

Proposed Recruitment Rules/Promotion Policy for Non-Teaching Posts (Group-A)

Sr. No.	Particulars of post(s)	Recruitment Rules/Promotion Policy		Remarks
	Name of post(s) Pay Band & Grade Pay	Existing Recruitment Rules	Proposed Recruitment Rules	
1.	Director, Distance Education PB-4 Rs.37400-67000 Grade Pay Rs.10000/-	<p>100% by Direct Recruitment:</p> <ol style="list-style-type: none"> Good academic record with a doctorate degree or equivalent published work in Education/Distance Education/ Continuing Education. In addition to this candidate shall also possess at least 55% of marks or an equivalent grade of B in the seven point scale with letter grades O, A, B, C, D, E and F at the Masters Degree Level. Fifteen years of experience of teaching and/or Educational Administration and/or research excluding the period spent for obtaining the research degrees and has made some mark in the are of scholarship as evidenced by quality of publication, contribution to educational innovation, degree of courses and curricula. <p>Note: The appointment for the position will be made on tenure of 5 years with the provision of renewal of appointment for the further terms of 5 years, if necessary.</p> <p>Desirable:</p> <ol style="list-style-type: none"> Well versed in the University System. Knowledge of Hindi reading/writing/ Speaking. 	<p>100% by Direct Recruitment:</p> <p>Qualification & Experience for Direct Recruitment:</p> <p>Master's Degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC 7 point scale alongwith;</p> <ol style="list-style-type: none"> at least 15 years' of experience as Assistant Professor in the AGP of Rs.7000 and above or with 8 years' of service in the AGP of Rs.8000 and above including as Associate Professor alongwith experience in educational administration, or Comparable experience in research establishment and/or other institutions of higher education, or 15 years of experience in Educational administration/Distance Education/ Continuing and Adult Education, of which 8 years shall be as Deputy Registrar or an equivalent post. <p>Desirable:</p> <ol style="list-style-type: none"> One year Diploma in Computer Application. Knowledge of Hindi reading/ writing/ speaking. 	Since, the post is in the PB-4 with Grade Pay of Rs.10,000/- at par with Registrar, Finance Officer etc., therefore, the qualifications prescribed by the MHRD for the post of Registrar, Finance Officer may be applied in the case of Director, Distance Education.
2.	Dy. Registrar/ Dy. Controller of Examination/ Dy. Finance Officer PB-3 Rs.15600-39100 GP Rs.7600/-	<p>1. 75% by Direct Recruitment.</p> <p><u>Qualification & Experience for Direct Recruitment:</u></p> <ol style="list-style-type: none"> Master's Degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC 7 point scale alongwith; Nine years' of experience as Assistant Professor in the AGP of Rs.6000/- and above with experience in educational administration, or Comparable experience in research 	<p>1. 75% by Direct Recruitment.</p> <p><u>Qualification & Experience for Direct Recruitment:</u></p> <p>Master's Degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC 7 point scale alongwith;</p> <ol style="list-style-type: none"> Nine years' of experience as Assistant Professor in the AGP of Rs.6000/- and above with experience in educational administration, or Comparable experience in research 	<p>The Committee was informed that there are 02 post of Dy. Registrar & 01 post of Dy. Controller of Examination in the University.</p> <p>The previous committee recommended that there should be one designation of Deputy Registrar and according to the movement of the</p>

