

**LAKSHMIBAI NATIONAL INSTITUTE OF PHYSICAL EDUCATION, GWALIOR
(DEEMED UNIVERSITY)**

**LAKSHMIBAI NATIONAL INSTITUTE OF PHYSICAL EDUCATION SERVICE BYE-
LAWS AND CONDITIONS OF SERVICE REGULATIONS, 2006 (LNIPE SBCSR)**

GENERAL INDEX

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(As accepted and adopted by the Board of Management in its 31st meeting held on 15th Feb. 2006 vide agenda item 2 and considering the observations communicated by Government of India, Ministry of Youth Affairs and Sports vide letter No. 1-10/2005 - Desk (PE) dated 31st Jan. 2006).

**LAKSHMIBAI NATIONAL INSTITUTE OF PHYSICAL
EDUCATION, GWALIOR
(DEEMED UNIVERSITY)**

CHAPTER – 1

GENERAL BYE-LAWS

1. SHORT TITLE AND COMMENCEMENT

- i) These Bye-laws shall be called Lakshmibai National Institute of Physical Education Service Bye-laws and Conditions of Service Regulations, 2006 (LNIPE SBCSR) and have been framed under Rule 26 of the Rules of the Institute.
- ii) They shall be deemed to have come into force from the date when these are notified.
- iii) Nothing in these Bye-laws shall affect the appointments made and actions taken in accordance with the Rules adopted by Lakshmibai National Institute of Physical Education (LNIPE) or any resolution(s) of the Board of Management prior to the date of coming into force of these Bye-laws. All the actions pertaining to conditions of service matters till the date of commencement of these Bye-laws shall be deemed to have been taken under the authority of the bye-laws and applicable rules at that point of time.

2. APPLICATION

These Bye-laws shall apply to all employees of the LNIPE other than

- i) Persons employed on daily wages;
- ii) Persons appointed on contract for specific assignments;
- iii) Project staff; and
- iv) Consultants.

3. DEFINITIONS AND INTERPRETATIONS

In these Bye-laws, unless the context other requires: -

- i) “Academic Council” means Academic Council of the Institute;
- ii) “Academic Staff” means the staff involved in teaching research and evaluation, curriculum development, material development, counseling consultancy, training including preparation of training modules, handbooks, and the staff on such other posts as may be declared as academic staff by the Board of Management.

- iii) “Academic Year” means the period of one year commencing from 1st July with the opening of the sessions and ending on the last day of June next year;
- iv) “Appellate Authority” means the authority competent to consider appeal in accordance with the provisions under the Memorandum of Association or these Bye-laws;
- v) “Appointing Authority” in relation to any post under the Lakshmibai National Institute of Physical Education, Gwalior means the authority competent to make appointment to that post;
- vi) “Authorities” means the authorities defined in the Memorandum of Association and the Rules of the Institute;
- vii) “Average Pay” means the average monthly pay earned during 10 completed months immediately preceding the month in which the event occurs which necessitates the calculation of average pay;
- viii) “Board” means the Board of Management of the LNIFE;
- ix) “Borrowed Employee” means an employee of any other authority whose services are requisitioned by the Institute on loan/deputation;
- x) “Bye Laws” means Bye-laws framed in pursuant to provisions of the Memorandum of Association and the Rules of the LNIFE;
- xi) “Cadre” means the strength of a service or a part of a service sanctioned as a separate unit;
- xii) “Chairman” means the Chairman of the Board of Management of the LNIFE or of any selection committee or committee appointed by the Institute;
- xiii) “Compensatory Allowance” means an allowance granted to meet personal expenditure necessitated by the circumstances in which duty is performed. It includes traveling allowance.
- xiv) “Competent Authority” means authority competent to take a particular decision.
- xv) “Contract Employee” means an appointment on contract for specific assignment on consolidated salary taking into consideration the nature of assigned work-load involved and terms and conditions as may be agreed upon between the appointing authority and the person appointed for a specific period;

- xvi) “Departmental Promotion Committee” (DPC) means a committee set up for consideration cases of promotion, Assured Career Progression (ACP) Scheme, confirmation of employees etc.;
- xvii) "Department" means a Department established on recommendations of the Academic Council;
- xviii) “Deputationist” means a person whose services have been obtained by the Institute on deputation terms from his parent department;
- xix) “Direct recruitee” means an employee who has been directly appointed by the appointing authority to any post under the Institute in accordance with the procedure regulating direct recruitment;
- xx) “Duty” means service on probation provided that such service is followed by confirmation;
- xxi) “Employee” means any person appointed on whole-time salary basis by the Institute in its regular service and includes academic and non-academic staff;
- xxii) “Faculties” means the faculties constituted on the recommendations of the Academic Council;
- xxiii) “Fee” means recurring or non-recurring payment received by an employee of the Institute from a source other than the funds of the Institute whether made directly or indirectly through an intermediary of the Institute;
- xxiv) “Finance Committee” means the Finance Committee of the Institute;
- xxv) “Finance Officer” means the Finance Officer of the Institute;
- xxvi) “Foreign Service” means service in which an employee receives his substantive pay with the sanction of the Institute from a source other the funds of the Institute;
- xxvii) “Government” means the Government of India;
- xxviii) “Head of the Department” means the head of any teaching department of the Institute;
- xxix) “Head of office” means an officer declared as Head of office by the Vice Chancellor;
- xxx) “Honorarium” means recurring or non-recurring payment granted to an employee from the funds of the Institute as remuneration for a special work of an occasional or intermittent nature;

- xxxix) “Institute” means the Lakshmbai National Institute of Physical Education;
- xxxii) “Joining Time” means the time allowed to join a new post or to travel to or from one station to another to join a post;
- xxxiii) “Lien” means the right or title of an employee of the Institute to hold a regular post, whether permanent or temporary, either immediately or on the termination of the period(s) of absence;
- xxxiv) “Leave Salary” means the amount of money paid by the Institute to an employee who is on leave;
- xxxv) “Leave Salary Contribution” means the amount of money remitted to parent department of a Deputationist;
- xxxvi) “Memorandum” means the Memorandum of Association and Rules of the Institute;
- xxxvii) “Month” means a calendar month;
- xxxviii) “Non-academic Staff” means the staff other than academic staff of the Institute and such other posts as may be declared as non-academic staff by the Board of Management;
- xxxix) “Officiating” means the act of officiating in a post by an employee when he performs the duty of a post on which another person holds a lien. An employee may also officiate in a vacant post on which no other employee holds lien;
- xl) “Pay” means the amount drawn monthly by an employee as pay as admissible under the rules from time to time;
- xli) “Personal Pay” means additional pay granted to an employee as admissible under the rules from time to time;
- xlii) “President” means the President of the Institute as per the Memorandum;
- xliii) “Principal Executive Officer” means the Vice Chancellor of the Institute;
- xliv) “Probation” means the period for determination the fitness of an employee for his eventual substantive appointment to a post;
- xlv) “Recruitment Rules” means the Recruitment Rules framed by the Institute for recruitment, promotion etc. of its employees;
- xlvi) “Registrar” means the Registrar of the Institute;

- xlvi) “Salary” means emoluments of an employee of the Institute including pay, allowances etc. classified as salary;
- xlvi) “Schedule” means schedule attached to these bye-laws.
- xlix) “Rules and Regulations” means the Rules and Regulations framed in pursuant to relevant provisions of Memorandum of Association of the Institute;
- l) “Selection Committee” means a committee appointed for selection of person(s) for appointment to a post in the Institute;
- li) “Society” means the Lakshmibai National Institute of Physical Education Society, Gwalior;
- lii) “Special Pay” means an additional pay granted to an employee or post in consideration of (a) the specially arduous nature of the duties, or (b) a specific addition to the work or responsibility;
- liii) “Subsistence Allowance” means a monthly allowance made to an employee under suspension during the period of suspension for which he is not in receipt of pay or leave salary;
- liv) “Substantive Pay” means the pay other than the special pay, personal pay, to which an employee of the Institute is entitled on account of a post to which he/she has been appointed substantively or by reason of his substantive position in a cadre;
- lv) “Superannuation” means attainment of age of retirement;
- lvi) “Temporary Post” means a post carrying a definite rate of pay sanctioned for a limited time;
- lvii) “Time Scale Pay” means pay which is raised by periodical increments from minimum to a maximum;
- lviii) “Traveling Allowance” means an allowance granted to an employee to cover the expenses which he incurs in traveling in the interest of the Institute;
- lix) “Vacation” means the period of vacation as may be prescribed by the Institute from time to time for teaching staff keeping in view the UGC guidelines;
- lx) “Vacation Department” means a department or part of a department which is entitled to regular vacations during which employees serving in the department are permitted to be absent from duty;

4. CLASSIFICATION OF THE EMPLOYEES OF THE INSTITUTE

The teaching and non-teaching posts in the Institute shall be classified in Group 'A', 'B', 'C' and 'D' on the same criterion as prescribed in the Central Civil Services (Classification, Control and Appeal) Rules, 1965.

5. CREATION OF POSTS

The Board of Management in consultation with the Finance Committee shall have powers in pursuance to the Rules of the Institute, to create both teaching and non-teaching posts, as and when expedient in the interest of the Institute. The existing instructions of the Government of India regarding creation and filling of posts shall be applicable. The existing sanctioned posts and pay-scales are as indicated in **Schedule – 1**.

6. APPOINTING AUTHORITY/DISCIPLINARY AUTHORITY AND APPELLATE AUTHORITY.

The appointing authority/disciplinary authority and appellate authority for various posts in the Institute shall be as indicated in **Schedule – 2**.

7. SCALES OF PAY

The pay-scales and allowances for various teaching and non-teaching posts shall be such as may be prescribed by the Board of Management and approved by the Government from time to time, keeping in view the UGC guidelines and directives of the Government in this regard.

8. FULL-TIME EMPLOYMENT

- i) The services of an employee shall be at the disposal of the Institute full-time and he may be required to perform such duties as may be assigned to him by the Institute from time to time.
- ii) Without prejudice to the generality of clause (i) above –
 - a) an employee may be required to undergo a course of study or training within or outside India;
 - b) he may be required to serve the Institute at any place and in any post not lower than the post to which he is substantively appointed or to which he is reduced as a measure of punishment in accordance with the provisions; and
 - c) he shall devote his full time and attention to the service of the Institute and shall not take active part in politics, or without the prior permission of the Board in the case of the Vice Chancellor, or of the Vice Chancellor in the case of others, engage himself directly or indirectly, in any trade, business

or occupation or enter into any remunerative commitment, or absent himself from duty except in the case of accident or sickness certified by a competent medical authority.

9. TEST OR EXAMINATIONS

(i) The employees of the Institute shall be required to pass such departmental and other tests and examinations as may be prescribed by the Board. The Board may lay down rules regarding the time-frames within which the tests have to be passed, the consequences of not passing the test and other cognate matters.

(ii) The Institute shall conduct a departmental examination for the purpose of clearance of probation, wherever prescribed in the Recruitment Rules pertaining to the post. In case of failure to clear the departmental examination by the direct recruit within the prescribed period of probation or extended period thereof, his services shall be terminated. In case of failure to clear the prescribed departmental official during the period of probation or extended period thereof, he shall be reverted back to the post held by him prior to such promotion and will be eligible for re-consideration for further promotion only on clearance of such examinations. However, the condition of clearance of examination shall be waived of, in the case of promoted candidates if they have qualified the departmental examination earlier at any stage.

10. HOLIDAYS

The Institute may observe all such holidays as are observed by the offices of the Government at Gwalior. However, the Vice Chancellor shall have the option to change these holidays keeping in view the local needs and/or academic/administrative considerations.

11. LEGAL PROCEEDINGS

All legal proceedings against the Institute by its employees would be in the name of the Registrar and subject to Courts at Gwalior or the Courts having jurisdiction over Gwalior.

12. PROVISION FOR EXISTING EMPLOYEES

Every person holding a post under the Institute at the commencement of these bye-laws shall, on such commencement, be deemed to have been appointed under the provisions of these bye-laws to the corresponding post mentioned in the schedule attached to these bye-laws and shall draw the pay drawn by him immediately before such commencement.

13. AUTHENTICATION OF DECISIONS

All orders and decisions of the Academic Council and the Board shall be authenticated under the signatures of the Registrar.

14. INTERPRETATION AND REMOVAL OF DOUBT

All words and expressions used, but not defined, in these bye-laws and defined in the Rules of the Institute shall have the meaning respectively assigned to them in the said Rules. In case of doubts as to (i) interpretation of the words and expressions in these bye-laws; and (ii) whether an authority of the Institute is superior to any other authority, the decision of the Board thereon shall be final.

15. POWER TO RELAX

Notwithstanding anything contained in these Bye-laws, the Board may relax any of the provisions of these Rules or attenuate undue hardship arising from the operation of such provisions, or in the interests of the Institute.

16. AMENDMENT OF RULES

The Board shall have the authority to amend, modify, change, withdraw or suspend, any or all of these Rules with the concurrence of the Government.

17. RESIDUARY CONDITIONS

Any matter relating to the conditions of recruitment, service of an employee for which no provision is made in the above bye-laws or in case of any ambiguity, or discrepancies, the instructions/rules of the Government, shall be followed by the Institute until specific provision and made in relevant Rules and/or Bye-laws in accordance with prescribed procedure in the Memorandum.

CHAPTER - 2

BYE-LAWS GOVERNING APPOINTMENTS, TERMS AND CONDITIONS OF THE SERVICE OF THE ACADEMIC STAFF

1. APPOINTMENTS

- i. The appointments in the teaching/academic cadres shall be made by the Board of Management on the recommendations of the selection committee. The composition of selection committees together with qualifications, experience etc. and manner of recruitment etc. shall be as laid down in Recruitment Rules under **Schedule – 3** hereto.
- ii. It is optional for the Institute to utilize the seminar or colloquium as a method for the selection of Lecturer, Reader or Professor.
- iii. All the employees of the Institute shall be given an age relaxation to the extent of 10 years over and above the prescribed maximum age-limit for general category candidates, for submission of application for appointment on a post against direct recruitment quota.
- iv. The Government's instructions laid down for reservation of certain percentage of posts in respect of candidates belonging to Scheduled Castes, Scheduled Tribes and Ex-servicemen etc. as applicable from time to time, shall apply mutatis mutandis in the Institute in the cases of appointments of academic staff.
- v. In the event of office of the Vice Chancellor being vacant, the officer appointed to perform current duties of the Vice Chancellor, shall be the Chairman of the selection committee, wherever so provided in the selection committee.
- vi. No act or proceeding of any selection committee shall, however, be called in question on the grounds merely of the absence of any member or members or chairman of the selection committee.

2. APPOINTMENT ON ADHOC BASIS/PART-TIME BASIS

All teaching posts shall be filled up on regular basis, after an all India open advertisement. However, if the appointment to a certain post is required to be made urgently in the interest of teaching, the Vice Chancellor may make temporary appointment on adhoc basis/part-time basis for a period of 6 months at a time against a sanctioned and vacant live post, if it is not possible or desirable to make regular appointment.

