Pay Level-13
5	Whether Selection Post or non-Selection Posts	Selection
6	Age Limit for Direct Recruits / Deputation / Short-term contract	56 Years
7	Minimum Educational qualifications and experience required for Direct Recruits / Deputation / Short-term contract.	<p>B.E. / B. Tech. in Civil Engineering with first class or its equivalent Grade with good academic record from a recognized University/Institute.</p> <p>Experience: With at least 5 years regular service as Senior Executive Engineer in Pay Level-12 or equivalent or 10 years regular service as Executive Engineer in Pay Level-11 or equivalent; in Central Govt. / State Govt. / Semi-Govt. / PSU / Statutory or Autonomous organization/ Govt. University / Institution of national importance / reputed organizations under Central Govt. / State Govt. etc., dealing construction of building projects as per CPWD norms.</p>
8	Whether age, educational qualifications and experience prescribed for direct recruits will apply in the case of promotion.	<p>Age: Not Applicable</p> <p>Qualification: Yes</p>
9	Period of Probation, if any.	One year
10	Method of Recruitment: Whether by Direct Recruitment or by promotion or by deputation or transfer & percentage of the vacancies to be filled by various methods.	<p>75% by Direct Recruitment / Deputation (including short term contract) / Composite Method of Recruitment.</p> <p>25% by Promotion through Selection under Limited Departmental Quota, failing which Deputation (including short term contract) / Composite Method of Recruitment / Direct Recruitment etc.</p>
11	In case of recruitment by promotion / deputation / absorption grades from which promotion / deputation / absorption to be made.	<p><u>Promotion through Selection under Limited Departmental Quota:</u> As per point no. 7 above with 5 years regular service as Senior Executive Engineer in Pay Level-12 or above.</p> <p><u>Deputation (including STC) / Composite Method of Recruitment:</u> Same as applicable for Direct Recruitment.</p>
12	If DPC exists, what is its composition	Selection Committee and procedure as per the Statutes

1	Name of the Post	Executive Engineer (Civil / Electrical)
2	Number of Posts	As per sanctioned strength
3	Classification	Group "A"
4	Scale of Pay (Band Pay, Grade Pay / Pay Level)	Pay Level-11
5	Whether Selection Post or non-Selection Posts	Selection
6	Age Limit for Direct Recruits / Deputation / Short-term contract	50 Years
7	Minimum Educational qualifications and experience required for Direct Recruits / Deputation / Short-term contract.	<p>First class Bachelor's degree in Civil / Electrical Engineering from a recognized University / Institute.</p> <p>Experience: 10 years of experience at the level of Assistant Engineer or equivalent position in Pay Level -7 or above;</p> <p style="text-align: center;">O R</p> <p>5 years of experience as Assistant Executive Engineer or equivalent position in Pay Level-10 or above; in reputed Govt. Institutions/ Public Works Organisations / PSUs etc., dealing in construction of building projects as per Govt. / CPWD norms.</p>
8	Whether age, educational qualifications and experience prescribed for direct recruits will apply in the case of promotion.	Age: Not Applicable Qualification: Yes
9	Period of Probation, if any.	One year
10	Method of Recruitment: Whether by Direct Recruitment or by promotion or by deputation or transfer & percentage of the vacancies to be filled by various methods.	<p>75% by Direct Recruitment / Deputation (including short term contract) / Composite Method of Recruitment.</p> <p>25% by Promotion through Selection under Limited Departmental Quota, failing which Deputation (including short term contract) / Composite Method of Recruitment / Direct Recruitment etc.</p>
11	In case of recruitment by promotion / deputation / absorption grades from which promotion / deputation / absorption to be made.	<p><u>Promotion through Selection under Limited Departmental Quota:</u> As per point no. 7 above with 5 years of experience as Assistant Executive Engineer in Pay Level-10 or above.</p> <p><u>Deputation (including STC) / Composite Method of Recruitment:</u> Same as applicable for Direct Recruitment</p>
12	If DPC exists, what is its composition	Selection Committee and procedure as per the Statutes

1	Name of the Post	Assistant Executive Engineer (Civil/Electrical)
2	Number of Posts	As per sanctioned strength
3	Classification	Group "A"
4	Scale of Pay (Band Pay, Grade Pay / Pay Level)	Pay Level-10
5	Whether Selection Post or non-Selection Posts	Selection
6	Age Limit for Direct Recruits / Deputation / Short-term contract	40 Years
7	Minimum Educational qualifications and experience required for Direct Recruits / Deputation / Short-term contract.	<p>First class Bachelor's Degree in Civil / Electrical Engineering from a recognized University / Institute.</p> <p>Experience: 5 years of relevant experience in the Pay Level-7 or above as Assistant Engineer in the field of construction of Institutional Building, maintenance, designing and planning of civil works as per CPWD norms.</p>
8	Whether age, educational qualifications and experience prescribed for direct recruits will apply in the case of promotion.	<p>Age: Not Applicable</p> <p>Qualification: Yes</p>
9	Period of Probation, if any.	One year
10	Method of Recruitment: Whether by Direct Recruitment or by promotion or by deputation or transfer & percentage of the vacancies to be filled by various methods.	<p>75% by Direct Recruitment / Deputation (including short term contract) / Composite Method of Recruitment.</p> <p>25% by Promotion through Selection under Limited Departmental Quota, failing which Deputation (including short term contract) / Composite Method of Recruitment / Direct Recruitment etc.</p>
11	In case of recruitment by promotion / deputation / absorption grades from which promotion / deputation / absorption to be made.	<p><u>Promotion through Selection under Limited Departmental Quota:</u> 5 years of experience as Assistant Executive Engineer in Pay Level-7 or above.</p> <p><u>Deputation (including STC) /Composite Method of Recruitment:</u> Same as applicable for Direct Recruitment</p>
12	If DPC exists, what is its composition	Selection Committee and procedure as per the Statutes