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		<p>establishment and/or other institutions of higher education, or iii. 5 years' of administrative experience as Assistant Registrar or in an equivalent post.</p> <p>Desirable: Knowledge of Hindi reading/writing/ speaking</p> <p>2. 25% by Promotion. <u>Qualification & Experience for Promotion:</u> a. from amongst the Assistant Registrars/Assistant Controller of Examinations/Assistant Finance Officers and its equivalent with 5 years service in the scale of Rs.15600-39100 + GP 5400 on a regular basis. b. Out of 5 years ACRs 3 ACRs should be Good grading without any adverse remark.</p>	<p>establishment and/or other institutions of higher education, or iii. 5 years' of administrative experience as Assistant Registrar or in an equivalent post.</p> <p>Desirable: 1. One year Diploma in Computer Application. 2. Knowledge of Hindi reading/ writing/ speaking.</p> <p>2. 25% promotion by seniority. <u>Qualification & Experience for Promotion:</u> a. From amongst the eligible Assistant Registrars/Assistant Controller of Examinations/Assistant Finance Officers with 05 years of service in the PB-3 Rs.15600-39100 plus Grade Pay Rs.6600/- on regular basis. b. ACRs/APAR of the preceding 5 years must be consistently Very Good.</p> <p>Note: If no eligible Assistant Registrar is available for promotion, the same shall be filledup by temporarily diverting from promotion quota to direct recruitment quota and when the post is available in direct recruitment quota, the same shall be transferred to promotion quota.</p> <p>Deputy Registrar in the pay scale of Rs. 15600-39100 with Grade pay 7600, on completion of 05 years shall eligible to move to the PB-4 RS.37400-67000 with Grade Pay of Rs.8700/- and re-designate as Joint Registrar as per UGC vide letter No.F.6-7/97 (JCRC) Vol.IV, dated 04.10.2014.</p>	<p>incumbents from one unit to the other the concerned posting could be mentioned in parenthesis e.g. DR (Admn.), DR (Accts./Fin.), DR (Exam.) etc. This would provide a free hand to the university administration to rotate the personnel from one unit to other according to suitability. Consequently, the nomenclature of the DCE & DFO etc. should be dispensed with to bring the posts into a common cadre. The Mobility of personnel from one unit to other is in vogue in other Central Universities like BHU, DU, JNU etc. The Committee agreed with above recommendations.</p> <p>The UGC vide letter No.F.6-7/97 (JCRC) Vol.IV, dated 04.10.2014 reduced the requirement of 8 years' service in respect of Assistant Registrar who are placed in PB-3 with Grade Pay Rs.6600/-, to 5 years for promotion to the post of Deputy Registrar.</p>

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3.	Editor PB-3 Rs.15600-39100 Grade Pay Rs.7600/-	<p><u>Minimum Qualifications:</u></p> <ol style="list-style-type: none"> 1. A degree from a recognized University. 2. 3 years experience in editing reputed journals. 3. High standard Publication. 4. Familiarity with the use of relevant computer applications with proof. 	<p><u>100% Promotion by seniority:</u></p> <p><u>Qualification & Experience for Promotion:</u></p> <ol style="list-style-type: none"> a. From amongst the eligible Assistant Editor with 05 years of service in the PB-3 Rs. 15600-39100 plus Grade Pay of Rs.6600/- on regular basis. b. ACRs/APAR of the preceding 5 years must be consistently Very Good. <p>Note: If no eligible Assistant Editor is available for promotion, the post shall be filledup by temporarily diverting from promotion quota to direct recruitment quota and when the post is available in direct recruitment quota, the same shall be transferred to promotion quota. In case the post is filledup by Direct Recruitment, the qualifications & experience shall be as under:</p> <ol style="list-style-type: none"> 1. Master's Degree in Language/ Literature/Journalism with at least 55% marks or its equivalent grade of 'B' in the UGC seven point scale. 2. 05 years' experience as Assistant Editor or equivalent post in the PB-3 Rs. 15600-39100 plus Grade Pay of Rs.5400/- in editing manuscripts, proof reading and coordinating academic publications in Central/State Govt./Autonomous Organisation/ University or equivalent position in any reputed publication house. <p>Desirable:</p> <ol style="list-style-type: none"> 1. One year Diploma in Computer Application. 2. Knowledge of Hindi reading/writing/ speaking. 3. Academic research publications/edited book publications. 	<p>Since, the post is in PB-3 with Grade Pay of Rs.7600/-i.e. equivalent to Deputy Registrar, therefore, the committee recommended that the eligibility criteria for promotion as well as direct recruitment should be at par with Deputy Registrar.</p> <p>The committee further recommended that as and when the sanction strength of Editor shall increase, the Recruitment Rules shall be reviewed before filling up the post.</p> <p>MACPS shall apply.</p>