The minimum qualification for appointment of such teachers shall be the same as those for regular teachers and they shall be selected by duly constituted selection committee and appointed only in exceptional circumstances such as absence of subject

specialist or too much work-load on a regular teacher. They may be appointed on a contract appointment only for a short period or as permanent half-time/proportionate time employees against half/proportionate salary of the minimum of the scale.

The appointments so made shall be reported to the Board of Management in its next meeting.

3. TERMS & CONDITIONS OF SERVICE

The service conditions of teachers and academic staff shall be governed by the following Central Civil Services Rules as applicable mutatis mutandis on Central Government Servants from time to time:-

- i. Annual Confidential Reports;
- ii. Allotment of accommodation;
- iii. Children's Educational Assistance;
- iv. Compassionate appointments of dependents of the employees who dies in harness;
- v. Classification, Control and Appeal
- vi. Conduct Rules;
- vii. Counting of past services for pay-fixation;
- viii. Counting of past services for retirement benefits;
- ix. General Provident Fund;
- x. Grant of advances;
- xi. Grant of immediate relief to the family of an employee who dies while in service;
- xii. Incentives for promotion of small family norms;
- xiii. Leave Travel Concession/Home Travel Concession;
- xiv. Maintenance of service records and personal files;
- xv. Medical Attendance Rules;
- xvi. Re-employment;

- xvii. Retirement benefits including pension;
- xviii. TA/DA Rules;
- xix. Termination of services.

However, the service conditions of teachers in respect of the following matters shall be governed by the UGC Regulations as amended from time to time:-

- i. Counting of past services for promotion, placement;
- ii. Incentives for Ph.D./M.Phil;
- iii. Leave Rules;
- iv. Pay and allowances;
- v. Probation and confirmation;
- vi. Promotion;
- vii. Seniority;
- viii. Teaching Days;
- ix. Work load;
- x. Any other academic related matters as notified by the UGC from time to time.

4. RESIDUARY CONDITION

Any matter relating to the conditions of recruitment, service of an employee for which no provision is made in the above bye-laws or in case of any ambiguity, or discrepancies, the instructions/rules of the Government, shall be followed by the Institute until specific provision and made in relevant Rules and/or Bye-laws in accordance with prescribed procedure in the Memorandum.

CHAPTER – 3

BYE-LAWS GOVERNING APPOINTMENTS, TERMS AND CONDITIONS OF THE SERVICE OF THE NON-ACADEMIC STAFF

1. APPOINTMENTS

- (i) The posts in the non-academic cadre shall be filled in by the respective appointing authorities on the recommendations of the selection committee as prescribed for each post. The directly recruited posts shall be filled up through an all India open advertisement besides notifying to the Employment Exchange. The composition of selection committees together with qualifications, prescribed manner of recruitment etc. is given in Recruitment Rules under **Schedule – 4** hereto.
- (ii) Every person on appointment to any of the sanctioned posts either by direct recruitment or by promotion shall be on probation for a period of two years. The probation period may be extended for a period not exceeding two years by the appointing authority in accordance with the instructions issued by the Government from time to time. If, during the period of probation or any extension thereof as the case may be, the appointing authority is of the opinion that an officer is not fit for permanent appointment, he may be discharged from service or he may be reverted to the post held by him prior to his appointment/promotion in the Institute, as the case may be. During the period of probation or any extension thereof, the officer appointed and/or promoted on a cadre post, wherever prescribed under the Recruitment Rules, shall be required to undergo such course or courses of training and instruction and to pass such examination and tests as may be deemed fit and prescribed elsewhere, as a condition to the satisfactory completion of the probation.
- (iii) Both in the case of direct recruitment or recruitment through promotion, the Government's instructions laid down for reservation of certain percentage of posts in respect of candidates belonging to Scheduled Castes, Scheduled Tribes and Ex-servicemen etc. as applicable from time to time, shall apply mutatis mutandis in the Institute.
- (iv) All the employees of the Institute shall be given an age relaxation to the extent of 10 years over and above the prescribed maximum age-limit for general category candidates, for submission of application for appointment on a post against direct recruitment quota.

- (v) In the event of office of the Vice Chancellor or the Registrar being vacant, the officer appointed to perform current duties of the Vice Chancellor or the Registrar, as the case may be, shall be the Chairman of the selection committee, wherever so provided in the selection committee.
- (vi) No act or proceeding of any selection committee shall, however, be called in question on the grounds merely of the absence of any member or members or chairman of the selection committee.
- (vii) The following Group 'B' and 'C' non-academic posts shall be classified as isolated, having no promotional avenues in normal channels, unless otherwise provided by the bye-laws:-
 - a) Yoga Instructor;
 - b) Life Guard-cum-Instructor (Swimming);
 - c) Mess Supervisor;
 - d) Film Projectionist-cum-Photographer;
 - e) Matron;
 - f) Assistant Librarian;
 - g) Supervisor (B&R);
 - h) Supervisor (Grounds);
 - i) Compounder
 - j) Laboratory Assistant;
 - k) Laboratory Assistant (Pathology);
 - l) Technical Assistant;
 - m) Security Inspector;
 - n) Arts & Crafts Instructor;
 - o) Caretaker;
 - p) Library Assistant;
 - q) Driver.

2. APPOINTMENT ON CONTRACT

Appointment on contract against a sanctioned and live post shall be made by the Vice Chancellor for specific assignments on a consolidated salary, taking into consideration the nature of assignment and work-load involved, and on terms and conditions as maybe agreed upon between the appointing authority and the person so appointed on contract. Duration of such contracts normally shall not exceed one year at a time.

Notwithstanding the manner and method of appointment mentioned above, the Vice Chancellor

- (i) may, when considered necessary, make an adhoc or temporary appointment for a period not exceeding six months at a time where regular appointment to this effect is neither possible nor desirable;
- (ii) may, where a post is to be filled on contract basis, at his discretion, constitute a selection committee, as the circumstances in each case may require; and

- (iii) shall have full powers in the selection/appointment of his secretary either from within the Institute or from outside for a period not exceeding tenure of his appointment. Such an appointment shall be on co-terminus basis and terminable any time at the discretion of the Vice Chancellor.

3. TERMS & CONDITIONS OF SERVICE

The service conditions of non-academic staff shall be governed by the following Central Civil Services Rules as applicable mutatis mutandis on Central Government Servants from time to time:-

- (i) Annual Confidential Reports;
- (ii) Allotment of Accommodation;
- (iii) Children's Educational Assistance;
- (iv) Compassionate appointments of dependents of the employees who dies in harness;
- (v) Classification, Control and Appeal
- (vi) Conduct Rules
- (vii) Counting of past services for pay-fixation;
- (viii) Counting of past services for retirement benefits;
- (ix) General Provident Fund;
- (x) Grant of advances;
- (xi) Grant of immediate relief to the family of an employee who dies while in service;
- (xii) Incentives for promotion of small family norms;
- (xiii) Leave Rules;
- (xiv) Leave Travel Concession/Home Travel Concession;
- (xv) Maintenance of service records and personal files;
- (xvi) Medical Attendance Rules;
- (xvii) Pay and allowances;

- (xviii) Probation and confirmation;
- (xix) Re-employment;
- (xx) Retirement benefits including pension;
- (xxi) Seniority and promotion including Assured Career Progression Scheme;
- (xxii) TA/DA Rules;
- (xxiii) Termination of services.

4. RESIDUARY CONDITION

Any matter relating to the conditions of recruitment, service of non-academic staff cadres for which no provision is made in the above bye-laws or in case of any ambiguity, or discrepancies, the instructions/rules of the Government, shall be followed by the Institute until specific provision and made in relevant Rules and/or Bye-laws in accordance with prescribed procedure in the Memorandum.

(Observations communicated by the Government of India, Ministry of Youth Affairs and Sports vide letter No. 1-10/2005 - Desk (PE) dated 31st Jan. 2006 have been incorporated).

**LAKSHMIBAI NATIONAL INSTITUTE OF PHYSICAL EDUCATION, GWALIOR
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SCHEDULE – 1

EXISTING SANCTIONED POSTS AND PAY-SCALES

(A) ACADEMIC

S.No.	Post	Strength	Pay-scale
1.	Vice Chancellor	01	25,000/- (fixed)
2.	Professor	05	16,400-450-20,900-500,22,400
3.	Registrar	01	16,400-450-20,900-22,400(*)
4.	Finance Officer	01	16,400-450-20,900-22,400(*)
5.	Reader	06	12,000-420-18,300
6.	Lecturer	31	8000-275-13,500
7.	Librarian	01	8000-275-13,500
8.	Director, UGC Academic Staff College	01	16,400-450-20,900-500,22,400
9.	Reader, UGC Academic Staff College	01	12,000-420-18,300
10.	Lecturer, UGC Academic Staff College	01	8000-275-13,500
11.	Deputy Registrar	04	12,000-420-18,300
12.	Assistant Registrar	04	8000-275-13,500

(*) Approval under consideration of the Government of India, Ministry of Youth Affairs and Sports.

(B) NON-ACADEMIC

S.No.	Post	Strength	Pay-scale
1.	Office Superintendent	02	5500-175-9000
2.	Yoga Instructor	02	5500-175-9000
3.	Life Guard-cum-Instructor (Swimming)	01	5500-175-9000
4.	Senior Personal Assistant	01	5500-175-9000
5.	Mess Supervisor	02	5500-175-9000
6.	Film Projectionist Cum Photographer	01	5000-150-8000
7.	Personal Assistant	01	5000-150-8000
8.	Matron	01	4500-125-7000
9.	Assistant	04	4500-125-7000
10.	Assistant Librarian	01	4500-125-7000
11.	Supervisor (B&R)	01	4500-125-7000
12.	Supervisor (Grounds)	01	4500-125-7000
13.	Compounder	01	4500-125-7000
14.	Jr. Hindi Translator	01	4500-125-7000
15.	Upper Division Clerks	09	4000-100-6000
16.	Lab Assistant	04	4000-100-6000
17.	Lab Assistant (Pathology)	01	4000-100-6000
18.	English Stenographer	02	4000-100-6000
19.	Hindi Stenographer	01	4000-100-6000
20.	Technical Assistant	01	4000-100-6000
21.	Security Inspector	01	4000-100-6000

22.	Arts & Craft Instructor	01	4000-100-6000
23.	L.D.C./Typist	10	3050-75-3950-80-4590
24.	Care Taker	01	3050-75-3950-80-4590
25.	Library Assistant	01	3050-75-3950-80-4590
26.	Driver	04	3050-75-3950-80-4590
27.	Electrician	02	3050-75-3950-80-4590
28.	Pump Attendant	04	2650-65-3300-70-4000
29.	Carpenter	02	2650-65-3300-70-4000
30.	Plumber	02	2650-65-3300-70-4000
31.	Jr. Gestetner Operator	02	2650-65-3300-70-4000
32.	Assistant Mechanic	01	2650-65-3300-70-4000
33.	Mason	02	2650-65-3300-70-4000
34.	Mat	01	2610-60-3150-65-3540
35.	Daftri	02	2610-60-3150-65-3540
36.	Book Restorer	02	2610-60-3150-65-3540
37.	Peon	08	2550-55-2660-60-3200
38.	Khallasi	02	2550-55-2660-60-3200
39.	Library Attendant	02	2550-55-2660-60-3200
40.	Watchmen	16	2550-55-2660-60-3200
41.	Mali	09	2550-55-2660-60-3200
42.	Groundmen	08	2550-55-2660-60-3200
43.	Mess Servant	17	2550-55-2660-60-3200
44.	Ward Boy	01	2550-55-2660-60-3200
45.	Cleaner	01	2550-55-2660-60-3200
46.	Safai Karamchari	15	2550-55-2660-60-3200
47.	Aaya	01	2550-55-2660-60-3200
50.	Section Officer, UGC Academic Staff College	01	6500-200-10500
51.	Senior Assistant, UGC Academic Staff College	01	5500-175-9000
52.	Junior Assistant, UGC Academic Staff College	01	4500-125-7000
53.	Documentation Assistant, UGC Academic Staff College	01	4500-125-7000
54.	Steno-typist, UGC Academic Staff College	01	3050-75-3950-80-4590
55.	Peon, UGC Academic Staff College	01	2550-55-2660-60-3200

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SCHEDULE – 2 (*)

**APPOINTING AUTHORITY/DISCIPLINARY AUTHORITY & APPELLATE AUTHORITY
FOR VARIOUS SANCTIONED POSTS IN THE INSTITUTE**

Sl. No.	Category of post(s)	Appointing Authority	Disciplinary Authority	Appellate Authority
1.	Vice Chancellor	President, LNUPE	President, LNUPE	General Body
2.	All posts in PB-4 and PB-3	Vice Chancellor	Vice Chancellor	Board of Management
3.	All posts in PB-2, PB-1 and -1S	Registrar	Registrar	Vice Chancellor

**APPOINTING AUTHORITY/DISCIPLINARY AUTHORITY & APPELLATE AUTHORITY
FOR VARIOUS SANCTIONED POSTS IN UGC ASC**

S. No.	Category of Post	Appointing Authority/	Disciplinary Authority	Appellate Authority
1.	All posts in PB-4 and PB-3	Vice Chancellor	Vice Chancellor	Board of Management
2.	All posts in PB-2, PB-1 and -1S	Registrar	Registrar	Vice Chancellor

NOTE: The employees of Institute and UGC-ASC are not civil servants for the purpose of Article 311 of Constitution of India.

(*) **As per decision of the Board of Management in its 45th and 46th meeting and concurrence/decision of Government of India, Ministry of Youth Affairs & Sports vide letter F. No.2-9/2010/ID dated 30.5.2011.**

**LAKSHMIBAI NATIONAL INSTITUTE OF PHYSICAL EDUCATION, GWALIOR
(DEEMED UNIVERSITY)**

No. 561

NOTICE

Dated, 9th Feb. 2006

In exercise of the powers conferred by the Rule 26 under Rules of the Lakshmibai National Institute of Physical Education, Gwalior, the Board of Management of the Institute hereby makes the following rules namely:-

1. **Short Title and commencement** – (i) These rules may be called the Lakshmibai National Institute of Physical Education, Gwalior Service (Recruitment) Rules, 2006.

(ii) They shall come into force from 09.03.2006.

2. **Number of the post, classification and scale of pay** – The number of the posts, their classification and the scale of pay attached thereto, shall be as specified in columns 2 to 4 of the Schedules annexed to these rules for respective posts.

3. **Method of recruitment, age limit, qualifications etc.** – The method of recruitment to the posts, qualifications and other matters relating thereto shall be as specified in column 5 to 14 of the said Schedules.

4. **Disqualification** – No person

(a) who has entered into or contracted a marriage with a person having a spouse living or

(b) who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the said post

Provided that the Board of Management may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

5. **Power to relax** – Where the Board of Management is of the opinion that it is necessary or expedient so to do, it may, on the request of the Vice Chancellor, by order, for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of person.

