

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

Sr. No.	Particulars of post(s) Name of post(s) Pay Band & Grade Pay	Recruitment Rules/Promotion Policy		Remarks
		Existing Recruitment Rules	Proposed Recruitment Rules	
1.	Private Secretary PB-2 Rs.9300-34800 Grade Pay Rs.4600/-	<p>1. 50% by Direct Recruitment: Minimum Qualification Direct Recruitment: A Bachelor Degree with 5 Years Experience as Personal Assistant in the scale of 5000-150-8000 (pre-revised) in Universities. Desirable: Knowledge of Hindi reading/writing/ speaking.</p> <p>2. 50% by Promotion: Qualification & Experience for Promotion: 1. From amongst the Personal Assistant and with 5 years of service in the scale of Rs.9300-34800 + GP 4200 on a regular basis. 2. Out of 5 years ACRs 3 ACRs should be GOOD grading without any adverse remarks.</p>	<p>100% Promotion by Seniority Qualification & Experience for Promotion: a. from amongst the Personal Assistant with 5 years of service in the PB-2 with Grade Pay Rs.4200/- on regular basis. b. ACRs/APAR of the 5 preceding years should be 'Good'.</p> <p>If no eligible employee is available for promotion, the same shall be filledup by Direct Recruitment. In case the post is 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.. The qualification & experience shall be as under: a. Graduation with at least 50% of marks. b. 05 years of experience as Personal Assistant in the PB-2 with Grade Pay of Rs.4200/- in the Central/State Govt./ Autonomous Organisation/ University, etc. c. Stenography - 100 wpm (English) OR 80 wpm (Hindi) d. Typing - 50 wpm (English) OR 40 wpm (Hindi) e. One year Diploma in Computer Application. The Selection Process - Skill & Written test: (100 marks each) Skill test shall consist of: 1. Dictation: 10 mts @100 wpm Transcription: 40 mts (English) or 55 mts (Hindi) 2. Written test shall consist of Hindi & English Language and Office Procedure. Desirable:</p>	<p>Written test shall consist of 03 hours duration</p> <p>The qualifying mark shall be 40 marks.</p>

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			Diploma in Secretarial practice/ Office Automation.	
2.	Section Officer PB-2 Rs.9300-34800 Grade Pay Rs.4600/-	<p>1. 25% by Direct Recruitment. <u>Minimum Qualification for Direct Recruitment:</u></p> <ol style="list-style-type: none"> A Graduate Degree. 5 years experience as Superintendent/ Assistant in the scale of 5500-9000 (pre-revised) (revised 9300-34800 GP 4200) or in the scale of 5000-150-8000 (pre-revised) (revised 9300-34800 GP 4200) in Central/State University/Offices. <p>2. 75% by Promotion. Qualification for Promotion:</p> <ol style="list-style-type: none"> From amongst the Assistant/Personal Assistant and with 5 years service in the scale of Rs.9300-34800 + GP Rs.4200 on a regular basis. Out of 5 years ACRs should be 'GOOD' grading without any adverse remark. 	<p>1. 50% promotion by seniority: Qualification for Promotion:</p> <ol style="list-style-type: none"> From among the Assistant with 05 years of service in the PB-2 with Grade Pay of Rs.4200/- on regular basis. Possessing Graduation degree. ACRs/APAR of the 5 preceding years must be consistently Good. <p>2. 25% Promotion by Limited Departmental Competitive Examination (LDCE): Qualification for promotion by LDCE:</p> <ol style="list-style-type: none"> From amongst the Assistants with 03 years of service in the PB-2 with Grade Pay of Rs.4200/- on regular basis. Possessing Graduation degree. ACRs/APAR of the 03 preceding years must be consistently Good. <p>The Selection Process: Written test: Test shall consist of: Paper I</p> <ol style="list-style-type: none"> Working knowledge of Hindi English Language Office procedure <p>Paper II</p> <ol style="list-style-type: none"> Service rules, Financial rules & University Administration. <p>3. 25% by Direct Recruitment: Qualification & Experience for Direct Recruitment:</p> <ol style="list-style-type: none"> Graduation with at least 50% of marks. One year Diploma in Computer Application. 	<p>Limited Departmental Competitive Examination shall consist of two papers of 03 hours duration & 100 marks each.</p> <p>The qualifying mark shall be 40 marks in each paper.</p> <p>Written test shall consist of two papers of 03 hours duration & 100 marks each.</p>

