



# महात्मा गांधी अंतरराष्ट्रीय हिंदी विश्वविद्यालय

Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya  
(संसद द्वारा पारित अधिनियम 1997, क्रमांक 3 के अंतर्गत स्थापित केंद्रीय विश्वविद्यालय)

(A Central University Established by Parliament by Act No. 3 of 1997)

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दिनांक : 19/03/2018

## सूचना

विश्वविद्यालय में कार्यरत गैर-शैक्षणिक कर्मियों की पदोन्नति नियमावली के संबंध में प्राप्त आपत्तियों के निराकरण हेतु गठित समिति की बैठक दिनांक 15.03.2018 को संपन्न हुई।

उक्त बैठक में लिये गये निर्णयानुसार अधिसूचना क्रमांक 006/Estt./2014-15/39/548 दिनांक 25.07.2016 द्वारा विश्वविद्यालय में कार्यरत गैर-शैक्षणिक कर्मियों श्रेणी ए,बी,सी पदों के लिए प्रसारित पदोन्नति नियमावली को पुनः प्रसारित किया जा रहा है।

पदोन्नति नियमावली के संबंध में यदि किसी कर्म को कोई आपत्ति/सुझाव हो तो वह दिनांक 05.04.2018 तक कुलसचिव को मेल/लिखित स्वरूप में प्रस्तुत कर सकते हैं।

  
(सुशील बी. पखिडे)

प्रतिलिपि -

1- प्रभारी लीला, विश्वविद्यालय की वेबसाइट पर अपलोड करने हेतु।

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

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.	Director, Distance Education PB-4 Rs 37400-67000 Grade Pay Rs.10000/-	<p><b>100% by Direct Recruitment:</b></p> <p>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.</p> <p>2. 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> <p><b>Note:</b> 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><b>Desirable:</b></p> <p>1. Well versed in the University System.</p> <p>2. Knowledge of Hindi reading/writing/ Speaking.</p>	<p><b>100% by Direct Recruitment:</b></p> <p><b>Qualification &amp; Experience for Direct Recruitment:</b></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> <p>i. 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</p> <p>ii. Comparable experience in research establishment and/or other institutions of higher education, or</p> <p>iii. 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> <p><b>Desirable:</b></p> <p>1. One year Diploma in Computer Application.</p> <p>2. Knowledge of Hindi reading/ writing/ speaking.</p>	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 MHDR 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><b>1. 75% by Direct Recruitment.</b></p> <p><b>Qualification &amp; Experience for Direct Recruitment:</b></p> <p>a. Master's Degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC 7 point scale alongwith;</p> <p>i. Nine years' of experience as Assistant Professor in the AGP of Rs.6000/- and above with experience in educational administration, or</p> <p>ii. Comparable experience in research</p>	<p><b>1. 75% by Direct Recruitment.</b></p> <p><b>Qualification &amp; Experience for Direct Recruitment:</b></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> <p>i. Nine years' of experience as Assistant Professor in the AGP of Rs.6000/- and above with experience in educational administration, or</p> <p>ii. Comparable experience in research</p>	<p>The Committee was informed that there are 02 post of Dy. Registrar &amp; 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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**Proposed Recruitment Rules/Promotion Policy for Non-Teaching Posts (Group-A)**

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	
		<p>establishment and/or other institutions of higher education, <b>or</b></p> <p>iii. 5 years' of administrative experience as Assistant Registrar or in an equivalent post.</p> <p><b>Desirable:</b> Knowledge of Hindi reading/writing/ speaking</p> <p><b>2. 25% by Promotion.</b> <u>Qualification &amp; Experience for Promotion:</u></p> <p>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.</p> <p>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, <b>or</b></p> <p>iii. 5 years' of administrative experience as Assistant Registrar or in an equivalent post.</p> <p><b>Desirable:</b></p> <p>1. One year Diploma in Computer Application.</p> <p>2. Knowledge of Hindi reading/ writing/ speaking.</p> <p><b>2. 25% promotion by seniority.</b> <u>Qualification &amp; Experience for Promotion:</u></p> <p>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.</p> <p>b. ACRs/APAR of the preceding 5 years must be consistently <b>Very Good</b>.</p> <p><b>Note:</b> If no eligible Assistant Registrar is available for promotion, the same shall be filled-up 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 &amp; 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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**Proposed Recruitment Rules/Promotion Policy for Non-Teaching Posts (Group-A)**