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4.	Regional Director, Distance Education PB-3 Rs.15600-39100 Grade Pay Rs.7600/-	<p>Minimum Qualifications:</p> <ol style="list-style-type: none"> 1. Good academic record with a doctorate degree or equivalent published work in Education/Distance Education/ Continuing Education. In addition to this candidate shall also possess at least 55% of marks or an equivalent grade of B in the seven point scale with letter grades O, A, B, C, D, E and F at the Masters Degree Level. 2. Five years of experience of teaching and/ or Educational Administration and/or research excluding the period spent for obtaining the research degree and has made some mark in the area of scholarship as evidenced by quality of publications, contribution to educational innovation, degree of courses and curricula. <p>Note: This post will not be at par with Academic Staff.</p> <p>Desirable:</p> <ol style="list-style-type: none"> 1. Well versed in the University System. 2. Knowledge of Hindi reading/writing/ speaking. 	<p>1. 75% by Direct Recruitment <u>Qualification & Experience for Direct Recruitment:</u></p> <ol style="list-style-type: none"> a. Master's Degree with at least 55% marks or its equivalent grade of 'B' in the UGC seven point scale. b. At least 5 years experience as Assistant Regional Director/ Assistant Registrar in the PB-3 with Grade Pay of Rs.5400/- in the Central/ State University. <p>Desirable:</p> <ol style="list-style-type: none"> a. One year Diploma in Computer Application. b. Knowledge of Hindi reading/writing/ speaking. <p>2. 25% Promotion by Seniority <u>Qualification & Experience for Promotion:</u></p> <ol style="list-style-type: none"> a. From amongst Assistant Regional Director with 05 years of service in PB-3 with Grade Pay of Rs.6600/- on regular basis. b. ACRs/APAR of the preceding 5 years must be consistently Very Good. <p>Note: If no eligible Assistant Regional Director is available for promotion, the same shall be filledup by temporarily diverting from promotion quota to direct recruitment quota and when the post is available in direct recruitment quota, the same shall be transferred to promotion quota.</p>	<p>Since, the post is in PB-3 with Grade Pay of Rs.7600/-i.e. equivalent to Deputy Registrar, therefore, the committee recommended that the eligibility criteria for promotion as well as direct recruitment should be at par with Deputy Registrar.</p> <p>MACPS shall apply.</p>
5.	Internal Audit Officer (On Deputation basis) PB-3 Rs.15600-39100 Grade Pay Rs.7600/-	<p>Appointment by Drawing Officers belonging to the Audit & Accounts Service or other similar service on deputation.</p> <p>Officers holding analogous posts on regular basis or with 5 years regular service in the scale of pay</p>	No Change	