1	Name of the Post	Assistant Engineer (Civil/Electrical)
2	Number of Posts	As per sanctioned strength
3	Classification	Group "B"
4	Scale of Pay (Band Pay, Grade Pay / Pay Level)	Pay Level-7
5	Whether Selection Post or non-Selection Posts	Selection
6	Age Limit for Direct Recruits / Deputation / Short-term contract	38 Years
7	Minimum Educational qualifications and experience required for Direct Recruits / Deputation / Short-term contract.	<p>Bachelor's Degree in Electrical / Civil Engineering with first class from a recognized University / Institute.</p> <p>With 3 years relevant experience in Pay Level- 6 as Junior Engineer or above in the field of construction of Institutional Building, maintenance, designing and planning of civil works / electrical works as per CPWD norms.</p> <p>OR</p> <p>Diploma in Electrical / Civil Engineering with first class from a recognized University/ Institute.</p> <p>With 5 years relevant experience in Pay Level- 6 as Junior Engineer or above in the field of construction of Institutional Building, maintenance, designing and planning of civil works / electrical works as per CPWD norms.</p>
8	Whether age, educational qualifications and experience prescribed for direct recruits will apply in the case of promotion.	Age: Not Applicable Qualification: Yes
9	Period of Probation, if any.	One year
10	Method of Recruitment: Whether by Direct Recruitment or by promotion or by deputation or transfer & percentage of the vacancies to be filled by various methods.	<p>50% by Direct Recruitment / Deputation (including short term contract) / Composite Method of Recruitment.</p> <p>50% by Promotion through Selection under Limited Departmental Quota, failing which Deputation (including short term contract) / Composite Method of Recruitment / Direct Recruitment etc.</p>
11	In case of recruitment by promotion / deputation / absorption grades from which promotion / deputation / absorption to be made.	<p><u>Promotion through Selection under Limited Departmental Quota</u>: As per point no. 7 above with 5 years of experience in Pay Level- 6.</p> <p><u>Deputation (including STC)/ Composite Method of Recruitment</u>: Same as applicable for Direct Recruitment</p>
12	If DPC exists, what is its composition	Selection Committee and procedure as per the Statutes

1	Name of the Post	Junior Engineer (Civil/Electrical)
2	Number of Posts	As per sanctioned strength
3	Classification	Group "B"
4	Scale of Pay (Band Pay, Grade Pay / Pay Level)	Pay Level-6
5	Whether Selection Post or non-Selection Posts	Selection
6	Age Limit for Direct Recruits / Deputation / Short-term contract	35 Years
7	Minimum Educational qualifications and experience required for Direct Recruits / Deputation / Short-term contract.	<p>Bachelor's Degree in Electrical / HVAC/Civil Engineering with first class from a recognized University /Institute. With at least 5 years of field experience in civil/ electrical/ HVAC works of construction/ maintenance of building projects preferably in organizations/ firms dealing with works as per CPWD/ PWD/ Govt. norms.</p> <p>OR</p> <p>Diploma in Electrical / HVAC/ Civil Engineering first class from a recognized University / Institute. With at least 8 years of field experience in civil/ electrical/ HVAC works of construction/ maintenance of building projects preferably in organizations/ firms dealing with works as per CPWD/ PWD/ Govt. norms.</p>
8	Whether age, educational qualifications and experience prescribed for direct recruits will apply in the case of promotion.	Not Applicable
9	Period of Probation, if any.	One year
10	Method of Recruitment: Whether by Direct Recruitment or by promotion or by deputation or transfer & percentage of the vacancies to be filled by various methods.	Direct Recruitment/ Deputation (including short term contract) / Composite Method of Recruitment.
11	In case of recruitment by promotion / deputation / absorption grades from which promotion / deputation / absorption to be made.	<p><u>Promotion through Selection under Limited Departmental Quota: NA</u></p> <p><u>Deputation (including STC)/ Composite Method of Recruitment: Same as applicable for Direct Recruitment</u></p>
12	If DPC exists, what is its composition	NA