6. **Saving** – Nothing in these rules shall affect reservations, relaxation of age limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes and other special categories of persons in accordance with the order issued by the Central Government from time to time in this regard.

Registrar
Lakshmibai National Institute of Physical Education, Gwalior

**LAKSHMIBAI NATIONAL INSTITUTE OF PHYSICAL EDUCATION, GWALIOR
(DEEMED UNIVERSITY)**

SCHEDULE – 3

RECRUITMENT RULES IN RESPECT OF ACADEMIC CADRES IN THE INSTITUTE

1.	Name of post	Vice Chancellor
2.	Number of posts	01
3.	Classification	Group 'A'
4.	Scale of pay	Rs. 25,000/- (Fixed)
5.	Whether selection or non-selection post.	Not applicable
6.	Whether benefit of added years of service under Rule 30 of CCS (Pension) Rules, 1972 admissible.	No
7.	Age limit for direct recruits.	Not applicable
8.	Educational and other qualification for direct recruits.	As per U.G.C. Regulations
9.	Whether age and educational qualifications prescribed for direct recruit will apply for Promotees.	Not applicable
10.	Period of probation, if any.	Not applicable
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/percentage of posts to be filled by various methods.	As per U.G.C. Regulations and provisions of M.O.A.
12.	In case of recruitment by promotion/deputation/absorption, grade from which promotion/deputation/absorption to be made.	Not applicable
13.	If a departmental promotion committee exists, what is its composition.	Not applicable
14.	Composition of the Selection Committee in case of direct recruitment.	As per provisions of M.O.A.

SCHEDULE – 3 (Contd.)

1.	Name of post	Professor
2.	Number of posts	05
3.	Classification	Group 'A'
4.	Scale of pay	Rs.16400-450-20900-500-22400
5.	Whether selection or non-selection post.	Not applicable
6.	Whether benefit of added years of service under Rule 30 of CCS (Pension) Rules, 1972 admissible.	No
7.	Age limit for direct recruits.	Not applicable
8.	Educational and other qualification for direct recruits.	As per U.G.C. Regulations
9.	Whether age and educational qualifications prescribed for direct recruit will apply for Promotees.	Not applicable
10.	Period of probation, if any.	Two years
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/percentage of posts to be filled by various methods.	Direct as per UGC Regulations.
12.	In case of recruitment by promotion/deputation/absorption, grade from which promotion/deputation/absorption to be made.	As per U.G.C. Regulations.
13.	If a departmental promotion committee exists, what is its composition.	Not applicable
14.	Composition of the Selection Committee in case of direct recruitment.	As per UGC Regulations.

SCHEDULE – 3 (Contd.)

1.	Name of post	Director (UGC Academic Staff College)
2.	Number of posts	01
3.	Classification	Group 'A'
4.	Scale of pay	Rs.16400-450-20900-500-22400
5.	Whether selection or non-selection post.	Not applicable
6.	Whether benefit of added years of service under Rule 30 of CCS (Pension) Rules, 1972 admissible.	No
7.	Age limit for direct recruits.	Not applicable
8.	Educational and other qualification for direct recruits.	As per U.G.C. Regulations for the post of Professor (direct).
9.	Whether age and educational qualifications prescribed for direct recruit will apply for Promotees.	Not applicable
10.	Period of probation, if any.	Two years
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/percentage of posts to be filled by various methods.	Direct as per UGC Regulations on 5-year tenure basis or till continuance of UGC ASC in the Institute, whichever occurs earlier.
12.	In case of recruitment by promotion/deputation/absorption, grade from which promotion/deputation/absorption to be made.	As per U.G.C. Regulations.
13.	If a departmental promotion committee exists, what is its composition.	Not applicable
14.	Composition of the Selection Committee in case of direct recruitment.	As per UGC Regulations for the post of Professor (direct).

SCHEDULE – 3 (Contd.)

1.	Name of post	Reader
2.	Number of posts	06
3.	Classification	Group 'A'
4.	Scale of pay	Rs.12000-420-18300
5.	Whether selection or non-selection post.	Not applicable
6.	Whether benefit of added years of service under Rule 30 of CCS (Pension) Rules, 1972 admissible.	No
7.	Age limit for direct recruits.	45 years
8.	Educational and other qualification for direct recruits.	As per U.G.C. Regulations plus appropriate qualification in the area/discipline in which appointment is to be made.
9.	Whether age and educational qualifications prescribed for direct recruit will apply for Promotees.	Not applicable
10.	Period of probation, if any.	Two years
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/percentage of posts to be filled by various methods.	Direct as per UGC Regulations.
12.	In case of recruitment by promotion/deputation/absorption, grade from which promotion/deputation/absorption to be made.	Not applicable
13.	If a departmental promotion committee exists, what is its composition.	Not applicable
14.	Composition of the Selection Committee in case of direct recruitment.	As per provisions of M.O.A.

SCHEDULE – 3 (Contd.)

1.	Name of post	Reader (UGC Academic Staff College)
2.	Number of posts	01
3.	Classification	Group 'A'
4.	Scale of pay	Rs.12000-420-18300
5.	Whether selection or non-selection post.	Not applicable
6.	Whether benefit of added years of service under Rule 30 of CCS (Pension) Rules, 1972 admissible.	No
7.	Age limit for direct recruits.	45 years
8.	Educational and other qualification for direct recruits.	As per U.G.C. Regulations
9.	Whether age and educational qualifications prescribed for direct recruit will apply for Promotees.	Not applicable
10.	Period of probation, if any.	Two years
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/percentage of posts to be filled by various methods.	Direct appointment on 5-year tenure basis or till continuance of UGC ASC in the Institute, whichever occurs earlier.
12.	In case of recruitment by promotion/deputation/absorption, grade from which promotion/deputation/absorption to be made.	Not applicable
13.	If a departmental promotion committee exists, what is its composition.	Not applicable
14.	Composition of the Selection Committee in case of direct recruitment.	As per U.G.C. Regulations.

SCHEDULE – 3 (Contd.)

1.	Name of post	Registrar
2.	Number of posts	01
3.	Classification	Group 'A'
4.	Scale of pay	Rs.16400-450-20900-500-22400 (*)
5.	Whether selection or non-selection post.	Not applicable
6.	Whether benefit of added years of service under Rule 30 of CCS (Pension) Rules, 1972 admissible.	No
7.	Age limit for direct recruits.	56 years
8.	Educational and other qualification for direct recruits.	As per U.G.C. Regulations
9.	Whether age and educational qualifications prescribed for direct recruit will apply for Promotees.	Not applicable
10.	Period of probation, if any.	Two years.
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/percentage of posts to be filled by various methods.	Direct, failing which by deputation for a tenure of three years extendable by a period of one year in each case subject to maximum of three years.
12.	In case of recruitment by promotion/deputation/absorption, grade from which promotion/deputation/absorption to be made.	As per U.G.C. Regulations.
13.	If a departmental promotion committee exists, what is its composition.	Not applicable
14.	Composition of the Selection Committee in case of direct recruitment.	As per provisions of M.O.A.

(*) Approval under consideration of the Government of India, Ministry of Youth Affairs and Sports.

SCHEDULE – 3 (Contd.)

1.	Name of post	Finance Officer
2.	Number of posts	01
3.	Classification	Group 'A'
4.	Scale of pay	Rs.16400-450-20900-500-22400(*)
5.	Whether selection or non-selection post.	Not applicable
6.	Whether benefit of added years of service under Rule 30 of CCS (Pension) Rules, 1972 admissible.	No
7.	Age limit for direct recruits.	Not applicable
8.	Educational and other qualification for direct recruits.	Government service and training in Accounts, Finance and preparation of budget.
9.	Whether age and educational qualifications prescribed for direct recruit will apply for Promotees.	Not applicable
10.	Period of probation, if any.	Not applicable
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/percentage of posts to be filled by various methods.	By deputation.
12.	In case of recruitment by promotion/deputation/absorption, grade from which promotion/deputation/absorption to be made.	Appointment from the panel of names of the rank of Director or Deputy Secretary forwarded by the Central Government preferably from organized Accounting and Finance Services of Central Government, e.g., Indian Audit & Accounts Service, Indian Post & Telegraph Finance & Account Service, Indian Civil Account Services, Indian Railway Account Service, Indian Defence Accounts Services etc.
13.	If a departmental promotion committee exists, what is its composition.	Not applicable
14.	Composition of the Selection Committee in case of direct recruitment.	Selection from the panel to be done by the Board of Management.

(*) Approval under consideration of the Government of India, Ministry of Youth Affairs and Sports.

SCHEDULE – 3 (Contd.)

1.	Name of post	Lecturer
2.	Number of posts	31
3.	Classification	Group 'A'
4.	Scale of pay	Rs. 8000-275-13500
5.	Whether selection or non-selection post.	Not applicable
6.	Whether benefit of added years of service under Rule 30 of CCS (Pension) Rules, 1972 admissible.	No
7.	Age limit for direct recruits.	35 years
8.	Educational and other qualification for direct recruits.	As per U.G.C. Regulations plus specialization/appropriate qualification in the area/discipline in which appointment is to be made.
9.	Whether age and educational qualifications prescribed for direct recruit will apply for Promotees.	Not applicable
10.	Period of probation, if any.	Two years
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/percentage of posts to be filled by various methods.	Direct as per U.G.C. Regulations.
12.	In case of recruitment by promotion/deputation/absorption, grade from which promotion/deputation/absorption to be made.	Not applicable
13.	If a departmental promotion committee exists, what is its composition.	Not applicable
14.	Composition of the Selection Committee in case of direct recruitment.	As per U.G.C. Regulations.

SCHEDULE – 3 (Contd.)

1.	Name of post	Lecturer (UGC Academic Staff College)
2.	Number of posts	01
3.	Classification	Group 'A'
4.	Scale of pay	Rs. 8000-275-13500
5.	Whether selection or non-selection post.	Not applicable
6.	Whether benefit of added years of service under Rule 30 of CCS (Pension) Rules, 1972 admissible.	No
7.	Age limit for direct recruits.	35 years
8.	Educational and other qualification for direct recruits.	As per U.G.C. Regulations.
9.	Whether age and educational qualifications prescribed for direct recruit will apply for Promotees.	Not applicable
10.	Period of probation, if any.	Two years
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/percentage of posts to be filled by various methods.	Direct appointment on 5-year tenure basis or till continuance of UGC ASC in the Institute, whichever occurs earlier.
12.	In case of recruitment by promotion/deputation/absorption, grade from which promotion/deputation/absorption to be made.	Not applicable
13.	If a departmental promotion committee exists, what is its composition.	Not applicable
14.	Composition of the Selection Committee in case of direct recruitment.	As per U.G.C. Regulations.

SCHEDULE – 3 (Contd.)

1.	Name of post	Librarian
2.	Number of posts	01
3.	Classification	Group 'A'
4.	Scale of pay	Rs. 8000-275-13500
5.	Whether selection or non-selection post.	Not applicable
6.	Whether benefit of added years of service under Rule 30 of CCS (Pension) Rules, 1972 admissible.	No
7.	Age limit for direct recruits.	35 years
8.	Educational and other qualification for direct recruits.	As per U.G.C. Regulations.
9.	Whether age and educational qualifications prescribed for direct recruit will apply for Promotees.	Not applicable
10.	Period of probation, if any.	Two years
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/percentage of posts to be filled by various methods.	Direct as per U.G.C. Regulations.
12.	In case of recruitment by promotion/deputation/absorption, grade from which promotion/deputation/absorption to be made.	Not applicable
13.	If a departmental promotion committee exists, what is its composition.	Not applicable
14.	Composition of the Selection Committee in case of direct recruitment.	As per U.G.C. Regulations.

SCHEDULE – 3 (Contd.)

1.	Name of post	Deputy Registrar
2.	Number of posts	Four
3.	Classification	Group 'A'
4.	Scale of pay	Rs. 12,000-420-18,300
5.	Whether selection or non-selection post.	Selection
6.	Whether benefit of added years of service under Rule 30 of CCS (Pension) Rules, 1972 admissible.	Not applicable
7.	Age limit for direct recruits.	45 years
8.	Educational and other qualification for direct recruits.	As per UGC Regulations
9.	Whether age and educational qualifications prescribed for direct recruit will apply for Promotees.	No
10.	Period of probation, if any.	Two years and during the period of probation or extended period thereof, the official shall be required to qualify the departmental examination as a requirement of successful completion of probation.
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/percentage of vacancies to be filled by various methods.	<ul style="list-style-type: none"> i. 75% by direct recruitment, failing which by deputation. ii. 25% by promotion.
12.	In case of recruitment by promotion/deputation/transfer, grade from which promotion/deputation/transfer to be made.	<p>Promotion: Assistant Registrars (Senior Scale) in the scale of Rs. 10,000-15,200 and equivalent with 8 years of regular service.</p> <p>Deputation: Officers with at least 3 years of service in the pay-scale of Rs. 10,000-15,200, failing which officers with 8 years of continuous service in the pay-scale of Rs. 8000-13,500 on regular basis in the Government service or Government bodies.</p>
13.	If a departmental promotion committee exists, what is its composition.	The Selection Committee as prescribed under the UGC Regulations.
14.	Composition of the Selection Committee in case of direct recruitment.	As per UGC Regulations.

SCHEDULE – 3 (Contd.)

1.	Name of post	Assistant Registrar
2.	Number of posts	Four
3.	Classification	Group 'A'
4.	Scale of pay	Rs. 8000-275-13,500
5.	Whether selection or non-selection post.	Selection
6.	Whether benefit of added years of service under Rule 30 of CCS (Pension) Rules, 1972 admissible.	Not applicable
7.	Age limit for direct recruits.	40 years
8.	Educational and other qualification for direct recruits.	As per UGC Regulations.
9.	Whether age and educational qualifications prescribed for direct recruit will apply for Promotees.	No
10.	Period of probation, if any.	Two years and during the period of probation or extended period thereof, the official shall be required to qualify the departmental examination as a requirement of successful completion of probation.
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/percentage of vacancies to be filled by various methods.	<ul style="list-style-type: none"> i. 50% by direct recruitment, failing which by deputation. ii. 50% by promotion, failing which by deputation.
12.	In case of recruitment by promotion/deputation/transfer, grade from which promotion/deputation/transfer to be made.	<p>Promotion: Office Supdt. and analogous in the feeder cadres with at least 8 years of service in the said grade.</p> <p>Deputation: Government official in the pay-scale of Rs. 7500-12,000 or Rs. 7450-11,500, failing which Government officials in the pay-scale of Rs. 6500-10,500 with at least 2 years of service.</p>
13.	If a departmental promotion committee exists, what is its composition.	The Selection Committee as prescribed under the UGC Regulations.
14.	Composition of the Selection Committee in case of direct recruitment.	As per UGC Regulations.