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		of Rs.10000-15200 (Revised to PB-3 Rs. 15600-39100 plus Grade Pay Rs. 6600/-) from the Central/State Government, Universities and other autonomous organisation.		
6.	Assistant Editor PB-3 Rs.15600-39100 Grade Pay Rs.5400/-	<p><u>100% by direct recruitment.</u></p> <p>Minimum Qualifications:</p> <ol style="list-style-type: none"> 1. A degree from a recognized University. 2. 2 years experience in editing reputed journals. 3. High standard publications. 4. Familiarity with the use of relevant computer applications with proof. 	<p><u>100% by Direct Recruitment:</u></p> <p>Qualification for Direct Recruitment:</p> <ol style="list-style-type: none"> a. Master's Degree in Language/Literature/Journalism with at least 55% of the marks or its equivalent grade of 'B' in the UGC 7 point scale. b. One year Diploma in Computer Application. c. Minimum 8 Articles published in ISSN journals OR 2 books as principal author OR 4 edited books d. 05 years of relevant experience in Central/State Govt./ Autonomous Organisation/University etc. as Section Officer (Publication/Printing/ Editing) or other similar posts in the PB-2 with Grade Pay of Rs.4600/-. <p>Desirable:</p> <ol style="list-style-type: none"> 1. Knowledge of Hindi reading/writing/ speaking. 	<p>Since, the post is in PB-3 with Grade Pay of Rs.5400/- equivalent to Assistant Registrar, therefore, the committee recommended that the eligibility criteria for direct recruitment should be at par with Assistant Registrar.</p> <p>Higher Grade Pay at par with Assistant Registrar, in terms of MHRD letter No.1-32/2006-U.II/U.I (ii) dated 31.12.2008. They have to participate in two training programmes on Educational Administration, each, of approximately four weeks' duration and their performance appraisal reports are consistently satisfactory.</p>
7.	Assistant Registrar/ Assistant Controller of Examination/ Assistant Finance Officer PB-3 Rs.15600-39100 Grade Pay Rs.5400/-	<ol style="list-style-type: none"> 1. <u>50% by Direct Recruitment:</u> Qualification for Direct Recruitment: Master's Degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC 7 point scale alongwith a good academic record as laid down by UGC. 2. <u>50% Promotion by Seniority</u> Qualification for Promotion: a. From amongst the Section Officer/ Private 	<ol style="list-style-type: none"> 1. <u>50% by Direct Recruitment:</u> Qualification for Direct Recruitment: <ol style="list-style-type: none"> a. Master's Degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC 7 point scale alongwith a good academic record. b. 05 years experience in Administration, Establishment, Finance & Accounts, Store & purchase etc. as Section Officer/ Superintendent in PB-2 with Grade Pay of Rs.4600/- in the 	<p>Assistant Registrar and equivalent posts shall be eligible for the higher Grade Pay of Rs.6600 within the Pay Band of Rs.15600-39100 after 8 years of service provided, as currently required, they have participated in two training programmes on Education Administration, each, of approximately four weeks'</p>

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		<p>Secretary and other equivalent post and with 3 years service in the scale of Rs.9300-34800 + GP 4600 on a regular basis.</p> <p>The minimum educational qualification mentioned for direct recruitment shall not apply in the case of promotion.</p> <p>b. Out of 5 years ACRs 3 ACRs should be Good, without any adverse remark.</p>	<p>Central/State Govt. /Autonomous Organisation/ University etc.</p> <p>Desirable:</p> <ol style="list-style-type: none"> 1. One year Diploma in Computer Application. 2. Knowledge of Hindi reading/writing/ speaking. <p>2. 50% Promotion by Seniority: <u>Qualification for Promotion:</u></p> <ol style="list-style-type: none"> a. From combined seniority of Section Officer/ Private Secretary with a minimum of 03 years of regular service. b. Possessing Graduation Degree. c. ACRs/APAR of the 03 preceding years must be consistently Good. <p>Note: If no eligible employee is available in the feeder cadre for promotion, the same shall be filledup by temporarily diverting from promotion quota to direct recruitment quota and when the post is available in direct recruitment quota, the same shall be transferred to promotion quota.</p>	<p>duration and their performance appraisal reports are consistently satisfactory. The higher Grade Pay of Rs.6600 shall be restricted, as at present, in the case of promotion to senior scale of these posts, to 50% of total strength of Assistant Registrars or their equivalent grades, as the case may be, as per MHRD letter No.1-32/2006-U.II/U.I (ii) dated 31.12.2008.</p>
8.	Public Relations Officer PB-3 Rs.15600-39100 Grade Pay Rs.5400/-	<p><u>100% by Direct Recruitment.</u></p> <p>Minimum Qualifications:</p> <ol style="list-style-type: none"> 1. Master's Degree in Mass Communication & Journalism with at least 55% marks or its equivalent grade of B in the UGC seven point scale. 2. Five years of experience in Journalism/ Public Relation in Govt. /Public undertakings. <p>Desirable: Knowledge of Hindi reading/writing/ speaking.</p>	<p><u>100% by Direct Recruitment.</u></p> <p><u>Qualification for Direct Recruitment:</u></p> <ol style="list-style-type: none"> a. Master's Degree in Mass Communication & Journalism/Mass Media with at least 55% of the marks or its equivalent grade of 'B' in the UGC 7 point scale. b. 05 years of relevant experience in Journalism/Advertisement/Public Relations in the Central/State Govt./ Autonomous Organisation/ University etc. in the PB-2 with Grade Pay of Rs.4600/-. <p>Desirable:</p> <ol style="list-style-type: none"> 1. One year Diploma in Computer Application. 	<p>Higher Grade Pay at par with Assistant Registrar, in terms of MHRD letter No.1-32/2006-U.II/U.I (ii) dated 31.12.2008. Total 8 weeks duration courses such as Training Programme/ Workshop/ Refreshers Courses/ Orientation programme in the concerned discipline.</p>