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			<p>c. 05 years of experience in Administration, Establishment, Finance & Accounts, Stores & Purchases etc. as Assistant or equivalent posts in PB-2 with Grade Pay of Rs.4200/- in ministerial cadre in Central/State Govt./ Autonomous Organisation/ University etc.</p> <p>d. The Selection Process: Written test: Test shall consist of: Paper I 1. Gen. Hindi 2. Gen. English 3. Office procedure, Paper II 1. Service rules, 2. Financial rules.</p>	The qualifying mark shall be 40 marks in each paper.
3.	Grammar Associate PB-2 Rs.9300-34800 Grade Pay Rs.4600/-	<p><u>100% by Direct Recruitment.</u> Minimum Qualifications: Master's Degree in Linguistics/Hindi or any other Indian language with at least 55% of marks or its equivalent grade of B in the UGC seven point scale. Two years' experience of working in a dictionary project under a reputed institutions/ organisation. <u>Desirable:</u> 1. Preference will be given to Ph.D. holder in concerned subject. Sound knowledge of Grammar. 2. Knowledge of Computer. 3. Knowledge of Hindi reading/writing/ speaking. 4. Knowledge of Hindi reading/ writing/ Speaking is essential.</p>	<p><u>100% by Direct Recruitment.</u> Minimum Qualifications: Master's Degree in Linguistics/Hindi or any other Indian language with at least 55% of marks or its equivalent grade of B in the UGC seven point scale. <u>Desirable:</u> 1. One year Diploma in Computer Application. 2. Sound knowledge of Grammar. 3. Knowledge of Hindi reading/writing/ speaking. The Selection Process: Written test and Skill test: Written Test shall consist of: Paper I 1. Language/Grammar 2. Computer Application 3. General Hindi/English Language Skill test Paper II</p>	<p>Written test shall consist of two papers of 03 hours duration & 100 marks each.</p> <p>The qualifying mark shall be 40 marks in each paper.</p>

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4.	Lexicon Associate PB-2 Rs.9300-34800 Grade Pay Rs.4600/-	<p><u>100% by Direct Recruitment.</u> Minimum Qualifications: Master's Degree in Computer Science or Computer Application with at least 55% of marks or its equivalent grade of B in the UGC seven point scale. Desirable: 1. Preference will be given to Ph.D. holder in concerned subject. Sound knowledge of Grammar. 2. Knowledge of Computer. 3. Knowledge of Hindi reading/writing/ speaking. 4. Two years' experience of working in a dictionary project under a reputed institution/organisation. 5. Knowledge of Hindi reading/writing/ speaking and Hindi Software.</p>	<p>1. Computer Practical at LILA</p> <p><u>100% by Direct Recruitment.</u> Minimum Qualifications: Master's Degree in Computer Science or Computer Application with at least 55% of marks or its equivalent grade of B in the UGC seven point scale. Desirable: 1. Knowledge of Hindi reading/writing/ speaking and Hindi Software. 2. Two year's experience of working in a dictionary project under a Govt. institution/organisation. The Selection Process: Written test and Skill test Written Test shall consist of: Paper I 1. Computer Theory 2. General Hindi/English Language 3. General Awareness Paper II Skill Test</p>	<p>Written test shall consist of two papers of 03 hours duration & 100 marks each.</p> <p>The qualifying mark shall be 40 marks in each paper.</p>
5.	Software Associate PB-2 Rs.9300-34800 Grade Pay Rs.4600/-	<p><u>100% by Direct Recruitment</u> Minimum Qualification: Master's Degree in Computer Science or Computer Application with at least 55% of marks or its equivalent grade of B in the UGC seven point scale. Two years' working experience of Hindi Software development. Desirable: 1. Preference will be given to Ph.D. holder in concerned subject. Sound knowledge of Grammar. 2. Knowledge of Computer.</p>	<p><u>100% by Direct Recruitment</u> Minimum Qualification: Master's Degree in Computer Science or Computer Application with at least 55% of marks or its equivalent grade of B in the UGC seven point scale. Desirable: 1. One year Diploma in Computer Application. 2. Knowledge of Hindi reading/writing/ speaking. The Selection Process: Written test and Skill test: Written Test shall consist of: Paper I</p>	<p>Written test shall consist of two papers of 03 hours duration & 100 marks each.</p> <p>The qualifying mark shall be 40 marks in each paper.</p>