**LAKSHMIBAI NATIONAL INSTITUTE OF PHYSICAL EDUCATION, GWALIOR
(DEEMED UNIVERSITY)**

SCHEDULE – 4

RECRUITMENT RULES IN RESPECT OF NON-ACADEMIC CADRES IN THE INSTITUTE

1.	Name of post	Office Superintendent
2.	Number of posts	02
3.	Classification	Group 'B'
4.	Scale of pay	Rs.5500-175-9000
5.	Whether selection or non-selection post.	Selection-cum-Seniority
6.	Whether benefit of added years of service under Rule 30 of CCS (Pension) Rules, 1972 admissible.	No
7.	Age limit for direct recruits.	Not applicable
8.	Educational and other qualification for direct recruits.	Not applicable
9.	Whether age and educational qualifications prescribed for direct recruit will apply for Promotees.	Not applicable
10.	Period of probation, if any.	Two years and during the period of probation or extended period thereof, the official shall be required to qualify in the Departmental Examination as a requirement for successful completion of probation.
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/percentage of posts to be filled by various methods.	100% by promotion.
12.	In case of recruitment by promotion/deputation/absorption, grade from which promotion/deputation/absorption to be made.	Assistant with at least 5 years of service on regular basis.
13.	If a departmental promotion committee exists, what is its composition.	<ol style="list-style-type: none"> 1. Vice Chancellor 2. Registrar 3. Finance Officer 4. One officer of the Institute (not below in the scale of Rs.10000-15200) to be nominated by the Vice Chancellor 5. Liaison Officer of the Institute/SC or ST representative not below in the scale of Rs.8000-13500.
14.	Composition of the Selection Committee in case of direct recruitment.	Not applicable

SCHEDULE – 4 (Contd.)

1.	Name of post	Yoga Instructor
2.	Number of posts	02
3.	Classification	Group 'B'
4.	Scale of pay	Rs.5500-175-9000
5.	Whether selection or non-selection post.	Not applicable
6.	Whether benefit of added years of service under Rule 30 of CCS (Pension) Rules, 1972 admissible.	No
7.	Age limit for direct recruits.	32 Years
8.	Educational and other qualification for direct recruits.	(i) Graduate from a recognized university. (ii) Diploma in Yoga from a recognized Institute. (iii) Three years practical experience in conducting Yoga classes in a recognized Institute.
9.	Whether age and educational qualifications prescribed for direct recruit will apply for Promotees.	Not applicable
10.	Period of probation, if any.	Two years
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/percentage of posts to be filled by various methods.	Direct
12.	In case of recruitment by promotion/deputation/absorption, grade from which promotion/deputation/absorption to be made.	Not applicable
13.	If a departmental promotion committee exists, what is its composition.	Not applicable
14.	Composition of the Selection Committee in case of direct recruitment.	1. Vice Chancellor 2. Registrar 3. Finance Officer 4. One officer of the Institute (not below in the scale of Rs.10000-15200) to be nominated by the Vice Chancellor 5. A subject expert to be appointed by the Vice Chancellor, who is not an employee of the Institute. 6. Liaison Officer of the Institute/SC or ST representative not below in the scale of Rs.8000-13500.

SCHEDULE – 4 (Contd.)

1.	Name of post	Life Guard-cum-Instructor
2.	Number of posts	01
3.	Classification	Group 'B'
4.	Scale of pay	Rs.5500-175-9000
5.	Whether selection or non-selection post.	Not applicable
6.	Whether benefit of added years of service under Rule 30 of CCS (Pension) Rules, 1972 admissible.	No
7.	Age limit for direct recruits.	32 Years
8.	Educational and other qualification for direct recruits.	(i) Graduate from a recognized university. (ii) Certificate in First-Aid (iii) Diploma in Swimming from a recognized Institute. (iv) Two years experience in Life Saving Techniques.
9.	Whether age and educational qualifications prescribed for direct recruit will apply for Promotees.	Not applicable
10.	Period of probation, if any.	Two years
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/percentage of posts to be filled by various methods.	Direct
12.	In case of recruitment by promotion/deputation/absorption, grade from which promotion/deputation/absorption to be made.	Not applicable
13.	If a departmental promotion committee exists, what is its composition.	Not applicable
14.	Composition of the Selection Committee in case of direct recruitment.	1. Vice Chancellor 2. Registrar 3. Finance Officer 4. One officer of the Institute (not below in the scale of Rs.10000-15200) to be nominated by the Vice Chancellor 5. A subject expert to be appointed by the Vice Chancellor, who is not an employee of the Institute. 6. Liaison Officer of the Institute/SC or ST representative not below in the scale of Rs.8000-13500.

SCHEDULE – 4 (Contd.)

1.	Name of post	Senior Personal Assistant
2.	Number of posts	01
3.	Classification	Group 'B'
4.	Scale of pay	Rs.5500-175-9000
5.	Whether selection or non-selection post.	Selection-cum-Seniority
6.	Whether benefit of added years of service under Rule 30 of CCS (Pension) Rules, 1972 admissible.	No
7.	Age limit for direct recruits.	Not applicable
8.	Educational and other qualification for direct recruits.	Not applicable
9.	Whether age and educational qualifications prescribed for direct recruit will apply for Promotees.	Not applicable
10.	Period of probation, if any.	Two years
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/percentage of posts to be filled by various methods.	Promotional
12.	In case of recruitment by promotion/deputation/absorption, grade from which promotion/deputation/absorption to be made.	Personal Assistants with at least 5 years of service on regular basis, failing which Personal Assistant with 3 years of service combined with service of 8 years as Stenographer.
13.	If a departmental promotion committee exists, what is its composition.	<ol style="list-style-type: none"> 1. Vice Chancellor 2. Registrar 3. Finance Officer 4. One officer of the Institute (not below in the scale of Rs.10000-15200) to be nominated by the Vice Chancellor 5. Liaison Officer of the Institute/SC or ST representative not below in the scale of Rs.8000-13500.
14.	Composition of the Selection Committee in case of direct recruitment.	Not applicable

SCHEDULE – 4 (Contd.)

1.	Name of post	Mess Supervisor
2.	Number of posts	02
3.	Classification	Group 'B'
4.	Scale of pay	Rs.5500-175-9000
5.	Whether selection or non-selection post.	Not applicable
6.	Whether benefit of added years of service under Rule 30 of CCS (Pension) Rules, 1972 admissible.	No
7.	Age limit for direct recruits.	30 years
8.	Educational and other qualification for direct recruits.	<p>Essential:</p> <p>(i) Diploma in Hotel Management.</p> <p>(ii) Three years experience in catering department of an Institute/star accredited Hotel in Supervisory capacity.</p> <p>Desirable:</p> <p>Degree in Hotel Management/Catering.</p>
9.	Whether age and educational qualifications prescribed for direct recruit will apply for Promotees.	Not applicable
10.	Period of probation, if any.	Two years
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/percentage of posts to be filled by various methods.	Direct
12.	In case of recruitment by promotion/deputation/absorption, grade from which promotion/deputation/absorption to be made.	Not applicable
13.	If a departmental promotion committee exists, what is its composition.	Not applicable
14.	Composition of the Selection Committee in case of direct recruitment.	<ol style="list-style-type: none"> 1. Vice Chancellor 2. Registrar 3. Finance Officer 4. One officer of the Institute (not below in the scale of Rs.10000-15200) to be nominated by the Vice Chancellor. 5. A subject expert to be appointed by the Vice Chancellor, who is not an employee of the Institute. 6. Liaison Officer of the Institute/SC or ST representative not below in the scale of Rs.8000-13500.

SCHEDULE – 4 (Contd.)

1.	Name of post	Film-Projectionist-cum-Photographer
2.	Number of posts	01
3.	Classification	Group 'C'
4.	Scale of pay	Rs.5000-150-8000
5.	Whether selection or non-selection post.	Selection
6.	Whether benefit of added years of service under Rule 30 of CCS (Pension) Rules, 1972 admissible.	No
7.	Age limit for direct recruits.	30 years
8.	Educational and other qualification for direct recruits.	(i) Bachelor Degree from a recognized Institute. (ii) Diploma in Photography/Cinematography from a recognized Institute. (iii) Three years experience of Photography with reputed organization/Institute.
9.	Whether age and educational qualifications prescribed for direct recruit will apply for Promotees.	Not applicable
10.	Period of probation, if any.	Two years
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/percentage of posts to be filled by various methods.	Direct
12.	In case of recruitment by promotion/deputation/absorption, grade from which promotion/deputation/absorption to be made.	Not applicable
13.	If a departmental promotion committee exists, what is its composition.	Not applicable
14.	Composition of the Selection Committee in case of direct recruitment.	1. Registrar 2. Finance Officer 3. One officer of the Institute (not below in the scale of Rs.10000-15200) to be nominated by the Vice Chancellor 4. A subject expert to be appointed by the Vice Chancellor, who is not an employee of the Institute. 5. Liaison Officer of the Institute/SC or ST representative not below in the scale of Rs.8000-13500.

SCHEDULE – 4 (Contd.)

1.	Name of post	Personal Assistant
2.	Number of posts	01
3.	Classification	Group 'C'
4.	Scale of pay	Rs.5000-150-8000
5.	Whether selection or non-selection post.	Selection-cum-Seniority
6.	Whether benefit of added years of service under Rule 30 of CCS (Pension) Rules, 1972 admissible.	No
7.	Age limit for direct recruits.	Not applicable
8.	Educational and other qualification for direct recruits.	Not applicable
9.	Whether age and educational qualifications prescribed for direct recruit will apply for Promotees.	Not applicable
10.	Period of probation, if any.	Two years
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/percentage of posts to be filled by various methods.	Promotional
12.	In case of recruitment by promotion/deputation/absorption, grade from which promotion/deputation/absorption to be made.	English/Hindi Stenographer with at least 5 years of service in the feeder cadre.
13.	If a departmental promotion committee exists, what is its composition.	<ol style="list-style-type: none"> 1. Registrar 2. Finance Officer 3. One officer of the Institute (not below in the scale of Rs.10000-15200) to be nominated by the Vice Chancellor 4. Liaison Officer of the Institute/SC or ST representative not below in the scale of Rs.8000-13500.
14.	Composition of the Selection Committee in case of direct recruitment.	Not applicable

SCHEDULE – 4 (Contd.)

1.	Name of post	Matron (Girls Hostel)
2.	Number of posts	01
3.	Classification	Group 'C'
4.	Scale of pay	Rs.4500-125-7000
5.	Whether selection or non-selection post.	Not applicable
6.	Whether benefit of added years of service under Rule 30 of CCS (Pension) Rules, 1972 admissible.	No
7.	Age limit for direct recruits.	35 years
8.	Educational and other qualification for direct recruits.	<p>Essential:</p> <p>(i) Bachelor Degree from a recognized Institute.</p> <p>(i) Two years experience as Warden/Matron in a Women Hostel.</p> <p>Desirable:</p> <p>Single status/Widow/Divorced.</p>
9.	Whether age and educational qualifications prescribed for direct recruit will apply for Promotees.	Not applicable
10.	Period of probation, if any.	Two years
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/percentage of posts to be filled by various methods.	Direct
12.	In case of recruitment by promotion/deputation/absorption, grade from which promotion/deputation/absorption to be made.	Not applicable
13.	If a departmental promotion committee exists, what is its composition.	Not applicable
14.	Composition of the Selection Committee in case of direct recruitment.	<ol style="list-style-type: none"> 1. Registrar 2. Finance Officer 3. One officer of the Institute (not below in the scale of Rs.10000-15200) to be nominated by the Vice Chancellor 4. A subject expert to be appointed by the Vice Chancellor, who is not an employee of the Institute. 5. Liaison Officer of the Institute/SC or ST representative not below in the scale of Rs.8000-13500.

SCHEDULE – 4 (Contd.)

1.	Name of post	Assistant
2.	Number of posts	04
3.	Classification	Group 'C'
4.	Scale of pay	Rs.4500-125-7000
5.	Whether selection or non-selection post.	Selection-cum-Seniority
6.	Whether benefit of added years of service under Rule 30 of CCS (Pension) Rules, 1972 admissible.	No
7.	Age limit for direct recruits.	Not applicable
8.	Educational and other qualification for direct recruits.	Not applicable
9.	Whether age and educational qualifications prescribed for direct recruit will apply for Promotees.	Not applicable
10.	Period of probation, if any.	Two years
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/percentage of posts to be filled by various methods.	Promotional
12.	In case of recruitment by promotion/deputation/absorption, grade from which promotion/deputation/absorption to be made.	UDCs with at least 5 years of service on regular basis.
13.	If a departmental promotion committee exists, what is its composition.	<ol style="list-style-type: none"> 1. Registrar 2. Finance Officer 3. One officer of the Institute (not below in the scale of Rs.10000-15200) to be nominated by the Vice Chancellor 4. Liaison Officer of the Institute/SC or ST representative not below in the scale of Rs.8000-13500.
14.	Composition of the Selection Committee in case of direct recruitment.	Not applicable

SCHEDULE – 4 (Contd.)

1.	Name of post	Assistant Librarian
2.	Number of posts	01
3.	Classification	Group 'C'
4.	Scale of pay	Rs.4500-125-7000
5.	Whether selection or non-selection post.	Not applicable
6.	Whether benefit of added years of service under Rule 30 of CCS (Pension) Rules, 1972 admissible.	No
7.	Age limit for direct recruits.	30 years
8.	Educational and other qualification for direct recruits.	(i) Bachelor Degree in Library Science from a recognized Institute. (ii) Three years experience in a Library of an organization/ educational Institution.
9.	Whether age and educational qualifications prescribed for direct recruit will apply for Promotees.	Not applicable
10.	Period of probation, if any.	Two years
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/percentage of posts to be filled by various methods.	Direct
12.	In case of recruitment by promotion/deputation/absorption, grade from which promotion/deputation/absorption to be made.	Not applicable
13.	If a departmental promotion committee exists, what is its composition.	Not applicable
14.	Composition of the Selection Committee in case of direct recruitment.	1. Registrar 2. Finance Officer 3. One officer of the Institute (not below in the scale of Rs.10000-15200) to be nominated by the Vice Chancellor 4. A subject expert to be appointed by the Vice Chancellor, who is not an employee of the Institute. 5. Liaison Officer of the Institute/SC or ST representative not below in the scale of Rs.8000-13500.

SCHEDULE – 4 (Contd.)