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			2. Knowledge of Hindi reading/writing/ speaking.	
9.	Programmer PB-3 Rs.15600-39100 Grade Pay Rs.5400/-	100% by direct recruitment. Minimum Qualifications: a. B.Tech./B.E. (Computer Science or Information Technology or Electronics) with at least 55% marks. OR b. M.Sc. (Computer Sciences or Information Technology or Electronics) with at least 55% marks. OR M.C.A. with at least 55% marks. Desirable: 05 years experience in the field of software development. Knowledge of Hindi reading/writing/ speaking	100% Promotion by Seniority: Qualification & Experience for Promotion: 1. From amongst Software Associate/ Language Associate with a minimum of 03 years of regular service in the PB-2 with Grade Pay of Rs.4600/-. 2. ACRs/APAR of the 03 preceding years must be consistently Good . Note: If no eligible employee is available in the feeder cadre for promotion, the same shall be filledup by Direct Recruitment.	The committee recommended that the University may ask the post of Senior Programmer in the PB-3 with Grade Pay of Rs. 6600/- from UGC. MACPS shall apply.
10.	Hindi Officer PB-3 Rs.15600-39100 Grade Pay Rs.5400/-	100% lh/kh HkrhZ% vfuoK;Z 1- fdlh ekU;rk izklr fo'ofolky; ls fganh fo"k; esa LukrdksÜkj dh mikf/k@lerqY; de ls de 55 izfr'kr vadksa ds lkFk bls vfrfjDr fMxzh Lrj ij vaxzsth ,d fo"k; ds :i esa yh gksA 2- fgUnh esa ikfjHkkf"kd dk;Z vkSj@vFkok vaxzsth ls fgUnh esa vkSj fgUnh ls vaxzsth esa vuqokn djus dk 05 o"kZ dk vuqHko ftlesa rduhdh vFkok oSKkfud lkfgR; dk;Z dks rjthg nh tk,xh vFkok fganh ds f'k{k.k vuqla/kku] ys[ku vFkok i=dkfjrk dk 05 Ok"kZ dk vuqHkoA okaNuh;% laLd`r vFkok fdlh Hkkjrh; Hkk"kk dk Kku gksA	कोई बदलाव नहीं	Higher Grade Pay at par with Assistant Registrar, in terms of MHRD letter No.1-32/2006-U.II/U.I (ii) dated 31.12.2008. The committee further recommended that the University may ask the post of Senior Hindi Officer/ Joint Director in the PB-3 with Grade Pay of Rs. 7600/- from UGC.
11.	Assistant Co-ordinator PB-3 Rs.15600-39100 Grade Pay Rs.5400/-	-Not Available- The following qualifications was prescribed at the time filling up of the post: Essential Qualification:	100% promotion by Seniority: Qualification & Experience for Promotion: 1. From combined seniority of Grammar Associate/Lexicon Associate with a	