1	Name of the Post	Sports Officer
2	Number of Posts	As per sanctioned strength
3	Classification	Group "A"
4	Scale of Pay (Band Pay, Grade Pay / Pay Level)	Pay Level-10
5	Whether Selection Post or non-Selection Posts	Selection
6	Age Limit for Direct Recruits / Deputation / Short-term contract	40 Years
7	Minimum Educational qualifications and experience required for Direct Recruits / Deputation / Short-term contract.	<p>i) A Master's Degree in Physical Education and Sports or Sports Science with first class (or an equivalent grade in a point-scale, wherever the grading system is followed).</p> <p>Qualifying in the national level test conducted for the purpose by the UGC or any other agency approved by the UGC, OR</p> <p>ii) Diploma in coaching from National Institute of Sports from any equivalent Institute.</p> <p>iii) Should qualify in the physical fitness test in accordance with the relevant Regulations of UGC as part of selection process.</p> <p>Experience:</p> <p>i) 5 years of experience in a Central/ State Educational Institutes / Organizations of repute.</p> <p>ii) Should have demonstrated meritorious performance in National or International level events for at least 3 times in the past 5years.</p> <p>iii) Record of having represented the university / college at the inter- university / inter-collegiate competitions or the State and / or national championships.</p> <p>iv) Evidence of organizing competitions and conducting coaching camps of at least two weeks duration.</p> <p>Evidence of having produced good performance of teams / athletes for competitions like state / national / inter-university / combined university, etc.</p>
8	Whether age, educational qualifications and experience prescribed for direct recruits will apply in the case of promotion.	Age: Not Applicable Qualification: Yes
9	Period of Probation, if any.	One year

10	Method of Recruitment: Whether by Direct Recruitment or by promotion or by deputation or transfer & percentage of the vacancies to be filled by various methods.	75% by Direct Recruitment/ Deputation (including short term contract) / Composite Method of Recruitment. 25% by Promotion through Selection under Limited Departmental Quota, failing which Deputation (including short term contract) / Composite Method of Recruitment / Direct Recruitment etc.
11	In case of recruitment by promotion / deputation / absorption grades from which promotion / deputation / absorption to be made.	<u>Promotion through Selection under Limited Departmental Quota:</u> As per point no. 7 above with 5 years of experience in Pay Level-7. <u>Deputation (including STC) / Composite Method of Recruitment:</u> Same as Applicable for Direct Recruitment
12	If DPC exists, what is its composition	Selection Committee and procedure as per the Statutes

1	Name of the Post	Physical Education Instructor
2	Number of Posts	As per sanctioned strength
3	Classification	Group "B"
4	Scale of Pay (Band Pay, Grade Pay / Pay Level)	Pay Level-7
5	Whether Selection Post or non-Selection Posts	Selection
6	Age Limit for Direct Recruits / Deputation / Short-term contract	38 Years
7	Minimum Educational qualifications and experience required for Direct Recruits / Deputation / Short-term contract.	<p>1. A Master's Degree in Physical Education and Sports or Sports Science with first class or 50% (or an equivalent grade in a point- scale, wherever the grading system is followed).</p> <p>2. Diploma in coaching from NIS from any equivalent Institute.</p> <p>3. Should qualify in the physical fitness test in accordance with the relevant Regulations of UGC as part of selection process.</p> <p>Experience:</p> <p>1. 5 years of experience in a Central / State Educational Institutes / Organizations of repute.</p> <p>2. Should have demonstrated meritorious performance in National or International level events for at least 2 times in the past 4years.</p> <p>3. Record of having represented the university / college at the inter- university / inter-collegiate competitions or the State and / or national championships.</p> <p>4. Evidence of organizing competitions and conducting coaching camps of at least two weeks duration.</p> <p>Evidence of having produced good performance of team / athletes for competitions like state / national / inter-university / combined university, etc.</p>
8	Whether age, educational qualifications and experience prescribed for direct recruits will apply in the case of promotion.	Not Applicable
9	Period of Probation, if any.	One year
10	Method of Recruitment: Whether by Direct Recruitment or by promotion or by deputation or transfer & percentage of the vacancies to be filled by various methods.	Direct Recruitment / Deputation (including short term contract)/ Composite Method of Recruitment.

11	In case of recruitment by promotion / deputation / absorption grades from which promotion / deputation / absorption to be made.	<u>Promotion through Selection under Limited Departmental Quota</u> : NA <u>Deputation (including STC) /Composite Method of Recruitment</u> : Same as Applicable for Direct Recruitment
12	If DPC exists, what is its composition	NA