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		3. Knowledge of Hindi reading/writing/ speaking. 4. Knowledge of Hindi reading/ writing/ speaking is essential.	1. Computer Theory 2. General Hindi/English Language 3. General Awareness Paper II Skill Test	
6.	Language Associate PB-2 Rs.9300-34800 Grade Pay Rs.4600/-	<u>100% by Direct Recruitment</u> Minimum Qualification: Master's Degree in Computer Science or Computer Application with at least 55% of marks or its equivalent grade of B in the UGC seven point scale. Desirable: 1. Preference will be given to Ph.D. holder in concerned subject. Sound knowledge of Grammar. 2. Knowledge of Computer. 3. Knowledge of Hindi reading/writing/ speaking. 4. Two years' working experience of Hindi software development. 5. Knowledge of Hindi reading/writing/ speaking and Hindi Software.	<u>100% by Direct Recruitment</u> Minimum Qualification: Master's Degree in Computer Science or Computer Application with at least 55% of marks or its equivalent grade of B in the UGC seven point scale. Desirable: 1. One year Diploma in Computer Application. 2. Knowledge of Hindi reading/writing/ speaking. 3. Two year's working experience of Hindi software development. The Selection Process: Written test and Skill test: Written Test shall consist of: Paper I 1. Computer Theory 2. General Hindi/English Language 3. General Awareness Paper II Skill Test	Written test shall consist of two papers of 03 hours duration & 100 marks each. The qualifying mark shall be 40 marks in each paper.
7.	Personal Assistant PB-2 Rs.9300-34800 Grade Pay Rs.4200/-	1. <u>50% by Direct Recruitment.</u> Qualification & Experience for Direct Recruitment: 1. A Bachelor's Degree with: i. Typing Speed 30 wpm in Hindi OR 40 wpm English. ii. Stenography Speed 100 wpm in Hindi OR 120 wpm in English.	1. <u>33% promotion by seniority:</u> Qualification for Promotion: a. From amongst the Stenographers with 05 years of service in the PB-1 with Grade Pay of Rs.2400/- on regular basis. b. ACRs/APAR of the 5 preceding years must be consistently Good .	Keeping in view the sanction strength in the feeder care i.e. Stenographer, the committee recommended that 33% posts may be filledup by promotion and 67% by direct recruitment.

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		<p>2. 5 years experience as a stenographer in the scale of pay of Rs.4000-100-6000 (pre-revised)</p> <p>Desirable: Knowledge of Hindi reading/writing/speaking is essential.</p> <p>2. 50% by Promotion. Qualification for Promotion:</p> <p>a. From amongst the Stenographer and with 5 year service in the grade of Rs.5200-20200+GP Rs.2400/- on a regular basis.</p> <p>b. ACRs/APAR of the 5 preceding years must be consistently Good.</p> <p>c. These employees should be considered for promotion subject to successful clearance of Stenography and typing test with speed of 80/100 and 30/35 Hindi or English respectively.</p>	<p>If no eligible employee is available for promotion, the same shall be filledup by temporarily diverting from promotion quota to direct recruitment quota. As 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 qualification & experience shall be as under:</p> <p>2. 67% by Direct Recruitment: Qualification & Experience for Direct Recruitment:</p> <p>a. Graduation with at least 50% of marks.</p> <p>b. Stenography - 100 wpm (English) OR 80 wpm (Hindi)</p> <p>c. Typing - 50 wpm (English) OR 40 wpm (Hindi)</p> <p>d. 05 year's experience as Stenographer or equivalent secretarial post in the PB-1 with Grade Pay of Rs.2400/- in the Central/State Govt./Autonomous Organisation/University etc.</p> <p>e. The Selection Process: Written test and Skill test: Written Test shall consist of Hindi & English Language and Office Procedure. Skill Test shall consist of:</p> <p>1. Dictation: 10 mts @100 wpm. Trans: 40 mts (Eng.) 55 mts (Hindi)</p> <p>Desirable:</p> <p>a. One year Diploma in Computer Application.</p> <p>b. Degree/Diploma in Secretarial</p>	<p>As per DoPT OM No.AB-14017/20/2008-Estt.(RR) dated 17.05.2010, the skill test shall consist of: Dictation: 10 mts @100 wpm. Trans: 40 mts (Eng.) 55 mts (Hindi)</p> <p>Written test shall consist of 03 hours duration & 100 marks each.</p> <p>The qualifying mark shall be 40 marks.</p>