1.	Name of post	Supervisor (B&R)
2.	Number of posts	01
3.	Classification	Group 'C'
4.	Scale of pay	Rs.4500-125-7000
5.	Whether selection or non-selection post.	Not applicable
6.	Whether benefit of added years of service under Rule 30 of CCS (Pension) Rules, 1972 admissible.	No
7.	Age limit for direct recruits.	30 Years
8.	Educational and other qualification for direct recruits.	<p>Essential:</p> <p>(i) Diploma in Civil Engineering from a recognized Institute/ University.</p> <p>(i) Three years experience of Civil work in an organization/ educational Institution.</p> <p>Desirable: Degree in Civil Engineering.</p>
9.	Whether age and educational qualifications prescribed for direct recruit will apply for Promotees.	Not applicable
10.	Period of probation, if any.	Two years
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/percentage of posts to be filled by various methods.	Direct
12.	In case of recruitment by promotion/deputation/absorption, grade from which promotion/deputation/absorption to be made.	Not applicable
13.	If a departmental promotion committee exists, what is its composition.	Not applicable
14.	Composition of the Selection Committee in case of direct recruitment.	<ol style="list-style-type: none"> 1. Registrar 2. Finance Officer 3. One officer of the Institute (not below in the scale of Rs.10000-15200) to be nominated by the Vice Chancellor 4. A subject expert to be appointed by the Vice Chancellor, who is not an employee of the Institute. 5. Liaison Officer of the Institute/SC or ST representative not below in the scale of Rs.8000-13500.

SCHEDULE – 4 (Contd.)

1.	Name of post	Compounder
2.	Number of posts	01
3.	Classification	Group 'C'
4.	Scale of pay	Rs.4500-125-7000
5.	Whether selection or non-selection post.	Not applicable
6.	Whether benefit of added years of service under Rule 30 of CCS (Pension) Rules, 1972 admissible.	No
7.	Age limit for direct recruits.	30 years
8.	Educational and other qualification for direct recruits.	<p>Essential:</p> <p>(i) Bachelor Degree from a recognized University/Institute.</p> <p>(i) Diploma in Pharmacy/Dispensing from a recognized Institute/Board of Technical Education.</p> <p>(ii) Three years experience in a Dispensary/Hospital of an organization/ educational Institution.</p> <p>Desirable:</p> <p>Diploma in Hospital Management from a recognized Institute.</p>
9.	Whether age and educational qualifications prescribed for direct recruit will apply for Promotees.	Not applicable
10.	Period of probation, if any.	Two years
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/percentage of posts to be filled by various methods.	Direct
12.	In case of recruitment by promotion/deputation/absorption, grade from which promotion/deputation/absorption to be made.	Not applicable
13.	If a departmental promotion committee exists, what is its composition.	Not applicable
14.	Composition of the Selection Committee in case of direct recruitment.	<ol style="list-style-type: none"> 1. Registrar 2. Finance Officer 3. One officer of the Institute (not below in the scale of Rs.10000-15200) to be nominated by the Vice Chancellor 4. A subject expert to be appointed by the Vice Chancellor, who is not an employee of the Institute. 5. Liaison Officer of the Institute/SC or ST representative not below in the scale of Rs.8000-13500.

SCHEDULE – 4 (Contd.)

1.	Name of post	Junior Hindi Translator
2.	Number of posts	01
3.	Classification	Group 'C'
4.	Scale of pay	Rs.4500-125-7000
5.	Whether selection or non-selection post.	Not applicable
6.	Whether benefit of added years of service under Rule 30 of CCS (Pension) Rules, 1972 admissible.	No
7.	Age limit for direct recruits.	29 years
8.	Educational and other qualification for direct recruits.	<p>Essential:</p> <p>(i) Bachelor Degree with Hindi and English as main subjects from a recognized Institute.</p> <p>(i) Two years experience of Hindi translation in an organization/ educational Institution.</p> <p>Desirable:</p> <p>Master degree in Hindi or English from a recognized University. Sound knowledge of sports terminology.</p>
9.	Whether age and educational qualifications prescribed for direct recruit will apply for Promotees.	Not applicable
10.	Period of probation, if any.	Two years
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/percentage of posts to be filled by various methods.	Direct
12.	In case of recruitment by promotion/deputation/absorption, grade from which promotion/deputation/absorption to be made.	Not applicable
13.	If a departmental promotion committee exists, what is its composition.	Not applicable
14.	Composition of the Selection Committee in case of direct recruitment.	<ol style="list-style-type: none"> 1. Registrar 2. Finance Officer 3. One officer of the Institute (not below in the scale of Rs.10000-15200) to be nominated by the Vice Chancellor 4. A subject expert to be appointed by the Vice Chancellor, who is not an employee of the Institute. 5. Liaison Officer of the Institute/SC or ST representative not below in the scale of Rs.8000-13500.

SCHEDULE – 4 (Contd.)

1.	Name of post	Laboratory Assistant
2.	Number of posts	04
3.	Classification	Group 'C'
4.	Scale of pay	Rs.4000-100-6000
5.	Whether selection or non-selection post.	Not applicable
6.	Whether benefit of added years of service under Rule 30 of CCS (Pension) Rules, 1972 admissible.	No
7.	Age limit for direct recruits.	30 years
8.	Educational and other qualification for direct recruits.	<p>Essential:</p> <p>(i) Bachelor Degree in Science from a recognized Institute.</p> <p>(ii) Three years experience as Lab Technician in a recognized Hospital.</p> <p>Desirable:</p> <p>❖ Master Degree in Science from a recognized university.</p> <p>❖ Computer knowledge.</p>
9.	Whether age and educational qualifications prescribed for direct recruit will apply for Promotees.	Not applicable
10.	Period of probation, if any	Two years
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/percentage of posts to be filled by various methods.	Direct
12.	In case of recruitment by promotion/deputation/absorption, grade from which promotion/deputation/absorption to be made.	Not applicable
13.	If a departmental promotion committee exists, what is its composition.	Not applicable
14.	Composition of the Selection Committee in case of direct recruitment.	<ol style="list-style-type: none"> 1. Registrar 2. Finance Officer 3. One officer of the Institute (not below in the scale of Rs.10000-15200) to be nominated by the Vice Chancellor 4. A subject expert to be appointed by the Vice Chancellor, who is not an employee of the Institute. 5. Liaison Officer of the Institute/SC or ST representative not below in the scale of Rs.8000-13500.

SCHEDULE – 4 (Contd.)

1.	Name of post	Laboratory Assistant (Pathology)
2.	Number of posts	01
3.	Classification	Group 'C'
4.	Scale of pay	Rs.4000-100-6000
5.	Whether selection or non-selection post.	Not applicable
6.	Whether benefit of added years of service under Rule 30 of CCS (Pension) Rules, 1972 admissible.	No
7.	Age limit for direct recruits.	30 years
8.	Educational and other qualification for direct recruits.	<p>Essential:</p> <p>(i) Bachelor Degree in Science (Biology) from a recognized Institute.</p> <p>(i) Diploma in Lab Technician from a recognized Institute.</p> <p>(ii) Three years experience as Lab Technician in a recognized Hospital.</p> <p>Desirable: Master Degree in Science.</p>
9.	Whether age and educational qualifications prescribed for direct recruit will apply for Promotees.	Not applicable
10.	Period of probation, if any.	Two years
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/percentage of posts to be filled by various methods.	Direct
12.	In case of recruitment by promotion/deputation/absorption, grade from which promotion/deputation/absorption to be made.	Not applicable
13.	If a departmental promotion committee exists, what is its composition.	Not applicable
14.	Composition of the Selection Committee in case of direct recruitment.	<ol style="list-style-type: none"> 1. Registrar 2. Finance Officer 3. One officer of the Institute (not below in the scale of Rs.10000-15200) to be nominated by the Vice Chancellor 4. A subject expert to be appointed by the Vice Chancellor, who is not an employee of the Institute. 5. Liaison Officer of the Institute/SC or ST representative not below in the scale of Rs.8000-13500.

SCHEDULE – 4 (Contd.)

1.	Name of post	Arts and Craft Instructor
2.	Number of posts	01
3.	Classification	Group 'C'
4.	Scale of pay	Rs.4000-100-6000
5.	Whether selection or non-selection post.	Not applicable
6.	Whether benefit of added years of service under Rule 30 of CCS (Pension) Rules, 1972 admissible.	No
7.	Age limit for direct recruits.	30 years
8.	Educational and other qualification for direct recruits.	<p>Essential:</p> <p>(i) Bachelor Degree in Fine Arts. (ii) Three years experience of teaching in painting or moulding or Arts & crafts.</p> <p>Desirable:</p> <p>Master Degree in Fine Arts Conversant with work of photography.</p>
9.	Whether age and educational qualifications prescribed for direct recruit will apply for Promotees.	Not applicable
10.	Period of probation, if any.	Two years
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/percentage of posts to be filled by various methods.	Direct
12.	In case of recruitment by promotion/deputation/absorption, grade from which promotion/deputation/absorption to be made.	Not applicable
13.	If a departmental promotion committee exists, what is its composition.	Not applicable
14.	Composition of the Selection Committee in case of direct recruitment.	<ol style="list-style-type: none"> 1. Registrar 2. Finance Officer 3. One officer of the Institute (not below in the scale of Rs.10000-15200) to be nominated by the Vice Chancellor 4. A subject expert to be appointed by the Vice Chancellor, who is not an employee of the Institute. 5. Liaison Officer of the Institute/SC or ST representative not below in the scale of Rs.8000-13500.

SCHEDULE – 4 (Contd.)

1.	Name of post	Security Inspector
2.	Number of posts	01
3.	Classification	Group 'C'
4.	Scale of pay	Rs.4000-100-6000
5.	Whether selection or non-selection post.	Not applicable
6.	Whether benefit of added years of service under Rule 30 of CCS (Pension) Rules, 1972 admissible.	No
7.	Age limit for direct recruits.	27 years plus service rendered in army subject to maximum 45 years.
8.	Educational and other qualification for direct recruits.	(i) Bachelor Degree from a recognized Institute/ University. (ii) Ex-serviceman of the rank of JCO or its equivalent.
9.	Whether age and educational qualifications prescribed for direct recruit will apply for Promotees.	Not applicable
10.	Period of probation, if any.	Two years
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/percentage of posts to be filled by various methods.	Direct
12.	In case of recruitment by promotion/deputation/absorption, grade from which promotion/deputation/absorption to be made.	Not applicable
13.	If a departmental promotion committee exists, what is its composition.	Not applicable
14.	Composition of the Selection Committee in case of direct recruitment.	1. Registrar 2. Finance Officer 3. One officer of the Institute (not below in the scale of Rs.10000-15200) to be nominated by the Vice Chancellor 4. A subject expert to be appointed by the Vice Chancellor, who is not an employee of the Institute. 5. Liaison Officer of the Institute/SC or ST representative not below in the scale of Rs.8000-13500.

SCHEDULE – 4 (Contd.)

1.	Name of post	Supervisor (Grounds)
2.	Number of posts	01
3.	Classification	Group 'C'
4.	Scale of pay	Rs.4500-125-7000
5.	Whether selection or non-selection post.	Not applicable
6.	Whether benefit of added years of service under Rule 30 of CCS (Pension) Rules, 1972 admissible.	No
7.	Age limit for direct recruits.	30 years
8.	Educational and other qualification for direct recruits.	<p>Essential:</p> <p>(i) Bachelor degree in Agriculture/ Horticulture from a recognized University/ Institute.</p> <p>(ii) Three years experience in Horticulture, Maintenance of Grounds and gardens in Supervisory capacity.</p> <p>Desirable:</p> <p>❖ Master Degree in Agriculture/ Horticulture.</p> <p>❖ Experience of different sports playfields maintenance.</p>
9.	Whether age and educational qualifications prescribed for direct recruit will apply for Promotees.	Not applicable
10.	Period of probation, if any.	Two years
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/percentage of posts to be filled by various methods.	Direct
12.	In case of recruitment by promotion/deputation/absorption, grade from which promotion/deputation/absorption to be made.	Not applicable
13.	If a departmental promotion committee exists, what is its composition.	Not applicable
14.	Composition of the Selection Committee in case of direct recruitment.	<ol style="list-style-type: none"> 1. Registrar 2. Finance Officer 3. One officer of the Institute (not below in the scale of Rs.10000-15200) to be nominated by the Vice Chancellor 4. A subject expert to be appointed by the Vice Chancellor, who is not an employee of the Institute. 5. Liaison Officer of the Institute/SC or ST representative not below in the scale of Rs.8000-13500.

SCHEDULE – 4 (Contd.)

1.	Name of post	Care Taker
2.	Number of posts	01
3.	Classification	Group 'C'
4.	Scale of pay	Rs.3050-75-3950-80-4590
5.	Whether selection or non-selection post.	Not applicable
6.	Whether benefit of added years of service under Rule 30 of CCS (Pension) Rules, 1972 admissible.	No
7.	Age limit for direct recruits.	30 years
8.	Educational and other qualification for direct recruits.	(i) Higher Secondary/10+2 from a recognized Board. (ii) Diploma in House keeping. (iii) Three years experience in the Management of Guest Houses, Buildings etc.
9.	Whether age and educational qualifications prescribed for direct recruit will apply for Promotees.	Not applicable
10.	Period of probation, if any.	Two years
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/percentage of posts to be filled by various methods.	Direct
12.	In case of recruitment by promotion/deputation/absorption, grade from which promotion/deputation/absorption to be made.	Not applicable
13.	If a departmental promotion committee exists, what is its composition.	Not applicable
14.	Composition of the Selection Committee in case of direct recruitment.	1. Registrar 2. Finance Officer 3. One officer of the Institute (not below in the scale of Rs.10000-15200) to be nominated by the Vice Chancellor 4. A subject expert to be appointed by the Vice Chancellor, who is not an employee of the Institute. 5. Liaison Officer of the Institute/SC or ST representative not below in the scale of Rs.8000-13500.

SCHEDULE – 4 (Contd.)

1.	Name of post	English Stenographer
2.	Number of posts	02
3.	Classification	Group 'C'
4.	Scale of pay	Rs.4000-100-6000
5.	Whether selection or non-selection post.	Not applicable
6.	Whether benefit of added years of service under Rule 30 of CCS (Pension) Rules, 1972 admissible.	No
7.	Age limit for direct recruits.	27 years
8.	Educational and other qualification for direct recruits.	<p>Essential:</p> <p>(i) Matriculation or equivalent from a recognized Board.</p> <p>(ii) English Shorthand speed @80 WPM and English typing speed. @40 WPM.</p> <p>Desirable Computer knowledge and working.</p>
9.	Whether age and educational qualifications prescribed for direct recruit will apply for Promotees.	Not applicable
10.	Period of probation, if any.	Two years
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/percentage of posts to be filled by various methods.	Direct
12.	In case of recruitment by promotion/deputation/absorption, grade from which promotion/deputation/absorption to be made.	Not applicable
13.	If a departmental promotion committee exists, what is its composition.	Not applicable
14.	Composition of the Selection Committee in case of direct recruitment.	<ol style="list-style-type: none"> 1. Registrar 2. Finance Officer 3. One officer of the Institute (not below in the scale of Rs.10000-15200) to be nominated by the Vice Chancellor 4. A subject expert to be appointed by the Vice Chancellor, who is not an employee of the Institute. 5. Liaison Officer of the Institute/SC or ST representative not below in the scale of Rs.8000-13500.

SCHEDULE – 4 (Contd.)