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	
3.	Editor PB-3 Rs.15600-39100 Grade Pay Rs.7600/-	<b>Minimum Qualifications:</b> <ol style="list-style-type: none"> <li>1. A degree from a recognized University.</li> <li>2. 3 years experience in editing reputed journals.</li> <li>3. High standard Publication.</li> <li>4. Familiarity with the use of relevant computer applications with proof.</li> </ol>	<b>100% Promotion by seniority:</b> <b>Qualification &amp; Experience for Promotion:</b> <ol style="list-style-type: none"> <li>a. From amongst the eligible Assistant Editors with 05 years of service in the PB-3 Rs. 15600-39100 plus Grade Pay of Rs 6600/- on regular basis.</li> <li>b. ACRs/APAR of the preceding 5 years must be consistently <b>Very Good</b>.</li> </ol> <p><b>Note: If no eligible Assistant Editor is available for promotion, the post shall be filled-up by temporarily diverting from promotion quota to direct recruitment quota. The qualification &amp; experience shall be as under:</b></p> <ol style="list-style-type: none"> <li>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.</li> <li>2. Minimum 8 Articles published in ISSN journals <b>OR</b> 2 books as principal author <b>OR</b> 4 edited books.</li> <li>3. 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.</li> </ol> <p><b>Desirable:</b></p> <ol style="list-style-type: none"> <li>1. One year Diploma in Computer Application.</li> <li>2. Knowledge of Hindi reading/writing/ speaking.</li> <li>3. Academic research publications/edited book publications.</li> </ol>	<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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**Proposed Recruitment Rules/Promotion Policy for Non-Teaching Posts (Group-A)**

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	
4.	Regional Director, Distance Education PB-3 Rs.15600-39100 Grade Pay Rs.7600/-	<b>Minimum Qualifications:</b> 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. <b>Note:</b> This post will not be at par with Academic Staff. <b>Desirable:</b> 1. Well versed in the University System. 2. Knowledge of Hindi reading/writing/ speaking.	<b>1. 75% by Direct Recruitment</b> <b>Qualification &amp; Experience for Direct Recruitment:</b> 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. <b>Desirable:</b> a. One year Diploma in Computer Application. b. Knowledge of Hindi reading/writing/ speaking. <b>2. 25% Promotion by Seniority</b> <b>Qualification &amp; Experience for Promotion:</b> 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 <b>Very Good</b> . <b>Note:</b> If no eligible Assistant Regional Director is available for promotion, the same shall be filled-up 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.	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.  MACPS shall apply.
5.	Internal Audit Officer (On Deputation basis) PB-3 Rs.15600-39100 Grade Pay Rs.7600/-	Appointment by Drawing Officers belonging to the Audit & Accounts Service or other similar service on deputation.	No Change	

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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	
		Officers holding analogous posts on regular basis or with 5 years regular service in the scale of pay 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/-	<b>100% by direct recruitment.</b>  <b>Minimum Qualifications:</b> 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.	<b>100% by Direct Recruitment:</b> <b>Qualification for Direct Recruitment:</b> 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 5 Articles published in ISSN journals <b>OR</b> 2 books as principal author <b>OR</b> 4 edited books d. 05 years of relevant experience in Central/State Govt./ Autonomus Organisation/University etc. as Section Officer (Publication/Printing/ Editing) or other similar posts in the PB-2 with Grade Pay of Rs.4600/-. <b>Desirable:</b> 1. Knowledge of Hindi reading/writing/ speaking.	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.  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.
7.	Assistant Registrar/ Assistant Controller of Examination/ Assistant Finance Officer PB-3 Rs.15600-39100 Grade Pay Rs.5400/-	<b>1. 50% by Direct Recruitment:</b>  <b>Qualification for Direct Recruitment:</b> 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.	<b>1. 50% by Direct Recruitment:</b> <b>Qualification for Direct Recruitment:</b> 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	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