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8.	Assistant PB-2 Rs.9300-34800 Grade Pay Rs.4200/-	<p>1. 50% by Direct Recruitment. Qualification & Experience for Direct Recruitment:</p> <ol style="list-style-type: none"> 1. A Bachelor's Degree. 2. Working knowledge of Computer Application. 3. Knowledge of Hindi reading/writing/ speaking. <p>2. 50% by Promotion. Qualification for Promotion:</p> <ol style="list-style-type: none"> a. From amongst the Upper Division Clerk/Computer Operator/Data Entry Operator with Graduation and 5 years service in the scale of Rs.5200-20200 + Grade Pay Rs.2400/- on a regular basis. b. ACRs/APAR of the 5 preceding years must be consistently Good. c. These employees should be considered for promotion subject to successful clearance of Departmental examination and also qualifying the typing test with speed 30/35 Hindi or English. 	<p>practice/Office Automation.</p> <p>1. 20% promotion by seniority: Qualification for Promotion:</p> <ol style="list-style-type: none"> a. From amongst Upper Division Clerks or equivalent ministerial cadre posts with 05 year's service in the PB-1 with Grade Pay of Rs.2400/- on regular basis. b. ACRs/APAR of the 5 preceding years must be consistently Good. <p>2. 80% by Direct Recruitment. Qualification & Experience for Direct Recruitment:</p> <ol style="list-style-type: none"> a. Graduation with at least 50% of marks. b. 05 year's experience in Administration, Establishment, Accounts, Stores & Purchases etc. as Upper Division Clerk or equivalent ministerial posts or equivalent in PB-1 with Grade Pay of Rs.2400/-. <p>c. The Selection Process: Written test: Test shall consist of: Paper I Knowledge of Hindi & English Language and Office procedure, Paper II 1. Service rules 2. Financial rules. Desirable: One year Diploma in Computer Application.</p>	<p>Keeping in view the sanction strength in the feeder cadre i.e. UDC, the committee recommended that 20% posts may be filledup by promotion & 80% posts by direct recruitment.</p> <p>Written test shall consist of two papers of 03 hours duration & 100 marks each.</p> <p>The qualifying mark shall be 40 marks in each paper.</p>
9.	Professional Assistant PB-2 Rs.9300-34800 Grade Pay Rs.4200/-	<p>100% by open recruitment . Minimum Qualifications:</p> <p>i). M.Lib.Sc. /MLISc. or equivalent with 50% marks.</p> <p align="center">OR</p> <p>Master's Degree in Arts/Science/Commerce</p>	<p>100% by open recruitment. Minimum Qualifications:</p> <p>i). M.Lib.Sc. /MLISc. or equivalent with 50% marks.</p> <p align="center">OR</p> <p>Master's Degree in Arts/Science/Commerce or</p>	<p>Written test shall consist of two papers of 03 hours duration & 100 marks each.</p> <p>The qualifying mark shall be 40 marks in each paper.</p>

