

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

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.	Upper Division Clerk PB-1 Rs.5200-20200 Grade Pay Rs.2400/-	<p>100% by promotion</p> <p>Qualification & experience for Promotion</p> <ol style="list-style-type: none"> from amongst the Lower Division Clerk/Data Entry Operator and with 5 years service in the scale of Rs.5200-20200 + GP 1900 on a regular basis. Out of 5 years ACRs 3 ACRs should be GOOD grading without any adverse remark. <p>Minimum Qualifications: A graduate or its equivalent.</p> <p>Desirable: Preference will be given to the candidate at least 6 years experience as LDC/Data Entry Operator in the scale of Rs.3,050-75-3,950-80-4590 (Pre-revised) in University. Knowledge of Hindi reading/writing/ speaking.</p>	<p>1. 50% Promotion by Seniority</p> <p>Qualification & experience for Promotion</p> <ol style="list-style-type: none"> from amongst the Lower Division Clerks with 5 year's service in the PB-1 with Grade Pay of Rs.1900/- on regular basis. Satisfactory record of work. <p>2. 50% Promotion by Limited Departmental Competitive Examination (LDCE):</p> <p>Qualification & experience for Promotion</p> <ol style="list-style-type: none"> from amongst the Lower Division Clerks with 3 year's service in the PB-1 with Grade Pay of RS.1900/- on regular basis. ACRs of the last 3 years should be Good. Test shall consist of: <ol style="list-style-type: none"> Knowledge of Hindi & English Language, Office procedure. 	<p>Written test shall consist of 03 hours duration & 100 marks.</p> <p>The qualifying mark shall be 40 marks.</p>
2.	Stenographer PB-1 Rs.5200-20200 Grade Pay Rs.2400/-	<p>100% by Direct Recruitment</p> <p>Minimum Qualifications: A Bachelor's Degree with:</p> <ol style="list-style-type: none"> Typing Speed 25 wpm in Hindi and 30 wpm English. Stenography Speed 80 wpm in Hindi and 100 wpm in English. <p>Desirable: Knowledge of Hindi reading/writing/ speaking.</p>	<p>100 % by Direct Recruitment:</p> <p>Minimum Qualifications for Direct Recruitment:</p> <ol style="list-style-type: none"> 12th (10+2) Pass or equivalent from a recognized Board or University. One year Diploma in Computer Application. Typing Speed 25 wpm in Hindi OR 30 wpm in English. Stenography Speed 80 wpm in Hindi OR 100 wpm in English. <p>The selection process - skill test & written test:</p> <p>Skill test: Dictation: 10 mts @ 80 wpm</p>	<p>Written test shall consist of 03 hours duration & 100 marks.</p> <p>The qualifying mark shall be 40 marks.</p>

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			<p>Transcription: 50 mts (English) or 65 mts (Hindi) on computer.</p> <p>Written test consist of Hindi Language & Office Procedure.</p> <p>Desirable: Degree/Diploma in secretarial practice.</p>	
3.	Computer Operator PB-1 Rs.5200-20200 Grade Pay Rs.2400/-	<p>100% by Direct Recruitment</p> <p>Minimum Qualifications: A Bachelor's Degree with DCA from the recognized Institutions/University.</p> <p>Desirable: 1. Preference will be given to the candidates having 3 years experience in relevant field in the scale of 4000-100-8000 (Pre-revised) State/Central/University offices. 2. Knowledge of Hindi reading/writing/ speaking.</p>	<p>1. <u>50 % by Direct Recruitment:</u> Minimum Qualifications: 1. A Bachelor's Degree from the recognized University. 2. One year Diploma in Computer Application.</p> <p>Desirable: Knowledge of Hindi reading/writing/ speaking</p> <p>The Selection Process: <u>Written test and Skill test:</u> Written Test shall consist of: Paper I 1. Computer knowledge 2. General Hindi/English Language 3. General Awareness Paper II Skill Test Computer skill test i.e. M.S. Office, Typing speed, use of Internet etc.</p> <p>2. <u>50% Promotion by Departmental Examination:</u> Qualification & Experience for Promotion: 1. from amongst Regular employees of the University with 05 year's service in PB-1 with GP Rs.1900/- or 07 year's service in PB-1 with GP Rs.1800/-. 2. 12th (10+2) Pass or equivalent from a</p>	<p>Written test shall consist of 03 hours duration & 100 marks.</p> <p>The qualifying mark shall be 40 marks.</p> <p>Written test shall consist of 03 hours duration & 100 marks.</p> <p>The qualifying mark shall be 40 marks.</p>

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			<p>recognized Board or University.</p> <p>3. One year Diploma in Computer Application.</p> <p>4. Computer skill test i.e. M.S. Office, Typing speed, use of Internet etc.</p>	
4.	<p>Technical Assistant PB-1 Rs.5200-20200 Grade Pay Rs.2800./-</p>	<p>100% by Direct Recruitment Minimum Qualifications: Library A Bachelor's Degree in Library Science with Diploma in Computer Application. Computer A Bachelor's Degree with Post Graduate Diploma in Computer Application/ Information Technology. Mass Media Bachelor's Degree in Electronics & Communication Engg. OR Bachelor's Degree with Diploma in Electronics & Communication Engg. Film Studies A Bachelor's Degree with Diploma in Film Studies/ Film appreciation. Knowledge of Hindi reading/writing/ speaking.</p>	<p>100 % by Direct Recruitment: Minimum Qualifications for Direct Recruitment: -No change-</p> <p>The Selection Process: <u>Written test and Skill test:</u> Written Test shall consist of: Paper I 1. Computer knowledge 2. General Hindi/English Language 3. General Awareness Paper II Skill Test</p>	<p>Written test shall consist of 03 hours duration & 100 marks.</p> <p>The qualifying mark shall be 40 marks.</p>