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

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	
		<p><b>2. 50% Promotion by Seniority</b>  <u>Qualification for Promotion:</u>  a. From amongst the Section Officer/ Private Secretary and other equivalent post and with 3 years service in the scale of Rs.9300-34800 + GP 4600 on a regular basis.  The minimum educational qualification mentioned for direct recruitment shall not apply in the case of promotion.  b. Out of 5 years ACRs 3 ACRs should be Good, without any adverse remark.</p>	<p>Officer/ Superintendent in PB-2 with Grade Pay of Rs.4600/- in the Central/State Govt. /Autonomous Organisation/ University etc.</p> <p><b>Desirable:</b>  1. One year Diploma in Computer Application.  2. Knowledge of Hindi reading/writing/ speaking.</p> <p><b>2. 50% Promotion by Seniority:</b>  <u>Qualification for Promotion:</u>  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> <p><b>Note:</b> If no eligible employee is available in the feeder cadre for promotion, the same shall be filled-up 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>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 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><b>100% by Direct Recruitment.</b>  <u>Minimum Qualifications:</u>  1. Master's Degree in Mass Communication &amp; 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.  <b>Desirable:</b>  Knowledge of Hindi reading/writing/ speaking.</p>	<p><b>100% by Direct Recruitment.</b>  <u>Qualification for Direct Recruitment:</u>  a. Master's Degree in Mass Communication &amp; 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>	<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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**Proposed Recruitment Rules/Promotion Policy for Non-Teaching Posts (Group-A)**

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	
			<b>Desirable:</b> 1. One year Diploma in Computer Application. 2. Knowledge of Hindi reading/writing/ speaking.	
9.	Programmer PB-3 Rs.15600-39100 Grade Pay Rs.5400/-	100% by direct recruitment. <b>Minimum Qualifications:</b> 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. <b>Desirable:</b> 05 years experience in the field of software development. Knowledge of Hindi reading/writing/ speaking	<b>100% Promotion by Seniority:</b> <b>Qualification &amp; Experience for Promotion:</b> 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 <b>Good</b> .  <b>Note: If no eligible employee is available in the feeder cadre for promotion, the same shall be filled-up by Direct Recruitment.</b>	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% सीधी भर्ती: <b>अनिवार्य</b> 1. किसी मान्यता प्राप्त विश्वविद्यालय से हिंदी विषय में स्नातकोत्तर की उपाधि/समतुल्य कम से कम 55 प्रतिशत अंकों के साथ इसके अतिरिक्त डिग्री स्तर पर अंग्रेजी एक विषय के रूप में ली हो। 2. हिन्दी में पारिभाषिक कार्य और/अथवा अंग्रेजी से हिन्दी में और हिन्दी से अंग्रेजी में अनुवाद करने का 05 वर्ष का अनुभव जिसमें तकनीकी अथवा वैज्ञानिक साहित्य कार्य को तरजीह दी जाएगी अथवा हिंदी के शिक्षण अनुसंधान, लेखन अथवा पत्रकारिता का 05 वर्ष का अनुभव।  <b>वांछनीय:</b> संस्कृत अथवा किसी भारतीय भाषा का ज्ञान हो।	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.

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

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		Existing Recruitment Rules	Proposed Recruitment Rules	
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:  <b>Essential Qualification:</b> 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. 2. Preference will be given to, the applicant, those who have acquired Ph.D. Degree in Social Sciences. <b>Desirable:</b> Knowledge of Hindi reading/writing/ speaking.	<b>100% promotion by Seniority:</b> <b>Qualification &amp; Experience for Promotion:</b> 1. From combined seniority of Grammar Associate/Lexicon 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 <b>Good</b> .	The post to be revived before filling up.  This post may be included alongwith the proposal to be sent to UGC during 13th plan.
12.	Officer-On-Special Duty PB-3 Rs.15600-39100 Grade Pay Rs.7600/-	-Not Available- The following qualifications was prescribed at the time filling up of the post: <b>Essential Qualification:</b>  i. A Post Graduate Degree with at least 55% or its equivalent grade. 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.		As per decision taken in the 54 <sup>th</sup> meeting of Executive Council dated 30.06.2015, the post may be included alongwith the proposal to be sent to UGC during 13th plan.