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		<p>or any other discipline with 50% and B.Lib.Sc./BLISc. with 50% marks.</p> <p>ii) Computer Science/Application paper at Graduate PG level or six months computer science/Application course from a recognized institution.</p> <p>Desirable: Knowledge of Hindi reading/writing/ speaking.</p>	<p>any other discipline with 50% and B.Lib.Sc./BLISc. with 50% marks.</p> <p>ii) One year Diploma in Computer Application/Science/Library Automation from a recognized organisation.</p> <p>Desirable: Knowledge of Hindi reading/writing/ speaking.</p> <p>The Selection Process: Written test and Skill test: Written Test shall consist of: Paper I 1. Library Science 2. Computer Application 3. General Hindi/English</p> <p>Paper II Skill Test</p>	
10.	Assistant Engineer PB-2 Rs.9300-34800 Grade Pay Rs.4600/-	<p>On deputation basis. Minimum Qualifications: A Degree in Civil Engineering with 5 years experience of supervising Civil works in Central/State University/Offices.</p> <p>Desirable: Knowledge of Hindi reading/writing/ speaking.</p>	<p>No change in qualification & experience.</p> <p>Desirable: 1. One year Diploma in Computer Application. 2. Knowledge of Hindi reading/writing/ speaking.</p>	
11.	Junior Engineer PB-2 Rs.9300-34800 Grade Pay Rs.4200/-	<p>100% by Direct Recruitment. Minimum Qualifications: A degree in Civil Engineering OR Diploma in Civil Engineering with 5 years experience of supervising Civil work in any Central/State University/Officers.</p> <p>Desirable: Knowledge of Hindi reading/writing/ speaking.</p>	<p>100% by Direct Recruitment. Minimum Qualification & Experience for Direct Recruitment: 1. Diploma in Civil/Architecture Engineering from a recognized Institutions. 2. 5 year's post qualification experience of supervising Civil work in Central/State Govt./Autonomous Organisation/ University or reputed private organisation etc.</p>	<p>Written test shall consist of two papers of 03 hours duration & 100 marks each.</p> <p>The qualifying mark shall be 40 marks in each paper.</p>

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			Desirable: 1. One year Diploma in Computer Application. 2. Knowledge of Hindi reading/writing/ speaking. The Selection Process: Written test Written Test shall consist of: Paper I 1. Civil Engineering Paper II 1. Computer Application 2. General Hindi/English	
12.	Hindi Translator PB-2 Rs.9300-34800 Grade Pay Rs.4200/-	lh/kh HkrhZ% vfuok;Z 1- fdlh ekU;rk izklr fo'ofok; Is vaxzsth@fganh eas LukrdsUkj dh mikf/k vkSj Lukrd Lrj ij vaxzsth@fganh vfuok;Z@oSdfYid fo"k; ds :i esa jgh gks ;k ijh{kk dk ek;/e jgh gksA 2- fganh ls vaxzsth vkSj vaxzsth ls fganh esa vuqokn esa ekU;rkizklr fMlyksek@izek.ki= ikB~;Øe fd;k gks ;k dsanzh;@jkT; ljdkj ,oa Lok;Ük laLFkkvksa ds dk;kZy;ksa esa fganh ls vaxzsth vkSj vaxzsth ls fganh esa vuqokn dk;Z dk 02 o"kZ dk vuqHko gksA okaNuh;% laLd'r vFkok fdlh Hkkjrh; Hkk"kk dk Kku gksA	lh/kh HkrhZ% vfuok;Z 1- fdlh ekU;rk izklr fo'ofok; Is vaxzsth@fganh eas LukrdsUkj dh mikf/k vkSj Lukrd Lrj ij vaxzsth@fganh vfuok;Z@oSdfYid fo"k; ds :i esa jgh gks ;k ijh{kk dk ek;/e jgh gksA 2- fganh ls vaxzsth vkSj vaxzsth ls fganh esa vuqokn esa ekU;rkizklr fMlyksek@izek.ki= ikB~;Øe fd;k gks ;k dsanzh;@jkT; ljdkj ,oa Lok;Ük laLFkkvksa ds dk;kZy;ksa esa fganh ls vaxzsth vkSj vaxzsth ls fganh esa vuqokn dk;Z dk 02 o"kZ dk vuqHko gksA okaNuh;% 1- laLd'r vFkok fdlh Hkkjrh; Hkk"kk dk Kku gksA 2- dEl;wVj vuqiz;ksx esa ,d o"kZ dk fMlyksekA चयन प्रक्रिया लिखित परीक्षा लिखित परीक्षा निम्नानुसार होगी- पेपर 1 1. हिंदी से अंग्रेजी में अनुवाद 2. अंग्रेजी से हिंदी में अनुवाद	Written test shall consist of two papers of 03 hours duration & 100 marks each. The qualifying mark shall be 40 marks in each paper.

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			पेपर II 1. परिच्छेद लेखन 2. हिंदी/ अंग्रेजी भाषा	