1	Name of the Post	Medical Officer
2	Number of Posts	As per sanctioned strength
3	Classification	Group "A"
4	Scale of Pay (Band Pay, Grade Pay / Pay Level)	Pay Level-10 + NPA.
5	Whether Selection Post or non-Selection Posts	Selection
6	Age Limit for Direct Recruits / Deputation / Short-term contract	40 Years
7	Minimum Educational qualifications and experience required for Direct Recruits / Deputation / Short-term contract.	<p>MBBS Degree or equivalent qualification included in any one of the Schedules to the Indian Medical Council Act, 1956 (102 of 1956) and must be registered in a State Medical Register or Indian Medical Register.</p> <p>Experience: At least 5 years of post-qualification experience, after completing compulsory rotating internship, in a recognized large / multi-specialty hospital of good repute.</p> <p>Desirable: Post Graduate Qualification, preferably MD in General Medicine, or equivalent qualification included in any one of the Schedules to the Indian Medical Council Act, 1956 (102 of 1956) and must be registered in a State Medical Register or Indian Medical Register.</p>
8	Whether age, educational qualifications and experience prescribed for direct recruits will apply in the case of promotion.	Not Applicable
9	Period of Probation, if any.	One year
10	Method of Recruitment: Whether by Direct Recruitment or by promotion or by deputation or transfer & percentage of the vacancies to be filled by various methods.	Direct Recruitment / Deputation (including short term contract) / Composite Method of Recruitment.
11	In case of recruitment by promotion / deputation / absorption grades from which promotion / deputation / absorption to be made.	<u>Promotion through Selection under Limited Departmental Quota:</u> NA <u>Deputation (including STC)/ Composite Method of Recruitment:</u> Same as applicable for Direct Recruitment
12	If DPC exists, what is its composition	NA

Note:

- i) The Medical qualifications possessed by the candidates should have the recognition of the Medical Council of India.
- ii) Completion of compulsory Rotating internship Certificate, Registration Certificate, an official document showing name of College / Institution from where degree / Diploma has been done and official document showing name of the institution from where experience has been gained are required.

1	Name of the Post	Nurse
2	Number of Posts	As per sanctioned strength
3	Classification	Group "B"
4	Scale of Pay (Band Pay, Grade Pay / Pay Level)	Pay Level-7
5	Whether Selection Post or non-Selection Posts	Selection
6	Age Limit for Direct Recruits / Deputation / Short-term contract	38 Years
7	Minimum Educational qualifications and experience required for Direct Recruits / Deputation / Short-term contract.	<p>Master's Degree (with 50% marks) in nursing from recognized University / Institutions. OR First Class Degree in B.Sc. (Nursing) (4-year course) from a recognized Institute/ University. AND Should be registered as Nurses & Midwife in Indian Nursing Council / State Nursing Council.</p> <p>Experience: 5 years clinical experience in minimum 50 bedded hospital recognized by Central / State Govt. / Medical Council of India.</p>
8	Whether age, educational qualifications and experience prescribed for direct recruits will apply in the case of promotion.	Age: Not Applicable Qualification: Yes
9	Period of Probation, if any.	One year
10	Method of Recruitment: Whether by Direct Recruitment or by promotion or by deputation or transfer & percentage of the vacancies to be filled by various methods.	<p>50% by Direct Recruitment/ Deputation (including short term contract) / Composite Method of Recruitment.</p> <p>50% by Promotion through Selection under Limited Departmental Quota, failing which Deputation (including short term contract) / Composite Method of Recruitment / Direct Recruitment etc.</p>
11	In case of recruitment by promotion / deputation / absorption grades from which promotion / deputation / absorption to be made.	<p><u>Promotion through Selection under Limited Departmental Quota:</u> As per point no. 7 above with 5 years of experience in Pay Level-6 or above.</p> <p><u>Deputation (including STC) /Composite Method of Recruitment:</u> Same as applicable for Direct Recruitment</p>
12	If DPC exists, what is its composition	Selection Committee and procedure as per the Statutes

1	Name of the Post	Nursing Assistant
2	Number of Posts	As per sanctioned strength
3	Classification	Group "C"
4	Scale of Pay (Band Pay, Grade Pay / Pay Level)	Pay Level-5
5	Whether Selection Post or non-Selection Posts	Selection
6	Age Limit for Direct Recruits / Deputation / Short-term contract	33 Years
7	Minimum Educational qualifications and experience required for Direct Recruits / Deputation / Short-term contract.	B.Sc. (Nursing) (4-year course) from a recognized Institute/University. Must be registered with the Indian Nursing Council/State Nursing Council Experience: 5 years clinical experience in minimum 50 bedded hospital Organizations in Central Govt. / State Govt. / Recognized Private Hospitals / Nursing Homes / Pharmacies etc.
8	Whether age, educational qualifications and experience prescribed for direct recruits will apply in the case of promotion.	Not Applicable
9	Period of Probation, if any.	One year
10	Method of Recruitment: Whether by Direct Recruitment or by promotion or by deputation or transfer & percentage of the vacancies to be filled by various methods.	Direct Recruitment / Deputation / Short- Term Contract / Composite Method of Recruitment.
11	In case of recruitment by promotion / deputation / absorption grades from which promotion / deputation / absorption to be made.	<u>Promotion through Selection under Limited Departmental Quota: NA</u> <u>Deputation (including STC) /Composite Method of Recruitment: Same as applicable for Direct Recruitment</u>
12	If DPC exists, what is its composition	NA