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

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	
		<b>Desirable:</b> Sound working knowledge of Rules and Regulations of Central Government/ University/R&D Institutions relation to general administration, Academic/ Examination/Finance/Estate Maintenance/ 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/-	<b>100% by Direct Recruitment.</b>  <b>Minimum Qualifications:</b> Master's degree in any discipline.  Knowledge of Hindi reading/writing/ speaking is essential.  <b>Desirable:</b> Preference will be given to those who have worked in Distance Education System.	<b>1. 50% by Direct Recruitment:</b> <b>Qualification for Direct Recruitment</b> 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. <b>Desirable:</b> 1. One year Diploma in Computer Application. 2. Knowledge of Hindi reading/writing/ speaking.  <b>2. 50% Promotion by Seniority:</b> <b>Qualification for Promotion:</b> 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 <b>Good</b> . <b>Note:</b> If no eligible employee is available in the feeder cadre for promotion, the same shall be	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.  Since, the post is in PB-3 with

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

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	
			filled-up by Direct Recruitment.	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 the eligibility criteria for direct recruitment should be at par with Assistant Registrar.

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**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. <b>50% by Direct Recruitment:</b> <b>Minimum Qualification Direct Recruitment:</b> A Bachelor Degree with 5 Years Experience as Personal Assistant in the scale of 5000-150-8000 (pre-revised) in Universities. <b>Desirable:</b> Knowledge of Hindi reading/writing/ speaking.</p> <p>2. <b>50% by Promotion:</b> <b>Qualification &amp; Experience for Promotion:</b> 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><b>100% Promotion by Seniority</b> <b>Qualification &amp; Experience for Promotion:</b> 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><b>If no eligible employee is available for promotion, the same shall be filledup by Direct Recruitment. The qualification &amp; experience shall be as under:</b></p> <p>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.</p> <p><b>The Selection Process - Skill &amp; Written test: (100 marks each)</b> <b>Skill test shall consist of:</b> 1. Dictation: 10 mts @100 wpm Transcription: 40 mts (English) or 55 mts (Hindi) 2. <b>Written test shall consist of Hindi &amp; English Language and Office Procedure.</b></p> <p><b>Desirable:</b> Diploma in Secretarial practice/ Office Automation.</p>	<p>Written test shall consist of 03 hours duration</p> <p>The qualifying mark shall be 40 marks.</p>

*W.S. Mehta*

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**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	
2.	Section Officer  PB-2 Rs.9300-34800 Grade Pay Rs.4600/-	<p>1. <b>25% by Direct Recruitment.</b> <u>Minimum Qualification for Direct Recruitment:</u> 1. A Graduate Degree. 2. 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> <p>2. <b>75% by Promotion.</b> <u>Qualification for Promotion:</u> a. 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. b. Out of 5 years ACRs should be 'GOOD' grading without any adverse remark.</p>	<p>1. <b>100% promotion by seniority:</b> <u>Qualification for Promotion:</u> a. From among the Assistant with 05 years of service in the PB-2 with Grade Pay of Rs.4200/- on regular basis. b. Possessing Graduation degree. c. ACRs/APAR of the 5 preceding years must be consistently Good.</p>	
3.	Grammar Associate PB-2 Rs.9300-34800 Grade Pay Rs.4600/-	<p><b>100% by Direct Recruitment.</b> <u>Minimum Qualifications:</u> 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><b>100% by Direct Recruitment.</b> <u>Minimum Qualifications:</u> 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. <u>The Selection Process:</u> Written test and Skill test: <u>Written Test shall consist of:</u> <b>Paper I</b> 1. Language/Grammar 2. Computer Application 3. General Hindi/English Language <b>Skill test</b> <b>Paper II</b> 1. Computer Practical at LILA</p>	<p>Written test shall consist of two papers of 03 hours duration &amp; 100 marks each.</p> <p>The qualifying mark shall be 40 marks in each paper.</p>