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5.	Lower Division Clerk PB-1 Rs.5200-20200 Grade Pay Rs.1900/-	<p>75% by Direct Recruitment</p> <p>i. H.S.C. or its equivalent</p> <p>ii. Typing speed of 25 wpm in Hindi and 30 wpm in English (Bilingual)</p> <p>Desirable: knowledge of Hindi reading/writing/ speaking.</p> <p>25% by Departmental Examination:</p> <p>Qualification & experience for Promotion:</p> <p>i. from amongst the Peon who having the education qualification required for direct recruitment with 5 years experience in the GP of 1800/-.</p> <p>ii. Out of 5 years ACRs 3 ACRs should be GOOD grading without any adverse remark.</p>	<p>1. 75% by Direct Recruitment:</p> <p>Qualification & Experience for Direct Recruitment:</p> <p>a. 12th (10+2) Pass or equivalent from a recognized Board or University.</p> <p>b. One year Diploma in Computer Application.</p> <p>c. Typing speed @30 wpm in Hindi and/or @35 wpm in English (Bilingual) on computer.</p> <p>Desirable:</p> <p>a. A Bachelor's degree from a recognized University.</p> <p>b. Knowledge of Hindi reading/writing/ speaking.</p> <p>The Selection Process: <u>Written test and Skill Test</u></p> <p>Test shall consist of:</p> <p>Paper I</p> <p>1. Computer Knowledge</p> <p>2. General Hindi/English Language</p> <p>3. General Awareness</p> <p>Paper II Skill Test</p> <p>Typing speed @ 30 wpm in Hindi and/or @35 wpm in English (bilingual) on Computer (Time allowed 10 mts.)</p> <p>2. 25% Promotion by Limited Departmental Competitive Examination:</p> <p>Qualification & experience for Promotion:</p> <p>i. from amongst MTS with 3 year's regular service in the GP Rs.1800/-.</p> <p>ii. 10th Pass or equivalent from a recognized Board or University.</p> <p>iii. Typing speed @30 wpm in Hindi or</p>	<p>Written test shall consist of 03 hours duration & 100 marks.</p> <p>The qualifying mark shall be 40 marks.</p> <p>As per DoPT notification dt 30.08.2012</p>

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			<p>@35 wpm in English on computer. (Time allowed - 10 mts)</p> <p>The Selection Process: <u>Written test:</u> Test shall consist of: Paper I 1. Computer Knowledge 2. General Hindi/English Language 3. General Awareness Paper II Skill Test</p>	<p>Written test shall consist of 03 hours duration & 100 marks.</p> <p>The qualifying mark shall be 40 marks.</p>
6.	Hindi Typist PB-1 Rs.5200-20200 Grade Pay Rs.1900/-	<p><u>lh/kh HkrhZ</u> <u>vfuoK;Z ;ksX;rk%</u> fdlh ekU;rk izklr fo'ofolkY;@cksMZ ls 12oha ijh{kk mRrh.kZA fganh Vad.k esa xfr lhek % 25 'kCn izfr feuV</p>	<p><u>100% lh/kh HkrhZ</u> <u>vfuoK;Z ;ksX;rk%</u> fdlh ekU;rk izklr fo'ofolkY;@cksMZ ls 12oha ijh{kk mRrh.kZA fganh Vad.k esa xfr lhek % 30 'kCn izfr feuV dEl;wVj ij A <u>okaNuh;%</u> 1- dEl;wVj vuqiz;ksx esa ,d o"kZ dk fMlykseA <u>चयन प्रक्रिया</u> <u>लिखित परीक्षा</u> <u>लिखित परीक्षा निम्नानुसार होगी-</u> 1. हिंदी टंकण (30 श.प्र.मी.) 2. अंग्रेजी टंकण (30 श.प्र.मी.) 3. हिंदी/अंग्रेजी भाषा</p>	

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7.	Driver PB-1 Rs.5200-20200 Grade Pay Rs.1900/-	100% by Direct Recruitment in Basic Grade Minimum Qualifications: i. SSC Passed. ii. Valid Driving License for Light/Medium Vehicles Desirable: Knowledge of Hindi reading/writing/ speaking.	100% by Direct Recruitment Essential Qualification: (i) Possession of a valid driving license for motor cars, (ii) Knowledge of motor mechanism (The candidate should be able to remove/repair minor defect in vehicle, (iii) Experience of driving a motor car for at least 3 years, and (iv) Pass in 10th standard. The Selection Process: <u>Written Test and Skill test:</u> Test shall consist of: 1. Driving Rules 2. General Hindi/English Language Skill Test including Driving and Repairing	Promotion Rule as applicable to Staff Car Driver issued by DoPT shall apply. Written test shall consist of 03 hours duration & 100 marks. The qualifying mark shall be 40 marks.
8.	Multi Tasking Staff PB-1 Rs.5200-20200 Grade Pay Rs.1800/-	<u>100% by Direct Recruitment</u> Minimum Qualifications: SSC or equivalent Desirable: Knowledge of Hindi reading/writing/ speaking.	<u>100% by Direct Recruitment</u> Minimum Qualifications: 1. 10th (Matriculation) or ITI equivalent*. Desirable: Knowledge of Hindi reading/writing/ speaking.	*The minimum qualification for appointment is prescribed as 10 th pass. Where technical qualifications are considered necessary, ITI in the relevant subject may be prescribed as the minimum qualification. Recruitment shall be made on the basis of written test.