1	Name of the Post	Pharmacist
2	Number of Posts	As per sanctioned strength
3	Classification	Group "C"
4	Scale of Pay (Band Pay, Grade Pay / Pay Level)	Pay Level-5
5	Whether Selection Post or non-Selection Posts	Selection
6	Age Limit for Direct Recruits / Deputation / Short-term contract	33 Years
7	Minimum Educational qualifications and experience required for Direct Recruits / Deputation / Short-term contract.	<p>Bachelor's Degree (with 55%) in Pharmacy from an Institution recognized by the Central or State Govt. Should be registered as a 'Pharmacist' under the Pharmacy Act,1948.</p> <p>Experience: Relevant experience of 5 years as a Pharmacist at reputed minimum 50 bedded hospital / Organizations in Central Govt. / State Govt. / Recognized Private Hospitals / Nursing Homes / Pharmacies etc.</p>
8	Whether age, educational qualifications and experience prescribed for direct recruits will apply in the case of promotion.	Not Applicable
9	Period of Probation, if any.	One year
10	Method of Recruitment: Whether by Direct Recruitment or by promotion or by deputation or transfer & percentage of the vacancies to be filled by various methods.	Direct Recruitment
11	In case of recruitment by promotion / deputation / absorption grades from which promotion / deputation / absorption to be made.	<p><u>Promotion through Selection under Limited Departmental Quota: NA</u></p> <p><u>Deputation (including STC)/ Composite Method of Recruitment: Same as applicable for Direct Recruitment</u></p>
12	If DPC exists, what is its composition	NA

1	Name of the Post	Hindi Officer / Rajbhasha Adhikari
2	Number of Posts	As per sanctioned strength
3	Classification	Group "A"
4	Scale of Pay (Band Pay, Grade Pay / Pay Level)	Pay Level-10
5	Whether Selection Post or non-Selection Posts	Selection
6	Age Limit for Direct Recruits / Deputation / Short-term contract	40 Years
7	Minimum Educational qualifications and experience required for Direct Recruits / Deputation / Short-term contract.	<p>Master's degree (with 55 %) of a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level;</p> <p style="text-align: center;">OR</p> <p>Master's degree (with 55 %) of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level;</p> <p style="text-align: center;">OR</p> <p>Master's degree (with 55 %) of a recognized University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of examination at the degree level;</p> <p style="text-align: center;">OR</p> <p>Master's degree (with 55 %) of a recognized University in any subject other than Hindi or English, with English medium and Hindi as a compulsory or elective subject or as a medium of an examination at the degree level;</p> <p style="text-align: center;">OR</p> <p>Master's degree (with 55 %) of a recognized University in any subject other than Hindi or English, with Hindi and English as compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at the degree level.</p> <p>5 years' experience of using / applying terminology (terminological work) in Hindi and translation work from English to Hindi or vice-versa on advanced computerized system, preferably of technical or scientific literature under Central / State Governments/ Autonomous Body / Statutory Organizations / PSUs / Universities or recognized research or educational institutions.</p> <p style="text-align: center;">OR</p> <p>5 years' experience of teaching in Hindi and English or research in Hindi or English under Central / State Governments / Autonomous Body / Statutory Organizations / PSUs / Universities or recognized research or educational institutions.</p> <p>Description of relevant experience:</p>

		<p>5 years of experience in Pay Level-7 as Sr. Hindi Translator in Central / State Government / Central / State funded Educational Institutes / Govt. Universities / Comparable Research Establishment and other Institution of Higher Education in the following areas:</p> <p>Should have knowledge of computer office applications in both Hindi and English with sufficient typing speed, proficiency in office applications like Word, Excel and Power Point etc.</p> <p>The candidate must be able to use internet, web applications and online translation techniques, independently.</p> <p>Should be capable of Typing the documents in Hindi and English with ability to translate documents from Hindi to English and vice versa using all kinds of Hindi & English software, in an independent manner.</p> <p>Should be capable of using Hindi tools on advanced computerized systems. Knowledge of translation work from Hindi to English and vice versa using all software is essential.</p>
8	Whether age, educational qualifications and experience prescribed for direct recruits will apply in the case of promotion.	<p>Age: Not Applicable</p> <p>Qualification: Yes</p>
9	Period of Probation, if any.	One year
10	Method of Recruitment: Whether by Direct Recruitment or by promotion or by deputation or transfer & percentage of the vacancies to be filled by various methods.	<p>75% by Direct Recruitment / Deputation (including short term contract) / Composite Method of Recruitment.</p> <p>25% by Promotion through Selection under Limited Departmental Quota, failing which Deputation (including short term contract) / Composite Method of Recruitment / Direct Recruitment etc.</p>
11	In case of recruitment by promotion / deputation / absorption grades from which promotion / deputation / absorption to be made.	<p><u>Promotion through Selection under Limited Departmental Quota:</u> As per point No. 7 above with 5 years of experience in Pay Level-7.</p> <p><u>Deputation (including STC)/ Composite Method of Recruitment:</u> Same as applicable for Direct Recruitment</p>
12	If DPC exists, what is its composition	Selection Committee and procedure as per the Statutes