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**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	
4.	Lexicon Associate PB-2 Rs.9300-34800 Grade Pay Rs.4600/-	<b>100% by Direct Recruitment.</b> <b>Minimum Qualifications:</b> 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. <b>Desirable:</b> 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.	<b>100% by Direct Recruitment.</b> <b>Minimum Qualifications:</b> 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. <b>Desirable:</b> 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. <b>The Selection Process:</b> Written test and Skill test <b>Written Test shall consist of:</b> <b>Paper I</b> 1. Computer Theory 2. General Hindi/English Language 3. General Awareness  <b>Paper II</b> <b>Skill Test</b>	Written test shall consist of two papers of 03 hours duration & 100 marks each.  The qualifying mark shall be 40 marks in each paper.
5.	Software Associate PB-2 Rs.9300-34800 Grade Pay Rs.4600/-	<b>100% by Direct Recruitment</b> <b>Minimum Qualification:</b> 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. <b>Desirable:</b> 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.	<b>100% by Direct Recruitment</b> <b>Minimum Qualification:</b> 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. <b>Desirable:</b> 1. One year Diploma in Computer Application. 2. Knowledge of Hindi reading/writing/ speaking. <b>The Selection Process:</b> Written test and Skill test: <b>Written Test shall consist of:</b> <b>Paper I</b>	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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**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. Computer Theory 2. General Hindi/English Language 3. General Awareness <b>Paper II</b> <b>Skill Test</b>	
6.	Language Associate PB-2 Rs.9300-34800 Grade Pay Rs.4600/-	<b>100% by Direct Recruitment</b> <b>Minimum Qualification:</b> 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. <b>Desirable:</b> 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.	<b>100% by Direct Recruitment</b> <b>Minimum Qualification:</b> 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. <b>Desirable:</b> 1. One year Diploma in Computer Application. 2. Knowledge of Hindi reading/writing/ speaking. 3. Two year's working experience of Hindi software development. <b>The Selection Process:</b> Written test and Skill test: <b>Written Test shall consist of:</b> <b>Paper I</b> 1. Computer Theory 2. General Hindi/English Language 3. General Awareness <b>Paper II</b> <b>Skill Test</b>	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. <b>50% by Direct Recruitment.</b> <b>Qualification &amp; Experience for Direct Recruitment:</b> 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. 2. 5 years experience as a stenographer in	1. <b>50% promotion by seniority:</b> <b>Qualification for Promotion:</b> 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 <b>Good</b> .	

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**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	
		<p>the scale of pay of Rs.4000-100-6000 (pre-revised)</p> <p><b>Desirable:</b> Knowledge of Hindi reading/writing/speaking is essential.</p> <p><b>2. 50% by Promotion.</b> 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 &amp; experience shall be as under:</p> <p><b>2. 50% by Direct Recruitment:</b> <b>Qualification &amp; Experience for Direct Recruitment:</b></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. <b>The Selection Process:</b> Written test and Skill test: <b>Written Test shall consist</b> of Hindi &amp; English Language and Office Procedure. <b>Skill Test shall consist of:</b></p> <p>1. <b>Dictation:</b> 10 mts @100 wpm. Trans: 40 mts (Eng.) 55 mts (Hindi)</p> <p><b>Desirable:</b></p> <p>a. One year Diploma in Computer Application.</p> <p>b. Degree/Diploma in Secretarial practice/Office Automation.</p>	<p>As per DoPT OM No.AB-14017/20/2008-Estt.(RR) dated 17.05.2010, the skill test shall consist of: <b>Dictation:</b> 10 mts @100 wpm. <b>Trans:</b> 40 mts (Eng.) 55 mts (Hindi)</p> <p>Written test shall consist of 03 hours duration &amp; 100 marks each.</p> <p>The qualifying mark shall be 40 marks.</p>