1.	Name of post	Hindi Stenographer
2.	Number of posts	01
3.	Classification	Group 'C'
4.	Scale of pay	Rs.4000-100-6000
5.	Whether selection or non-selection post.	Not applicable
6.	Whether benefit of added years of service under Rule 30 of CCS (Pension) Rules, 1972 admissible.	No
7.	Age limit for direct recruits.	27 years
8.	Educational and other qualification for direct recruits.	<p>Essential:</p> <p>(i) Matriculation or equivalent from a recognized Board.</p> <p>(ii) Hindi Shorthand speed @80 WPM and Hindi typing speed. @40 WPM.</p> <p>Desirable Computer knowledge and working.</p>
9.	Whether age and educational qualifications prescribed for direct recruit will apply for Promotees.	Not applicable
10.	Period of probation, if any.	Two years
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/percentage of posts to be filled by various methods.	Direct
12.	In case of recruitment by promotion/deputation/absorption, grade from which promotion/deputation/absorption to be made.	Not applicable
13.	If a departmental promotion committee exists, what is its composition.	Not applicable
14.	Composition of the Selection Committee in case of direct recruitment.	<ol style="list-style-type: none"> 1. Registrar 2. Finance Officer 3. One officer of the Institute (not below in the scale of Rs.10000-15200) to be nominated by the Vice Chancellor 4. A subject expert to be appointed by the Vice Chancellor, who is not an employee of the Institute. 5. Liaison Officer of the Institute/SC or ST representative not below in the scale of Rs.8000-13500.

SCHEDULE – 4 (Contd.)

1.	Name of post	Upper Division Clerk
2.	Number of posts	09
3.	Classification	Group 'C'
4.	Scale of pay	Rs.4000-100-6000
5.	Whether selection or non-selection post.	Selection-cum-Seniority
6.	Whether benefit of added years of service under Rule 30 of CCS (Pension) Rules, 1972 admissible.	No
7.	Age limit for direct recruits.	Not applicable
8.	Educational and other qualification for direct recruits.	Not applicable
9.	Whether age and educational qualifications prescribed for direct recruit will apply for Promotees.	Not applicable
10.	Period of probation, if any.	Two years
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/percentage of posts to be filled by various methods.	100% promotional
12.	In case of recruitment by promotion/deputation/absorption, grade from which promotion/deputation/absorption to be made.	L.D.C. with five years regular service.
13.	If a departmental promotion committee exists, what is its composition.	<ol style="list-style-type: none"> 1. Registrar 2. Finance Officer 3. One officer of the Institute (not below in the scale of Rs.10000-15200) to be nominated by the Vice Chancellor. 4. Liaison Officer of the Institute/SC or ST representative not below in the scale of Rs.8000-13500.
14.	Composition of the Selection Committee in case of direct recruitment.	Not applicable

SCHEDULE – 4 (Contd.)

1.	Name of post	Lower Division Clerk (*)
2.	Number of posts	10
3.	Classification	Group 'C'
4.	Pay Band and Grade Pay / Pay Scale	Pay Band – 1 Rs. 5200-20,200 + Grade Pay Rs. 1900/-
5.	Whether selection or non-selection post.	Non-Selection.
6.	Whether benefit of added years of service under Rule 30 of CCS (Pension) Rules, 1972 admissible.	Not applicable.
7.	Age limit for direct recruits.	Between 18 and 27 years
8.	Educational and other qualification for direct recruits.	(i) 12 th Class or equivalent qualification from a recognized Board or University. (ii) A typing speed of 30 w.p.m. in English or 25 w.p.m. in Hindi on manual typewriter. Or A typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on computer.
9.	Whether age and educational qualifications prescribed for direct recruit will apply for Promotees.	Yes, to the extent indicated in Col. 11.
10.	Period of probation, if any.	Two years
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/percentage of posts to be filled by various methods.	(i) 80% by direct recruitment. (ii) 10% from amongst the Group 'C' employees in the Grade Pay of Rs. 1800 and who possess 12 th Class pass or equivalent qualification and who have rendered 3 years regular service in the grade on the basis of departmental qualification examination. The maximum age limit for eligibility for examination is 45 years (50 years of age for the SC/ST). NOTE: If more of the employees than the number of vacancies available under Clause (ii) qualified at the examination, such excess number of employees shall be considered for filling the

		<p>vacancies arising in the subsequent years so that the employees qualifying at an earlier examination are considered before those who qualify at a later examination.</p> <p>(iii) 10% from amongst Group 'C' employees who have 3 years regular service in posts with the Grade Pay of Rs. 1800, to be filled on seniority-cum-fitness basis.</p>
12.	In case of recruitment by promotion/deputation/absorption, grade from which promotion/deputation/absorption to be made.	As stated in Col. 11.
13.	If DPC exists, what is its composition?	<ol style="list-style-type: none"> 1. Registrar 2. Finance Officer 3. One officer of the Institute (not below in PB-3 with GP of Rs. 6600/-) to be nominated by the Vice Chancellor. 4. Liaison Officer of the Institute/SC or ST representative not below in PB-3 with GP of Rs. 5400/-.
14.	Composition of the Selection Committee in case of direct recruitment.	Same as given in Sl. No. 13 above.

(*) Rules adopted/approved by the Board of Management in its 45th meeting held on 14.1.2010 in New Delhi vide agenda item 17.

SCHEDULE – 4 (Contd.)

1.	Name of post	Library Assistant
2.	Number of posts	01
3.	Classification	Group 'C'
4.	Scale of pay	Rs.3050-75-3950-80-4590
5.	Whether selection or non-selection post.	Not applicable
6.	Whether benefit of added years of service under Rule 30 of CCS (Pension) Rules, 1972 admissible.	No
7.	Age limit for direct recruits.	27 years
8.	Educational and other qualification for direct recruits.	Essential: (i) Matriculation or equivalent from a recognized Board. (ii) Certificate course in Library Science. Desirable Computer knowledge and working.
9.	Whether age and educational qualifications prescribed for direct recruit will apply for Promotees.	Not applicable
10.	Period of probation, if any.	Two years
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/percentage of posts to be filled by various methods.	Direct
12.	In case of recruitment by promotion/deputation/absorption, grade from which promotion/deputation/absorption to be made.	Not applicable
13.	If a departmental promotion committee exists, what is its composition.	Not applicable
14.	Composition of the Selection Committee in case of direct recruitment.	1. Registrar 2. Finance Officer 3. One officer of the Institute (not below in the scale of Rs.10000-15200) to be nominated by the Vice Chancellor. 4. One expert to be nominated by the Vice Chancellor who is not an employee of the Institute. 5. Liaison Officer of the Institute/SC or ST representative not below in the scale of Rs.8000-13500.

SCHEDULE – 4 (Contd.)

1.	Name of post	Technical Assistant
2.	Number of posts	01
3.	Classification	Group 'C'
4.	Scale of pay	Rs.4000-100-6000
5.	Whether selection or non-selection post.	Not applicable
6.	Whether benefit of added years of service under Rule 30 of CCS (Pension) Rules, 1972 admissible.	No
7.	Age limit for direct recruits.	30 years
8.	Educational and other qualification for direct recruits.	Essential: Bachelor Degree in Physical Education from a recognized University/Institution. Desirable Master degree in Physical Education.
9.	Whether age and educational qualifications prescribed for direct recruit will apply for Promotees.	Not applicable
10.	Period of probation, if any.	Two years
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/percentage of posts to be filled by various methods.	Direct
12.	In case of recruitment by promotion/deputation/absorption, grade from which promotion/deputation/absorption to be made.	Not applicable
13.	If a departmental promotion committee exists, what is its composition.	Not applicable
14.	Composition of the Selection Committee in case of direct recruitment.	1. Registrar 2. Finance Officer 3. One officer of the Institute (not below in the scale of Rs.10000-15200) to be nominated by the Vice Chancellor. 4. One expert to be nominated by the Vice Chancellor who is not an employee of the Institute. 5. Liaison Officer of the Institute/SC or ST representative not below in the scale of Rs.8000-13500.

SCHEDULE – 4 (Contd.)

1.	Name of post	Driver
2.	Number of posts	04
3.	Classification	Group 'C'
4.	Scale of pay	Rs.3050-75-3950-80-4590
5.	Whether selection or non-selection post.	Not applicable
6.	Whether benefit of added years of service under Rule 30 of CCS (Pension) Rules, 1972 admissible.	No
7.	Age limit for direct recruits.	27 years
8.	Educational and other qualification for direct recruits.	(i) Middle or equivalent from a recognized Board. (ii) Valid driving licence for LMV as well as HMV. (iii) Three years experience as Driver.
9.	Whether age and educational qualifications prescribed for direct recruit will apply for Promotees.	Not applicable
10.	Period of probation, if any.	Two years
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/percentage of posts to be filled by various methods.	Direct
12.	In case of recruitment by promotion/deputation/absorption, grade from which promotion/deputation/absorption to be made.	Not applicable
13.	If a departmental promotion committee exists, what is its composition.	Not applicable
14.	Composition of the Selection Committee in case of direct recruitment.	1. Registrar 2. Finance Officer 3. One officer of the Institute (not below in the scale of Rs.10000-15200) to be nominated by the Vice Chancellor. 4. One expert to be nominated by the Vice Chancellor who is not an employee of the Institute. 5. Liaison Officer of the Institute/SC or ST representative not below in the scale of Rs.8000-13500.

SCHEDULE – 4 (Contd.)

1.	Name of post	Electrician
2.	Number of posts	02
3.	Classification	Group 'C'
4.	Scale of pay	Rs. 3050-75-3950-80-4590
5.	Whether selection or non-selection post.	Not applicable
6.	Whether benefit of added years of service under Rule 30 of CCS (Pension) Rules, 1972 admissible.	No
7.	Age limit for direct recruits.	30 years
8.	Educational and other qualification for direct recruits.	(i) Matriculation or equivalent from a recognized Board. (ii) Diploma as Electrician from ITI. (iii) Three years experience as Electrician.
9.	Whether age and educational qualifications prescribed for direct recruit will apply for Promotees.	Not applicable
10.	Period of probation, if any.	Two years
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/percentage of posts to be filled by various methods.	Direct
12.	In case of recruitment by promotion/deputation/absorption, grade from which promotion/deputation/absorption to be made.	Not applicable
13.	If a departmental promotion committee exists, what is its composition.	Not applicable
14.	Composition of the Selection Committee in case of direct recruitment.	1. Registrar 2. Finance Officer 3. One officer of the Institute (not below in the scale of Rs.10000-15200) to be nominated by the Vice Chancellor. 4. Liaison Officer of the Institute/SC or ST representative not below in the scale of Rs.8000-13500.

SCHEDULE – 4 (Contd.)

1.	Name of post	Pump Attendant
2.	Number of posts	04
3.	Classification	Group 'D'
4.	Scale of pay	Rs.2650-65-3300-70-4000
5.	Whether selection or non-selection post.	Not applicable
6.	Whether benefit of added years of service under Rule 30 of CCS (Pension) Rules, 1972 admissible.	No
7.	Age limit for direct recruits.	27 years
8.	Educational and other qualification for direct recruits.	(i) Middle or equivalent from a recognized Board. (ii) Diploma/Certificate from ITI as Pump Operator.
9.	Whether age and educational qualifications prescribed for direct recruit will apply for Promotees.	Not applicable
10.	Period of probation, if any.	Two years
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/percentage of posts to be filled by various methods.	Direct
12.	In case of recruitment by promotion/deputation/absorption, grade from which promotion/deputation/absorption to be made.	Not applicable
13.	If a departmental promotion committee exists, what is its composition.	Not applicable
14.	Composition of the Selection Committee in case of direct recruitment.	1. Registrar 2. Finance Officer 3. One officer of the Institute (not below in the scale of Rs.10000-15200) to be nominated by the Vice Chancellor. 4. Liaison Officer of the Institute/SC or ST representative not below in the scale of Rs.8000-13500.

SCHEDULE – 4 (Contd.)

1.	Name of post	Plumber
2.	Number of posts	02
3.	Classification	Group 'D'
4.	Scale of pay	Rs.2650-65-3300-70-4000
5.	Whether selection or non-selection post.	Not applicable
6.	Whether benefit of added years of service under Rule 30 of CCS (Pension) Rules, 1972 admissible.	No
7.	Age limit for direct recruits.	30 years
8.	Educational and other qualification for direct recruits.	(i) Middle or equivalent from a recognized Board. (ii) Diploma/Certification from ITI as Plumber. (iii) Three years experience as Plumber.
9.	Whether age and educational qualifications prescribed for direct recruit will apply for Promotees.	Not applicable
10.	Period of probation, if any.	Two years
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/percentage of posts to be filled by various methods.	Direct
12.	In case of recruitment by promotion/deputation/absorption, grade from which promotion/deputation/absorption to be made.	Not applicable
13.	If a departmental promotion committee exists, what is its composition.	Not applicable
14.	Composition of the Selection Committee in case of direct recruitment.	1. Registrar 2. Finance Officer 3. One officer of the Institute (not below in the scale of Rs.10000-15200) to be nominated by the Vice Chancellor. 4. Liaison Officer of the Institute/SC or ST representative not below in the scale of Rs.8000-13500.

SCHEDULE – 4 (Contd.)

1.	Name of post	Junior Gestetner Operator
2.	Number of posts	02
3.	Classification	Group 'D'
4.	Scale of pay	Rs.2650-65-3300-70-4000
5.	Whether selection or non-selection post.	Selection-cum-Seniority.
6.	Whether benefit of added years of service under Rule 30 of CCS (Pension) Rules, 1972 admissible.	No
7.	Age limit for direct recruits.	Not applicable
8.	Educational and other qualification for direct recruits.	Not applicable
9.	Whether age and educational qualifications prescribed for direct recruit will apply for Promotees.	Not applicable
10.	Period of probation, if any.	Two years
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/percentage of posts to be filled by various methods.	By promotion
12.	In case of recruitment by promotion/deputation/absorption, grade from which promotion/deputation/absorption to be made.	5 years of continuous service in the pay-scale of Rs. 2550-3200 by seniority subject to fitness.
13.	If a departmental promotion committee exists, what is its composition.	<ol style="list-style-type: none"> 1. Registrar 2. Finance Officer 3. One officer of the Institute (not below in the scale of Rs.10000-15200) to be nominated by the Vice Chancellor. 4. Liaison Officer of the Institute/SC or ST representative not below in the scale of Rs.8000-13500.
14.	Composition of the Selection Committee in case of direct recruitment.	Not applicable

SCHEDULE – 4 (Contd.)