1	Name of the Post	Senior Hindi Translator / Superintendent (Rajbhasha)
2	Number of Posts	As per sanctioned strength
3	Classification	Group "B"
4	Scale of Pay (Band Pay, Grade Pay / Pay Level)	Pay Level-7
5	Whether Selection Post or non-Selection Posts	Selection
6	Age Limit for Direct Recruits / Deputation / Short-term contract	38 Years
7	Minimum Educational qualifications and experience required for Direct Recruits / Deputation / Short-term contract.	<p>Master's degree of a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level;</p> <p style="text-align: center;">O R</p> <p>Master's degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level.</p> <p style="text-align: center;">O R</p> <p>Master's degree of a recognized University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of examination at the degree level.</p> <p style="text-align: center;">O R</p> <p>Master's degree of a recognized University in any subject other than Hindi or English, with English medium and Hindi as a compulsory or elective subject or as a medium of an examination at the degree level.</p> <p style="text-align: center;">O R</p> <p>Master's degree of a recognized University in any subject other than Hindi or English, with Hindi and English as compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at the degree level.</p> <p>Experience: 5 years' experience of using / applying terminology (terminological work) in Hindi and translation work from English to Hindi or vice-versa on advanced computerized system, preferably of technical or scientific literature under Central / State Governments/ Autonomous Body / Statutory Organizations / PSUs / Govt. Universities or recognized research or educational institutions.</p> <p style="text-align: center;">O R</p>

		5 years' experience of teaching in Hindi and English or research in Hindi or English under Central / State Governments / Autonomous Body / Statutory Organizations / PSUs / Govt. Universities or recognized research or educational institutions.
8	Whether age, educational qualifications and experience prescribed for direct recruits will apply in the case of promotion.	Age: Not Applicable Qualification: Yes
9	Period of Probation, if any.	One year
10	Method of Recruitment: Whether by Direct Recruitment or by promotion or by deputation or transfer & percentage of the vacancies to be filled by various methods.	50% by Direct Recruitment / Deputation (including short term contract) / Composite Method of Recruitment. 50% by Promotion through Selection under Limited Departmental Quota, failing which Deputation (including short term contract) / Composite Method of Recruitment / Direct Recruitment etc.
11	In case of recruitment by promotion / deputation / absorption grades from which promotion / deputation/ absorption to be made.	<u>Promotion through Selection under Limited Departmental Quota:</u> As per point No. 7 above with 5 years of experience in Pay Level-6. <u>Deputation (including STC)/ Composite Method of Recruitment:</u> Same as applicable for Direct Recruitment
12	If DPC exists, what is its composition	Selection Committee and procedure as per the Statutes

1	Name of the Post	Junior Translator (Rajbhasha)
2	Number of Posts	As per sanctioned strength
3	Classification	Group "B"
4	Scale of Pay (Band Pay, Grade Pay / Pay Level)	Pay Level-6
5	Whether Selection Post or non-Selection Posts	Selection
6	Age Limit for Direct Recruits/ Deputation / Short-term contract	35 Years
7	Minimum Educational qualifications and experience required for Direct Recruits / Deputation / Short-term contract.	<p>Master's degree of a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level;</p> <p style="text-align: center;">OR</p> <p>Master's degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level;</p> <p style="text-align: center;">OR</p> <p>Master's degree of a recognized University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of examination at the degree level;</p> <p style="text-align: center;">OR</p> <p>Master's degree of a recognized University in any subject other than Hindi or English, with English medium and Hindi as a compulsory or elective subject or as a medium of an examination at the degree level;</p> <p style="text-align: center;">OR</p> <p>Master's degree of a recognized University in any subject other than Hindi or English, with Hindi and English as compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at the degree level.</p> <p style="text-align: center;">OR</p> <p>Two years' experience of translation work from Hindi to English and vice-versa in Central Government or State Government offices, including Government of India Undertakings or print and electronic media, publication divisions / cells / houses or agencies working for Government or reputed non-government organisations.</p> <p>Experience: At least 5 years office environment and typing skills in Hindi / English. Excellent computer skills for handling correspondence work/ office files/ papers with proficiency in English & Hindi. Knowledge of translation work from Hindi to English and vice versa.</p>

8	Whether age, educational qualifications and experience prescribed for direct recruits will apply in the case of promotion.	Age: Not Applicable Qualification: Yes
9	Period of Probation, if any.	One year
10	Method of Recruitment: Whether by Direct Recruitment or by promotion or by deputation or transfer & percentage of the vacancies to be filled by various methods.	50% by Direct Recruitment / Deputation / Short- Term Contract / Composite Method of Recruitment. 50% by Promotion through Selection under Limited Departmental Quota, failing which Deputation (including short term contract) / Composite Method of Recruitment / Direct Recruitment etc.
11	In case of recruitment by promotion / deputation / absorption grades from which promotion / deputation / absorption to be made.	<u>Promotion through Selection under Limited Departmental Quota:</u> As per point No. 7 above with 6 years of experience in PL-5 and above. <u>Deputation (including STC)/ Composite Method of Recruitment:</u> Same as applicable for Direct Recruitment
12	If DPC exists, what is its composition	Selection Committee and procedure as per the Statutes