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**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	
8.	Assistant PB-2 Rs.9300-34800 Grade Pay Rs.4200/-	<p>1. <b>50% by Direct Recruitment.</b> <b>Qualification &amp; Experience for Direct Recruitment:</b></p> <ol style="list-style-type: none"> <li>A Bachelor's Degree.</li> <li>Working knowledge of Computer Application.</li> <li>Knowledge of Hindi reading/writing/ speaking.</li> </ol> <p>2. <b>50% by Promotion.</b> <b>Qualification for Promotion:</b></p> <ol style="list-style-type: none"> <li>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.</li> <li>ACRs/APAR of the 5 preceding years must be consistently Good.</li> <li>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.</li> </ol>	<p>1. <b>50% promotion by seniority:</b> <b>Qualification for Promotion:</b></p> <ol style="list-style-type: none"> <li>From amongst Upper Division Clerks and Computer Operator with 05 year's service in the PB-1 with Grade Pay of Rs.2400/- on regular basis with ratio of 3:1</li> <li>ACRs/APAR of the 5 preceding years must be consistently Good.</li> </ol> <p>2. <b>50% by Direct Recruitment.</b> <b>Qualification &amp; Experience for Direct Recruitment:</b></p> <ol style="list-style-type: none"> <li>Graduation with at least 50% of marks.</li> <li>05 year's experience in Administration, Establishment, Accounts, Stores &amp; Purchases etc. as Upper Division Clerk, Computer Operator or equivalent posts in PB-1 with Grade Pay of Rs.2400/-</li> </ol> <p>c. <b>The Selection Process:</b> Written test: <b>Test shall consist of:</b> <b>Paper I</b> Knowledge of Hindi &amp; English Language and Office procedure, <b>Paper II</b> 1. Service rules 2. Financial rules. <b>Desirable:</b> One year Diploma in Computer Application.</p>	<p>Written test shall consist of two papers of 03 hours duration &amp; 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><b>100% by open recruitment.</b> <b>Minimum Qualifications:</b></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 any other discipline with 50% and</p>	<p>1. <b>50% promotion by seniority:</b> <b>Qualification for Promotion:</b></p> <ol style="list-style-type: none"> <li>From amongst Semi Professional Assistant/Technical Assistant (Library) with 05 year's service in the PB-1 with Grade Pay of Rs.2800/- on regular basis and possessing B.Lib.Sc. qualification.</li> </ol>	

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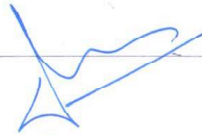
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**Proposed Recruitment Rules/Promotion Policy for Non-Teaching Posts (Group-B)**

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	
		<p>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><b>Desirable:</b> Knowledge of Hindi reading/writing/ speaking.</p>	<p>b. ACRs/APAR of the 5 preceding years must be consistently <b>Good</b>.</p> <p><b>2. 50% by open recruitment.</b></p> <p><b>Minimum Qualifications:</b></p> <p>i). M.Lib.Sc. /MLISc. or equivalent with 50% marks.</p> <p align="center"><b>OR</b></p> <p>Master's Degree in Arts/Science/Commerce or 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><b>Desirable:</b> Knowledge of Hindi reading/writing/ speaking.</p> <p><b>The Selection Process:</b> Written test and Skill test: <b>Written Test shall consist of:</b></p> <p><b>Paper I</b></p> <ol style="list-style-type: none"> <li>Library Science</li> <li>Computer Application</li> <li>General Hindi/English</li> </ol> <p><b>Paper II</b> <b>Skill Test</b></p>	<p>Written test shall consist of two papers of 03 hours duration &amp; 100 marks each.</p> <p>The qualifying mark shall be 40 marks in each paper.</p>
10.	Assistant Engineer PB-2 Rs.9300-34800 Grade Pay Rs.4600/-	<p><b>On deputation basis.</b></p> <p><b>Minimum Qualifications:</b> A Degree in Civil Engineering with 5 years experience of supervising Civil works in Central/State University/Offices.</p> <p><b>Desirable:</b> Knowledge of Hindi reading/writing/ speaking.</p>	<p><b>No change in qualification &amp; experience.</b></p> <p><b>Desirable:</b></p> <ol style="list-style-type: none"> <li>One year Diploma in Computer Application.</li> <li>Knowledge of Hindi reading/writing/ speaking.</li> </ol>	