1.	Name of post	Mason
2.	Number of posts	02
3.	Classification	Group 'D'
4.	Scale of pay	Rs.2650-65-3300-70-4000
5.	Whether selection or non-selection post.	Not applicable
6.	Whether benefit of added years of service under Rule 30 of CCS (Pension) Rules, 1972 admissible.	No
7.	Age limit for direct recruits.	30 years
8.	Educational and other qualification for direct recruits.	(i) Middle or equivalent from a recognized Board. (ii) Diploma/Certification from ITI as Mason. (iii) Three years experience of Masonic work.
9.	Whether age and educational qualifications prescribed for direct recruit will apply for Promotees.	Not applicable
10.	Period of probation, if any.	Two years
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/percentage of posts to be filled by various methods.	Direct
12.	In case of recruitment by promotion/deputation/absorption, grade from which promotion/deputation/absorption to be made.	Not applicable
13.	If a departmental promotion committee exists, what is its composition.	Not applicable
14.	Composition of the Selection Committee in case of direct recruitment.	1. Registrar 2. Finance Officer 3. One officer of the Institute (not below in the scale of Rs.10000-15200) to be nominated by the Vice Chancellor. 4. Liaison Officer of the Institute/SC or ST representative not below in the scale of Rs.8000-13500.

SCHEDULE – 4 (Contd.)

1.	Name of post	Mate
2.	Number of posts	01
3.	Classification	Group 'D'
4.	Scale of pay	Rs. 2610-60-3150-65-3540
5.	Whether selection or non-selection post.	Selection-cum-Seniority
6.	Whether benefit of added years of service under Rule 30 of CCS (Pension) Rules, 1972 admissible.	No
7.	Age limit for direct recruits.	Not applicable
8.	Educational and other qualification for direct recruits.	Not applicable
9.	Whether age and educational qualifications prescribed for direct recruit will apply for Promotees.	Not applicable
10.	Period of probation, if any.	Two years
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/percentage of posts to be filled by various methods.	By promotion
12.	In case of recruitment by promotion/deputation/absorption, grade from which promotion/deputation/absorption to be made.	5 years of continuous service in the pay-scale of Rs. 2550-3200 by seniority subject to fitness.
13.	If a departmental promotion committee exists, what is its composition.	<ol style="list-style-type: none"> 1. Registrar 2. Finance Officer 3. One officer of the Institute (not below in the scale of Rs.10000-15200) to be nominated by the Vice Chancellor. 4. Liaison Officer of the Institute/SC or ST representative not below in the scale of Rs.8000-13500.
14.	Composition of the Selection Committee in case of direct recruitment.	Not applicable

SCHEDULE – 4 (Contd.)

1.	Name of post	Daftari
2.	Number of posts	01
3.	Classification	Group 'D'
4.	Scale of pay	Rs. 2610-60-3150-65-3540
5.	Whether selection or non-selection post.	Selection-cum-Seniority
6.	Whether benefit of added years of service under Rule 30 of CCS (Pension) Rules, 1972 admissible.	No
7.	Age limit for direct recruits.	Not applicable
8.	Educational and other qualification for direct recruits.	Not applicable
9.	Whether age and educational qualifications prescribed for direct recruit will apply for Promotees.	Not applicable
10.	Period of probation, if any.	Two years
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/percentage of posts to be filled by various methods.	By promotion
12.	In case of recruitment by promotion/deputation/absorption, grade from which promotion/deputation/absorption to be made.	5 years of continuous service in the pay-scale of Rs. 2550-3200 by seniority subject to fitness.
13.	If a departmental promotion committee exists, what is its composition.	<ol style="list-style-type: none"> 1. Registrar 2. Finance Officer 3. One officer of the Institute (not below in the scale of Rs.10000-15200) to be nominated by the Vice Chancellor. 4. Liaison Officer of the Institute/SC or ST representative not below in the scale of Rs.8000-13500.
14.	Composition of the Selection Committee in case of direct recruitment.	Not applicable

SCHEDULE – 4 (Contd.)

1.	Name of post	Book Restorer
2.	Number of posts	02
3.	Classification	Group 'D'
4.	Scale of pay	Rs. 2610-60-3150-65-3540
5.	Whether selection or non-selection post.	Not applicable
6.	Whether benefit of added years of service under Rule 30 of CCS (Pension) Rules, 1972 admissible.	No
7.	Age limit for direct recruits.	27 years
8.	Educational and other qualification for direct recruits.	Essential: Matriculation or equivalent from recognized Board. Desirable: Working experience in any Library and computer knowledge.
9.	Whether age and educational qualifications prescribed for direct recruit will apply for Promotees.	Not applicable
10.	Period of probation, if any.	Two years
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/percentage of posts to be filled by various methods.	By direct recruitment
12.	In case of recruitment by promotion/deputation/absorption, grade from which promotion/deputation/absorption to be made.	Not applicable
13.	If a departmental promotion committee exists, what is its composition.	Not applicable
14.	Composition of the Selection Committee in case of direct recruitment.	1. Registrar 2. Finance Officer 3. One officer of the Institute (not below in the scale of Rs.10000-15200) to be nominated by the Vice Chancellor. 4. Liaison Officer of the Institute/SC or ST representative not below in the scale of Rs.8000-13500.

SCHEDULE – 4 (Contd.)

1.	Name of post	Assistant Mechanic
2.	Number of posts	01
3.	Classification	Group 'D'
4.	Scale of pay	Rs.2650-65-3300-70-4000
5.	Whether selection or non-selection post.	Not applicable
6.	Whether benefit of added years of service under Rule 30 of CCS (Pension) Rules, 1972 admissible.	No
7.	Age limit for direct recruits.	27 years
8.	Educational and other qualification for direct recruits.	(i) Middle or equivalent from a recognized Board. (ii) Diploma/Certificate from ITI as fitter/turner.
9.	Whether age and educational qualifications prescribed for direct recruit will apply for Promotees.	Not applicable
10.	Period of probation, if any.	Two years
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/percentage of posts to be filled by various methods.	By direct recruitment
12.	In case of recruitment by promotion/deputation/absorption, grade from which promotion/deputation/absorption to be made.	Not applicable
13.	If a departmental promotion committee exists, what is its composition.	Not applicable
14.	Composition of the Selection Committee in case of direct recruitment.	1. Registrar 2. Finance Officer 3. One officer of the Institute (not below in the scale of Rs.10000-15200) to be nominated by the Vice Chancellor. 4. Liaison Officer of the Institute/SC or ST representative not below in the scale of Rs.8000-13500.

SCHEDULE – 4 (Contd.)

1.	Name of post	Carpenter
2.	Number of posts	02
3.	Classification	Group 'D'
4.	Scale of pay	Rs.2650-65-3300-70-4000
5.	Whether selection or non-selection post.	Not applicable
6.	Whether benefit of added years of service under Rule 30 of CCS (Pension) Rules, 1972 admissible.	No
7.	Age limit for direct recruits.	30 years
8.	Educational and other qualification for direct recruits.	(i) Middle or equivalent from a recognized Board. (ii) Diploma/Certification from ITI as Carpenter. (iii) Three years experience as Carpenter.
9.	Whether age and educational qualifications prescribed for direct recruit will apply for Promotees.	Not applicable
10.	Period of probation, if any.	Two years
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/percentage of posts to be filled by various methods.	Direct
12.	In case of recruitment by promotion/deputation/absorption, grade from which promotion/deputation/absorption to be made.	Not applicable
13.	If a departmental promotion committee exists, what is its composition.	Not applicable
14.	Composition of the Selection Committee in case of direct recruitment.	1. Registrar 2. Finance Officer 3. One officer of the Institute (not below in the scale of Rs.10000-15200) to be nominated by the Vice Chancellor. 4. Liaison Officer of the Institute/SC or ST representative not below in the scale of Rs.8000-13500.

SCHEDULE – 4 (Contd.)

1.	Name of post	Peon
2.	Number of posts	08
3.	Classification	Group 'D'
4.	Scale of pay	Rs. 2550-55-2660-60-3200
5.	Whether selection or non-selection post.	Not applicable
6.	Whether benefit of added years of service under Rule 30 of CCS (Pension) Rules, 1972 admissible.	No
7.	Age limit for direct recruits.	27 years
8.	Educational and other qualification for direct recruits.	Middle or equivalent from a recognized Board.
9.	Whether age and educational qualifications prescribed for direct recruit will apply for Promotees.	Not applicable
10.	Period of probation, if any.	Two years
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/percentage of posts to be filled by various methods.	Direct
12.	In case of recruitment by promotion/deputation/absorption, grade from which promotion/deputation/absorption to be made.	Not applicable
13.	If a departmental promotion committee exists, what is its composition.	Not applicable
14.	Composition of the Selection Committee in case of direct recruitment.	<ol style="list-style-type: none"> 1. Registrar 2. Finance Officer 3. One officer of the Institute (not below in the scale of Rs.10000-15200) to be nominated by the Vice Chancellor. 4. Liaison Officer of the Institute/SC or ST representative not below in the scale of Rs.8000-13500.

SCHEDULE – 4 (Contd.)

1.	Name of post	Khallasi
2.	Number of posts	02
3.	Classification	Group 'D'
4.	Scale of pay	Rs. 2550-55-2660-60-3200
5.	Whether selection or non-selection post.	Not applicable
6.	Whether benefit of added years of service under Rule 30 of CCS (Pension) Rules, 1972 admissible.	No
7.	Age limit for direct recruits.	27 years
8.	Educational and other qualification for direct recruits.	Middle or equivalent from a recognized Board.
9.	Whether age and educational qualifications prescribed for direct recruit will apply for Promotees.	Not applicable
10.	Period of probation, if any.	Two years
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/percentage of posts to be filled by various methods.	Direct
12.	In case of recruitment by promotion/deputation/absorption, grade from which promotion/deputation/absorption to be made.	Not applicable
13.	If a departmental promotion committee exists, what is its composition.	Not applicable
14.	Composition of the Selection Committee in case of direct recruitment.	<ol style="list-style-type: none"> 1. Registrar 2. Finance Officer 3. One officer of the Institute (not below in the scale of Rs.10000-15200) to be nominated by the Vice Chancellor. 4. Liaison Officer of the Institute/SC or ST representative not below in the scale of Rs.8000-13500.

SCHEDULE – 4 (Contd.)

1.	Name of post	Library Attendant
2.	Number of posts	02
3.	Classification	Group 'D'
4.	Scale of pay	Rs. 2550-55-2660-60-3200
5.	Whether selection or non-selection post.	Not applicable
6.	Whether benefit of added years of service under Rule 30 of CCS (Pension) Rules, 1972 admissible.	No
7.	Age limit for direct recruits.	27 years
8.	Educational and other qualification for direct recruits.	Essential: Middle or equivalent from a recognized Board. Desirable: Working experience as Attendant in a Library.
9.	Whether age and educational qualifications prescribed for direct recruit will apply for Promotees.	Not applicable
10.	Period of probation, if any.	Two years
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/percentage of posts to be filled by various methods.	Direct
12.	In case of recruitment by promotion/deputation/absorption, grade from which promotion/deputation/absorption to be made.	Not applicable
13.	If a departmental promotion committee exists, what is its composition.	Not applicable
14.	Composition of the Selection Committee in case of direct recruitment.	1. Registrar 2. Finance Officer 3. One officer of the Institute (not below in the scale of Rs.10000-15200) to be nominated by the Vice Chancellor. 4. Liaison Officer of the Institute/SC or ST representative not below in the scale of Rs.8000-13500.

SCHEDULE – 4 (Contd.)

1.	Name of post	Watchmen
2.	Number of posts	16
3.	Classification	Group 'D'
4.	Scale of pay	Rs. 2550-55-2660-60-3200
5.	Whether selection or non-selection post.	Not applicable
6.	Whether benefit of added years of service under Rule 30 of CCS (Pension) Rules, 1972 admissible.	No
7.	Age limit for direct recruits.	27 years plus service rendered in Army, subject to a maximum of 45 years.
8.	Educational and other qualification for direct recruits.	(i) Middle or equivalent from a recognized Board. (ii) Ex-servicemen.
9.	Whether age and educational qualifications prescribed for direct recruit will apply for Promotees.	Not applicable
10.	Period of probation, if any.	Two years
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/percentage of posts to be filled by various methods.	Direct
12.	In case of recruitment by promotion/deputation/absorption, grade from which promotion/deputation/absorption to be made.	Not applicable
13.	If a departmental promotion committee exists, what is its composition.	Not applicable
14.	Composition of the Selection Committee in case of direct recruitment.	1. Registrar 2. Finance Officer 3. One officer of the Institute (not below in the scale of Rs.10000-15200) to be nominated by the Vice Chancellor. 4. Liaison Officer of the Institute/SC or ST representative not below in the scale of Rs.8000-13500.

SCHEDULE – 4 (Contd.)

1.	Name of post	Mali
2.	Number of posts	09
3.	Classification	Group 'D'
4.	Scale of pay	Rs. 2550-55-2660-60-3200
5.	Whether selection or non-selection post.	Not applicable
6.	Whether benefit of added years of service under Rule 30 of CCS (Pension) Rules, 1972 admissible.	No
7.	Age limit for direct recruits.	30 years
8.	Educational and other qualification for direct recruits.	(i) Middle or equivalent from a recognized Board. (ii) Three years experience of garden maintenance.
9.	Whether age and educational qualifications prescribed for direct recruit will apply for Promotees.	Not applicable
10.	Period of probation, if any.	Two years
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/percentage of posts to be filled by various methods.	Direct
12.	In case of recruitment by promotion/deputation/absorption, grade from which promotion/deputation/absorption to be made.	Not applicable
13.	If a departmental promotion committee exists, what is its composition.	Not applicable
14.	Composition of the Selection Committee in case of direct recruitment.	1. Registrar 2. Finance Officer 3. One officer of the Institute (not below in the scale of Rs.10000-15200) to be nominated by the Vice Chancellor. 4. Liaison Officer of the Institute/SC or ST representative not below in the scale of Rs.8000-13500.

SCHEDULE – 4 (Contd.)

1.	Name of post	Grounds men
2.	Number of posts	08
3.	Classification	Group 'D'
4.	Scale of pay	Rs. 2550-55-2660-60-3200
5.	Whether selection or non-selection post.	Not applicable
6.	Whether benefit of added years of service under Rule 30 of CCS (Pension) Rules, 1972 admissible.	No
7.	Age limit for direct recruits.	30 years
8.	Educational and other qualification for direct recruits.	(i) Middle or equivalent from a recognized Board. (ii) Three years experience of preparing grounds for sports.
9.	Whether age and educational qualifications prescribed for direct recruit will apply for Promotees.	Not applicable
10.	Period of probation, if any.	Two years
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/percentage of posts to be filled by various methods.	Direct
12.	In case of recruitment by promotion/deputation/absorption, grade from which promotion/deputation/absorption to be made.	Not applicable
13.	If a departmental promotion committee exists, what is its composition.	Not applicable
14.	Composition of the Selection Committee in case of direct recruitment.	1. Registrar 2. Finance Officer 3. One officer of the Institute (not below in the scale of Rs.10000-15200) to be nominated by the Vice Chancellor. 4. Liaison Officer of the Institute/SC or ST representative not below in the scale of Rs.8000-13500.

SCHEDULE – 4 (Contd.)