1	Name of the Post	Hindi Assistant (MS)
2	Number of Posts	As per sanctioned strength
3	Classification	Group "C"
4	Scale of Pay (Band Pay, Grade Pay / Pay Level)	Pay Level-5
5	Whether Selection Post or non-Selection Posts	Selection
6	Age Limit for Direct Recruits / Deputation / Short-term contract	33 Years
7	Minimum Educational qualifications and experience required for Direct Recruits / Deputation / Short-term contract.	<p>Bachelor's degree in English (Honors) or Hindi (Honors) with first class. Experience: At least 3 years of experience of translation work from Hindi to English and vice-versa in Central Government or State Government offices, including Government of India Undertakings or print and electronic media, publication divisions / cells / houses or agencies working for Government or reputed non-government organisations.</p> <p>Desirable: Recognized diploma or certificate course in translation from Hindi to English or vice-versa from a recognized University/Institute.</p>
8	Whether age, educational qualifications and experience prescribed for direct recruits will apply in the case of promotion.	Not Applicable
9	Period of Probation, if any.	One year
10	Method of Recruitment: Whether by Direct Recruitment or by promotion or by deputation or transfer & percentage of the vacancies to be filled by various methods.	Direct Recruitment / Deputation (including short term contract) / Composite Method of Recruitment.
11	In case of recruitment by promotion / deputation / absorption grades from which promotion /deputation/ absorption to be made.	<u>Promotion through Selection under Limited Departmental Quota: NA</u> <u>Deputation (including STC)/ Composite Method of Recruitment: Same as applicable for Direct Recruitment</u>
12	If DPC exists, what is its composition	NA

1	Name of the Post	Chief Security Officer
2	Number of Posts	As per sanctioned strength
3	Classification	Group "A"
4	Scale of Pay (Band Pay, Grade Pay / Pay Level)	Pay Level-10
5	Whether Selection Post or non-Selection Posts	Selection
6	Age Limit for Direct Recruits / Deputation / Short-term contract	45 Years
7	Minimum Educational qualifications and experience required for Direct Recruits / Deputation / Short-term contract.	First Class Bachelor's Degree or its equivalent from a recognized University or Institute in any discipline and Minimum 5 years supervisory experience in Army / Central paramilitary Forces in Govt. organization / educational / Private Organization. (or) Officer of the Police Departments of the Central / State / UT Governments with a minimum of 05 years' experience as Commissioner / Superintendent of Police / Additional Superintendent of Police.
8	Whether age, educational qualifications and experience prescribed for direct recruits will apply in the case of promotion.	Not Applicable
9	Period of Probation, if any.	One year
10	Method of Recruitment: Whether by Direct Recruitment or by promotion or by deputation or transfer & percentage of the vacancies to be filled by various methods.	Direct Recruitment / Deputation (including short term contract) / Composite Method of Recruitment.
11	In case of recruitment by promotion / deputation / absorption grades from which promotion / deputation / absorption to be made.	<u>Promotion through Selection under Limited Departmental Quota: NA</u> <u>Deputation (including STC)/ Composite Method of Recruitment: Same as applicable for Direct Recruitment</u>
12	If DPC exists, what is its composition	NA

1	Name of the Post	Security Officer
2	Number of Posts	As per sanctioned strength
3	Classification	Group "B"
4	Scale of Pay (Band Pay, Grade Pay / Pay Level)	Pay Level-6
5	Whether Selection Post or non-Selection Posts	Selection
6	Age Limit for Direct Recruits / Deputation / Short-term contract	40 Years
7	Minimum Educational qualifications and experience required for Direct Recruits / Deputation / Short-term contract.	Bachelor's Degree with a minimum of 55 % marks or its equivalent from a recognized University or Institute in any discipline and an Ex- servicemen JCO (Subedar or higher rank) (or) equivalent rank in other para-military forces with minimum of 05years' experience; (OR) Officer of the Police Departments of the Central / State / UT Governments with a minimum of 05 years of experience as Deputy Superintendent of Police / Assistant Commissioner of Police.
8	Whether age, educational qualifications and experience prescribed for direct recruits will apply in the case of promotion.	Not Applicable
9	Period of Probation, if any.	One year
10	Method of Recruitment: Whether by Direct Recruitment or by promotion or by deputation or transfer & percentage of the vacancies to be filled by various methods.	Direct Recruitment / Deputation / Short- Term Contract / Composite Method of Recruitment.
11	In case of recruitment by promotion / deputation / absorption grades from which promotion / deputation / absorption to be made.	<u>Promotion through Selection under Limited Departmental Quota: NA</u> <u>Deputation (including STC) / Composite Method of Recruitment: Same as applicable for Direct Recruitment</u>
12	If DPC exists, what is its composition	NA