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**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	
11.	Junior Engineer PB-2 Rs.9300-34800 Grade Pay Rs.4200/-	<b>100% by Direct Recruitment.</b> <b>Minimum Qualifications:</b> A degree in Civil Engineering OR Diploma in Civil Engineering with 5 years experience of supervising Civil work in any Central/State University/Officers. <b>Desirable:</b> Knowledge of Hindi reading/writing/ speaking.	<b>100% by Direct Recruitment.</b> <b>Minimum Qualification &amp; Experience for Direct Recruitment:</b> 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.  <b>Desirable:</b> 1. One year Diploma in Computer Application. 2. Knowledge of Hindi reading/writing/ speaking. <b>The Selection Process:</b> Written test <b>Written Test shall consist of:</b> <b>Paper I</b> 1. Civil Engineering <b>Paper II</b> 1. Computer Application 2. General Hindi/English	Written test shall consist of two papers of 03 hours duration & 100 marks each.  The qualifying mark shall be 40 marks in each paper.
12.	Hindi Translator PB-2 Rs.9300-34800 Grade Pay Rs.4200/-	<b>सीधी भर्ती:</b> <b>अनिवार्य</b> 1. किसी मान्यता प्राप्त विश्वविद्यालय से अंग्रेजी/हिंदी में स्नातकोत्तर की उपाधि और स्नातक स्तर पर अंग्रेजी/हिंदी अनिवार्य/वैकल्पिक विषय के रूप में रही हो या परीक्षा का माध्यम रही हो। 2. हिंदी से अंग्रेजी और अंग्रेजी से हिंदी में अनुवाद में मान्यताप्राप्त डिप्लोमा/प्रमाणपत्र पाठ्यक्रम किया हो या केंद्रीय/राज्य सरकार एवं स्वायत्त संस्थाओं के कार्यालयों में हिंदी से अंग्रेजी और अंग्रेजी से हिंदी में अनुवाद कार्य का 02 वर्ष का अनुभव हो।  वांछनीय: संस्कृत अथवा किसी भारतीय भाषा का ज्ञान हो।	<b>सीधी भर्ती:</b> <b>अनिवार्य</b> 1. किसी मान्यता प्राप्त विश्वविद्यालय से अंग्रेजी/हिंदी में स्नातकोत्तर की उपाधि और स्नातक स्तर पर अंग्रेजी/हिंदी अनिवार्य/वैकल्पिक विषय के रूप में रही हो या परीक्षा का माध्यम रही हो। 2. हिंदी से अंग्रेजी और अंग्रेजी से हिंदी में अनुवाद में मान्यताप्राप्त डिप्लोमा/प्रमाणपत्र पाठ्यक्रम किया हो या केंद्रीय/राज्य सरकार एवं स्वायत्त संस्थाओं के कार्यालयों में हिंदी से अंग्रेजी और अंग्रेजी से हिंदी में अनुवाद कार्य का 02 वर्ष का अनुभव हो।  <b>वांछनीय:</b> 1. संस्कृत अथवा किसी भारतीय भाषा का ज्ञान हो। 2. कम्प्यूटर अनुप्रयोग में एक वर्ष का डिप्लोमा। <b>चयन प्रक्रिया</b>	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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**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	
			लिखित परीक्षा लिखित परीक्षा निम्नानुसार होगी- पेपर 1 1. हिंदी से अंग्रेजी में अनुवाद 2. अंग्रेजी से हिंदी में अनुवाद पेपर II 1. परिच्छेद लेखन 2. हिंदी/ अंग्रेजी भाषा	

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**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/-	<b>100% by promotion</b> <b>Qualification &amp; experience for Promotion</b> 1. 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. 2. Out of 5 years ACRs 3 ACRs should be GOOD grading without any adverse remark.  <b>Minimum Qualifications:</b> A graduate or its equivalent. <b>Desirable:</b> 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.	<b>100% Promotion by Seniority</b> <b>Qualification &amp; experience for Promotion</b> a. from amongst the Lower Division Clerks/Hindi Typist with 5 year's service in the PB-1 with Grade Pay of Rs.1900/- on regular basis. b. Satisfactory record of work.	
2.	Stenographer PB-1 Rs.5200-20200 Grade Pay Rs.2400/-	<b>100% by Direct Recruitment</b> <b>Minimum Qualifications:</b> A Bachelor's Degree with: i. Typing Speed 25 wpm in Hindi and 30 wpm in English. ii. Stenography Speed 80 wpm in Hindi and 100 wpm in English. <b>Desirable:</b> Knowledge of Hindi reading/writing/ speaking.	<b>100 % by Direct Recruitment:</b> <b>Minimum Qualifications for Direct Recruitment:</b> a. 12th (10+2) Pass or equivalent from a recognized Board or University. b. One year Diploma in Computer Application. c. Typing Speed 25 wpm in Hindi OR 30 wpm in English. d. Stenography Speed 80 wpm in Hindi OR 100 wpm in English.  <b>The selection process - skill test &amp; written test:</b> <b>Skill test:</b> Dictation: 10 mts @ 80 wpm Transcription: 50 mts (English) or 65 mts (Hindi) on computer.	Written test shall consist of 03 hours duration & 100 marks.  The qualifying mark shall be 40 marks.