1.	Name of post	Mess Servants
2.	Number of posts	17
3.	Classification	Group 'D'
4.	Scale of pay	Rs. 2550-55-2660-60-3200
5.	Whether selection or non-selection post.	Not applicable
6.	Whether benefit of added years of service under Rule 30 of CCS (Pension) Rules, 1972 admissible.	No
7.	Age limit for direct recruits.	30 years
8.	Educational and other qualification for direct recruits.	(i) Middle or equivalent from a recognized Board. (ii) Three years experience as a Cook in a Mess run on regular basis.
9.	Whether age and educational qualifications prescribed for direct recruit will apply for Promotees.	Not applicable
10.	Period of probation, if any.	Two years
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/percentage of posts to be filled by various methods.	Direct
12.	In case of recruitment by promotion/deputation/absorption, grade from which promotion/deputation/absorption to be made.	Not applicable
13.	If a departmental promotion committee exists, what is its composition.	Not applicable
14.	Composition of the Selection Committee in case of direct recruitment.	1. Registrar 2. Finance Officer 3. One officer of the Institute (not below in the scale of Rs.10000-15200) to be nominated by the Vice Chancellor. 4. Liaison Officer of the Institute/SC or ST representative not below in the scale of Rs.8000-13500.

SCHEDULE – 4 (Contd.)

1.	Name of post	Ward Boy
2.	Number of posts	01
3.	Classification	Group 'D'
4.	Scale of pay	Rs. 2550-55-2660-60-3200
5.	Whether selection or non-selection post.	Not applicable
6.	Whether benefit of added years of service under Rule 30 of CCS (Pension) Rules, 1972 admissible.	No
7.	Age limit for direct recruits.	30 years
8.	Educational and other qualification for direct recruits.	(i) Middle or equivalent from a recognized Board. (ii) Three years working experience in a Hospital/Nursing Home in attending the patients.
9.	Whether age and educational qualifications prescribed for direct recruit will apply for Promotees.	Not applicable
10.	Period of probation, if any.	Two years
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/percentage of posts to be filled by various methods.	Direct
12.	In case of recruitment by promotion/deputation/absorption, grade from which promotion/deputation/absorption to be made.	Not applicable
13.	If a departmental promotion committee exists, what is its composition.	Not applicable
14.	Composition of the Selection Committee in case of direct recruitment.	1. Registrar 2. Finance Officer 3. One officer of the Institute (not below in the scale of Rs.10000-15200) to be nominated by the Vice Chancellor. 4. Liaison Officer of the Institute/SC or ST representative not below in the scale of Rs.8000-13500.

SCHEDULE – 4 (Contd.)

1.	Name of post	Cleaner
2.	Number of posts	01
3.	Classification	Group 'D'
4.	Scale of pay	Rs. 2550-55-2660-60-3200
5.	Whether selection or non-selection post.	Not applicable
6.	Whether benefit of added years of service under Rule 30 of CCS (Pension) Rules, 1972 admissible.	No
7.	Age limit for direct recruits.	29 years
8.	Educational and other qualification for direct recruits.	(i) Middle or equivalent from a recognized Board. (ii) Two years working experience as Cleaner of the vehicles in an Automobile firm; or minor repairing of vehicles.
9.	Whether age and educational qualifications prescribed for direct recruit will apply for Promotees.	Not applicable
10.	Period of probation, if any.	Two years
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/percentage of posts to be filled by various methods.	Direct
12.	In case of recruitment by promotion/deputation/absorption, grade from which promotion/deputation/absorption to be made.	Not applicable
13.	If a departmental promotion committee exists, what is its composition.	Not applicable
14.	Composition of the Selection Committee in case of direct recruitment.	1. Registrar 2. Finance Officer 3. One officer of the Institute (not below in the scale of Rs.10000-15200) to be nominated by the Vice Chancellor. 4. Liaison Officer of the Institute/SC or ST representative not below in the scale of Rs.8000-13500.

SCHEDULE – 4 (Contd.)

1.	Name of post	Safai Karamchari
2.	Number of posts	15
3.	Classification	Group 'D'
4.	Scale of pay	Rs. 2550-55-2660-60-3200
5.	Whether selection or non-selection post.	Not applicable
6.	Whether benefit of added years of service under Rule 30 of CCS (Pension) Rules, 1972 admissible.	No
7.	Age limit for direct recruits.	27 years
8.	Educational and other qualification for direct recruits.	Ability to read and write.
9.	Whether age and educational qualifications prescribed for direct recruit will apply for Promotees.	Not applicable
10.	Period of probation, if any.	Two years
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/percentage of posts to be filled by various methods.	Direct
12.	In case of recruitment by promotion/deputation/absorption, grade from which promotion/deputation/absorption to be made.	Not applicable
13.	If a departmental promotion committee exists, what is its composition.	Not applicable
14.	Composition of the Selection Committee in case of direct recruitment.	<ol style="list-style-type: none"> 1. Registrar 2. Finance Officer 3. One officer of the Institute (not below in the scale of Rs.10000-15200) to be nominated by the Vice Chancellor. 4. Liaison Officer of the Institute/SC or ST representative not below in the scale of Rs.8000-13500.

SCHEDULE – 4 (Contd.)

1.	Name of post	Aya
2.	Number of posts	01
3.	Classification	Group 'D'
4.	Scale of pay	Rs. 2550-55-2660-60-3200
5.	Whether selection or non-selection post.	Not applicable
6.	Whether benefit of added years of service under Rule 30 of CCS (Pension) Rules, 1972 admissible.	No
7.	Age limit for direct recruits.	29 years
8.	Educational and other qualification for direct recruits.	(i) Middle or equivalent from a recognized Board. (ii) Two years experience as Aya in a Hospital/Nursing Home.
9.	Whether age and educational qualifications prescribed for direct recruit will apply for Promotees.	Not applicable
10.	Period of probation, if any.	Two years
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/percentage of posts to be filled by various methods.	Direct
12.	In case of recruitment by promotion/deputation/absorption, grade from which promotion/deputation/absorption to be made.	Not applicable
13.	If a departmental promotion committee exists, what is its composition.	Not applicable
14.	Composition of the Selection Committee in case of direct recruitment.	1. Registrar 2. Finance Officer 3. One officer of the Institute (not below in the scale of Rs.10000-15200) to be nominated by the Vice Chancellor. 4. Liaison Officer of the Institute/SC or ST representative not below in the scale of Rs.8000-13500.

SCHEDULE – 4 (Contd.)

1.	Name of post	Senior Assistant UGC Academic Staff College
2.	Number of posts	01
3.	Classification	Group 'C'
4.	Scale of pay	Rs.5000-150-8000
5.	Whether selection or non-selection post.	Selection-cum-Seniority
6.	Whether benefit of added years of service under Rule 30 of CCS (Pension) Rules, 1972 admissible.	No
7.	Age limit for direct recruits.	Not applicable
8.	Educational and other qualification for direct recruits.	Not applicable
9.	Whether age and educational qualifications prescribed for direct recruit will apply for Promotees.	Not applicable
10.	Period of probation, if any.	Two years
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/percentage of posts to be filled by various methods.	Promotion, failing which by deputation for a period of three years with leave salary and pension contribution to be met by the ASC.
12.	In case of recruitment by promotion/deputation/absorption, grade from which promotion/deputation/absorption to be made.	Promotion: At least 5 years of service as Junior Assistant in UGC ASC of the Institute. Deputation: An official of the Institute with at least 5 years of service as UDC on regular basis – by rotation according to seniority subject to fitness.
13.	If a departmental promotion committee exists, what is its composition.	1. Registrar 2. Finance Officer 3. One officer of the Institute (not below in the scale of Rs.10000-15200) to be nominated by the Vice Chancellor 4. Liaison Officer of the Institute/SC or ST representative not below in the scale of Rs.8000-13500.
14.	Composition of the Selection Committee in case of direct recruitment.	Not applicable

SCHEDULE – 4 (Contd.)

1.	Name of post	Section Officer UGC Academic Staff College
2.	Number of posts	01
3.	Classification	Group 'B'
4.	Scale of pay	Rs.5500-175-9000
5.	Whether selection or non-selection post.	Selection by merit
6.	Whether benefit of added years of service under Rule 30 of CCS (Pension) Rules, 1972 admissible.	No
7.	Age limit for direct recruits.	Not applicable
8.	Educational and other qualification for direct recruits.	Not applicable
9.	Whether age and educational qualifications prescribed for direct recruit will apply for Promotees.	Not applicable
10.	Period of probation, if any.	Two years
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/percentage of posts to be filled by various methods.	Promotion, failing which by deputation for a period of three years with leave salary and pension contribution to be met by the ASC.
12.	In case of recruitment by promotion/deputation/absorption, grade from which promotion/deputation/absorption to be made.	Promotion: At least 5 years of service as Senior Assistant in UGC ASC of the Institute. Deputation: An official of the Institute with at least 5 years of service as Assistant on regular basis – by rotation according to seniority subject to fitness.
13.	If a departmental promotion committee exists, what is its composition.	1. Vice Chancellor 2. Registrar 3. Finance Officer 4. One officer of the Institute (not below in the scale of Rs.10000-15200) to be nominated by the Vice Chancellor 5. Liaison Officer of the Institute/SC or ST representative not below in the scale of Rs.8000-13500.
14.	Composition of the Selection Committee in case of direct recruitment.	Not applicable

SCHEDULE – 4 (Contd.)

1.	Name of post	Junior Assistant UGC Academic Staff College
2.	Number of posts	01
3.	Classification	Group 'C'
4.	Scale of pay	Rs.4500-125-7000
5.	Whether selection or non-selection post.	Selection-cum-seniority.
6.	Whether benefit of added years of service under Rule 30 of CCS (Pension) Rules, 1972 admissible.	No
7.	Age limit for direct recruits.	Not applicable
8.	Educational and other qualification for direct recruits.	Not applicable
9.	Whether age and educational qualifications prescribed for direct recruit will apply for Promotees.	Not applicable
10.	Period of probation, if any.	Two years
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/percentage of posts to be filled by various methods.	Promotion, failing which by deputation for a period of three years with leave salary and pension contribution to be met by the ASC.
12.	In case of recruitment by promotion/deputation/absorption, grade from which promotion/deputation/absorption to be made.	An official of the Institute with at least 5 years of service as LDC on regular basis – by rotation according to seniority subject to fitness.
13.	If a departmental promotion committee exists, what is its composition.	1. Registrar 2. Finance Officer 3. One officer of the Institute (not below in the scale of Rs.10000-15200) to be nominated by the Vice Chancellor 4. Liaison Officer of the Institute/SC or ST representative not below in the scale of Rs.8000-13500.
14.	Composition of the Selection Committee in case of direct recruitment.	Not applicable

SCHEDULE – 4 (Contd.)

1.	Name of post	Documentation Assistant UGC Academic Staff College
2.	Number of posts	01
3.	Classification	Group 'C'
4.	Scale of pay	Rs.4000-100-6000
5.	Whether selection or non-selection post.	Not applicable
6.	Whether benefit of added years of service under Rule 30 of CCS (Pension) Rules, 1972 admissible.	No
7.	Age limit for direct recruits.	27 years
8.	Educational and other qualification for direct recruits.	Essential: (i) Matriculation or equivalent from a recognized Board/Institute. (ii) Certificate in Library Science from a recognized Institute/University. (iii) Two years experience of working in a Library of a university or institute. Desirable: Bachelor Degree in Library Science.
9.	Whether age and educational qualifications prescribed for direct recruit will apply for Promotees.	Not applicable
10.	Period of probation, if any.	Two years
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/percentage of posts to be filled by various methods.	Direct appointment for a tenure of 5 years or till continuance of UGC ASC with the Institute, whichever occurs earlier.
12.	In case of recruitment by promotion/deputation/absorption, grade from which promotion/deputation/absorption to be made.	Not applicable
13.	If a departmental promotion committee exists, what is its composition.	
14.	Composition of the Selection Committee in case of direct recruitment.	1. Registrar 2. Finance Officer 3. One officer of the Institute (not below in the scale of Rs.10000-15200) to be nominated by the Vice Chancellor. 4. One subject expert to be appointed by the Vice Chancellor, who is not an employee of the Institute. 5. Liaison Officer of the Institute/SC or ST representative not below in the scale of Rs.8000-13500.

SCHEDULE – 4 (Contd.)

1.	Name of post	Steno-typist
2.	Number of posts	01
3.	Classification	Group 'C'
4.	Scale of pay	Rs.3050-75-3950-80-4590
5.	Whether selection or non-selection post.	Not applicable
6.	Whether benefit of added years of service under Rule 30 of CCS (Pension) Rules, 1972 admissible.	No
7.	Age limit for direct recruits.	27 years
8.	Educational and other qualification for direct recruits.	Essential: 1. Matriculation or equivalent from a recognized Board/Institute. 2. Typing examination of either English or Hindi passed from a recognized Board. Desirable: Practical working experience of computer.
9.	Whether age and educational qualifications prescribed for direct recruit will apply for Promotees.	Not applicable
10.	Period of probation, if any.	Two years
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/percentage of posts to be filled by various methods.	Direct appointment for a tenure of 5 years or till continuance of UGC ASC with the Institute, whichever occurs earlier.
12.	In case of recruitment by promotion/deputation/absorption, grade from which promotion/deputation/absorption to be made.	Not applicable
13.	If a departmental promotion committee exists, what is its composition.	
14.	Composition of the Selection Committee in case of direct recruitment.	1. Registrar 2. Finance Officer 3. One officer of the Institute (not below in the scale of Rs.10000-15200) to be nominated by the Vice Chancellor. 4. One subject expert to be appointed by the Vice Chancellor, who is not an employee of the Institute.

		5. Liaison Officer of the Institute/SC or ST representative not below in the scale of Rs.8000-13500.
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SCHEDULE – 4 (Contd.)

1.	Name of post	Peon UGC Academic Staff College
2.	Number of posts	01
3.	Classification	Group 'D'
4.	Scale of pay	Rs.2550-55-2660-60-3200
5.	Whether selection or non-selection post.	Not applicable
6.	Whether benefit of added years of service under Rule 30 of CCS (Pension) Rules, 1972 admissible.	No
7.	Age limit for direct recruits.	27 years
8.	Educational and other qualification for direct recruits.	Middle pass from a recognized Board/Institute.
9.	Whether age and educational qualifications prescribed for direct recruit will apply for Promotees.	Not applicable
10.	Period of probation, if any.	Two years
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/percentage of posts to be filled by various methods.	Direct appointment for a tenure of 5 years or till continuance of UGC ASC with the Institute, whichever occurs earlier.
12.	In case of recruitment by promotion/deputation/absorption, grade from which promotion/deputation/absorption to be made.	Not applicable
13.	If a departmental promotion committee exists, what is its composition.	Not applicable
14.	Composition of the Selection Committee in case of direct recruitment.	1. Registrar 2. Finance Officer 3. One officer of the Institute (not below in the scale of Rs.10000-15200) to be nominated by the Vice Chancellor. 4. Liaison Officer of the Institute/SC or ST representative not below in the scale of Rs.8000-13500.