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		<p>1. Master's Degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC seven point scale alongwith a good academic record, as laid down by UGC.</p> <p>2. Preference will be given to, the applicant, those who have acquired Ph.D. Degree in Social Sciences.</p> <p>Desirable: Knowledge of Hindi reading/writing/ speaking.</p>	<p>minimum of 03 years of regular service in the PB-2 with Grade Pay of RS.4600/-</p> <p>2. ACRs/APAR of the 03 preceding years must be consistently Good.</p>	
12.	Officer-On-Special Duty PB-3 Rs.15600-39100 Grade Pay Rs.7600/-	<p align="center">-Not Available-</p> <p>The following qualifications was prescribed at the time filling up of the post: Essential Qualification:</p> <p>i. A Post Graduate Degree with at least 55% or its equivalent grade.</p> <p>ii. 12 years of experience in administration if a Government/Semi-Government/ Public Sector/Autonomous Organisation fully funded by the Govt. of Educational Institution of higher learning, in which at least 05 years at the level of Pay Band Rs.15600-39100 with Grade Pay Rs.6600/- (Pre-revised Rs.10,000-325-15200) or equivalent grade dealing in personnel management and industrial relation, purchase & store, campus development and management and other aspect of administration.</p> <p>Desirable: Sound working knowledge of Rules and Regulations of Central Government/ University/R&D Institutions relation to general administration, Academic/ Examination/Finance/Estate Maintenance/</p>	-	As per decision taken in the 54 th meeting of Executive Council dated 30.06.2015, the post may be included alongwith the proposal to be sent to UGC.

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		Contact Management/Outsourcing etc. Proven leadership qualities, adaptability, flexibility and ability to work as a team-man.		
13.	Assistant Regional Director PB-3 Rs.15600-39100 Grade Pay Rs.5400/-	<p>100% by Direct Recruitment.</p> <p>Minimum Qualifications: Master's degree in any discipline.</p> <p>Knowledge of Hindi reading/writing/ speaking is essential.</p> <p>Desirable: Preference will be given to those who have worked in Distance Education System.</p>	<p>1. 50% by Direct Recruitment: Qualification for Direct Recruitment a. Master's Degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC 7 point scale alongwith a good academic record. b. 05 years experience in Administration, Establishment, Finance & Accounts, Store & purchase etc. as Section Officer/ Superintendent in PB-2 with Grade Pay of Rs.4600/- in the Central/State Govt. /Autonomous Organisation/ University etc. Desirable: 1. One year Diploma in Computer Application. 2. Knowledge of Hindi reading/writing/ speaking.</p> <p>2. 50% Promotion by Seniority: Qualification for Promotion: a. From combined seniority of Section Officer/ Private Secretary with a minimum of 03 years of regular service. b. Possessing Graduation Degree. c. ACRs/APAR of the 03 preceding years must be consistently Good. Note: If no eligible employee is available in the feeder cadre for promotion, the same shall be filledup by Direct Recruitment.</p>	<p>As per MHRD letter No.1-32/2006-U.II/U.I (ii) dated 31.12.2008 Assistant Regional Director shall be eligible for the higher Grade Pay of Rs.6600 within the Pay Band of Rs.15600-39100 after 8 years of service provided, as currently required, they have participated in two training programmes on Educational Administration, each, of approximately four weeks' duration and their performance appraisal reports are consistently satisfactory. The higher Grade Pay of Rs.6600 shall be restricted, as at present, in the case of promotion to senior scale of these posts, to 50% of total strength of Assistant Regional Director or their equivalent grades, as the case may be.</p> <p>Since, the post is in PB-3 with Grade Pay of Rs.5400/- equivalent to Assistant Registrar and the incumbent is required to look after the administrative work of the Regional Centre, therefore, the committee recommended that</p>

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				the eligibility criteria for direct recruitment should be at par with Assistant Registrar.