1	Name of the Post	Veterinarian
2	Number of Posts	As per sanctioned strength
3	Classification	Group "A"
4	Scale of Pay (Band Pay, Grade Pay / Pay Level)	Pay Level-10
5	Whether Selection Post or non-Selection Posts	Selection
6	Age Limit for Direct Recruits / Deputation / Short-term contract	45 Years (Higher age limit in comparison to other PL-10 post has been proposed as the post demands qualification and experience of specialized nature in veterinary science)
7	Minimum Educational qualifications and experience required for Direct Recruits / Deputation / Short-term contract.	B.V.Sc. with 8 years of experience or M.V.Sc. (Veterinary/ Pathology/ Microbiology/ Virology/ Medicine or Equivalent qualifications) with 5 years' experience in handling experimental animals including breeding and maintenance of transgenic animals. The candidate should have a proven track record of working in an animal research facility, preferably linked to an academic institution.
8	Whether age, educational qualifications and experience prescribed for direct recruits will apply in the case of promotion.	Not Applicable
9	Period of Probation, if any.	One year
10	Method of Recruitment: Whether by Direct Recruitment or by promotion or by deputation or transfer & percentage of the vacancies to be filled by various methods.	Direct Recruitment / Deputation (including short term contract) / Composite Method of Recruitment.
11	In case of recruitment by promotion / deputation / absorption grades from which promotion / deputation / absorption to be made.	<u>Promotion through Selection under Limited Departmental Quota</u> : NA <u>Deputation (including STC) / Composite Method of Recruitment</u> : Same as applicable for Direct Recruitment
12	If DPC exists, what is its composition	NA

1	Name of the Post	Counselling Superintendent
2	Number of Posts	As per sanctioned strength
3	Classification	Group "B"
4	Scale of Pay (Band Pay, Grade Pay / Pay Level)	Pay Level-7
5	Whether Selection Post or Non-Selection Posts	Selection
6	Age Limit for Direct Recruits / Deputation / Short-term contract	40 years
7	Minimum Educational qualifications and experience required for Direct Recruits / Deputation / Short-term contract.	<p>Master's Degree (with 50%) in psychology (Clinical or Counselling) or Social Work (Medical & Psychiatric) with practical experience.</p> <p>Experience: 5 years' experience in counselling students with regard to their academic and psychosocial and emotional issues in any reputed academic Institute or a reputed organization</p>
8	Whether age, educational qualifications and experience prescribed for direct recruits will apply in the case of promotion.	Not Applicable
9	Period of Probation, if any.	One year
10	Method of Recruitment: Whether by Direct Recruitment or by promotion or by deputation or transfer & percentage of the vacancies to be filled by various methods.	Direct Recruitment / Deputation (including short term contract) / Composite Method of Recruitment.
11	In case of recruitment by promotion / deputation / absorption grades from which promotion / deputation / absorption to be made.	<p><u>Promotion through Selection under Limited Departmental Quota: NA</u></p> <p><u>Deputation (including STC) / Composite Method of Recruitment: Same as applicable for Direct Recruitment</u></p>
12	If DPC exists, what is its composition	NA

1	Name of the Post	Attendant
2	Number of Posts	As per sanctioned strength
3	Classification	Group "C"
4	Scale of Pay (Band Pay, Grade Pay / Pay Level)	Pay Level-1
5	Whether Selection Post or non-Selection Posts	Selection
6	Age Limit for Direct Recruits / Deputation / Short-term contract	32 Years
7	Minimum Educational qualifications and experience required for Direct Recruits / Deputation / Short-term contract.	<p>Matriculation or three years Diploma from a recognized University / Institute in relevant field.</p> <p>Experience: 3 years of relevant experience in a laboratory / Academic / Research / Establishments of National / International Repute in handling scientific equipment related to the laboratories of Biological Sciences / Veterinary Sciences / Chemistry /Physics/ Earth & Environmental Sciences / Computer Sciences / Electrical Engineering / Data Sciences / Chemical Engineering / Chemical Effluents treatment labs, Virtual classroom / Computer Networking and IT / E-Classroom / Audio Visual equipment / CCTV Networking / Cooking, catering etc.</p>
8	Whether age, educational qualifications and experience prescribed for direct recruits will apply in the case of promotion.	Not Applicable
9	Period of Probation, if any.	One year
10	Method of Recruitment: Whether by Direct Recruitment or by promotion or by deputation or transfer & percentage of the vacancies to be filled by various methods.	Direct Recruitment / Deputation (including short term contract) / Composite Method of Recruitment.
11	In case of recruitment by promotion / deputation / absorption grades from which promotion / deputation / absorption to be made.	<p><u>Promotion through Selection under Limited Departmental Quota: NA</u></p> <p><u>Deputation (including STC) /Composite Method of Recruitment: Same as applicable for Direct Recruitment</u></p>
12	If DPC exists, what is its composition	NA