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Propo: 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	
3.	Computer Operator PB-1 Rs.5200-20200 Grade Pay Rs.2400/-	100% by Direct Recruitment <b>Minimum Qualifications:</b> A Bachelor's Degree with DCA from the recognized Institutions/University. <b>Desirable:</b> 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.	<b>Written test</b> consist of Hindi Language & Office Procedure. <b>Desirable:</b> Degree/Diploma in secretarial practice. <b>1. 50 % by Direct Recruitment:</b> <b>Minimum Qualifications:</b> 1. A Bachelor's Degree from the recognized University. 2. One year Diploma in Computer Application. <b>Desirable:</b> Knowledge of Hindi reading/writing/ speaking <b>The Selection Process:</b> <b>Written test and Skill test:</b> <b>Written Test shall consist of:</b> <b>Paper I</b> 1. Computer knowledge 2. General Hindi/English Language 3. General Awareness <b>Paper II</b> <b>Skill Test</b> Computer skill test i.e. M.S. Office, Typing speed, use of Internet etc. <b>2. 50% Promotion by Departmental Examination:</b> <b>Qualification &amp; Experience for Promotion:</b> 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 recognized Board or University.	Written test shall consist of 03 hours duration & 100-marks.  The qualifying mark shall be 40 marks.         Written test shall consist of 03 hours duration & 100 marks.  The qualifying mark shall be 40 marks.

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**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	
			<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.	Technical Assistant PB-1 Rs.5200-20200 Grade Pay Rs.2800/-	<p><b>100% by Direct Recruitment</b> Minimum Qualifications:</p> <p><b>Library</b> A Bachelor's Degree in Library Science with Diploma in Computer Application.</p> <p><b>Computer</b> A Bachelor's Degree with Post Graduate Diploma in Computer Application/ Information Technology.</p> <p><b>Mass Media</b> Bachelor's Degree in Electronics &amp; Communication Engg. OR Bachelor's Degree with Diploma in Electronics &amp; Communication Engg.</p> <p><b>Film Studies</b> A Bachelor's Degree with Diploma in Film Studies/ Film appreciation. Knowledge of Hindi reading/writing/ speaking.</p>	<p>100 % by Direct Recruitment:</p> <p><b>Minimum Qualifications for Direct Recruitment:</b> -No change-</p> <p><b>The Selection Process:</b> <u>Written test and Skill test:</u> <b>Written Test shall consist of:</b> <b>Paper I</b> 1. Computer knowledge 2. General Hindi/English Language 3. General Awareness <b>Paper II</b> <b>Skill Test</b></p>	<p>Written test shall consist of 03 hours duration &amp; 100 marks.</p> <p>The qualifying mark shall be 40 marks.</p> <p>The University may seek the post of Sr. Technical Assistant from UGC.</p>


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


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 Skill Test followed by D.P.C.

**Propo 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	
6.	Hindi Typist PB-1 Rs.5200-20200 Grade Pay Rs.1900/-	सीधी भर्ती अनिवार्य योग्यता: किसी मान्यता प्राप्त विश्वविद्यालय/बोर्ड से 12वीं परीक्षा उत्तीर्ण। हिंदी टंकण में गति सीमा : 25 शब्द प्रति मिनट	<b>100% सीधी भर्ती</b> अनिवार्य योग्यता: किसी मान्यता प्राप्त विश्वविद्यालय/बोर्ड से 12वीं परीक्षा उत्तीर्ण। हिंदी टंकण में गति सीमा : 30 शब्द प्रति मिनट कम्प्यूटर पर।  <b>वांछनीय:</b> 1. कम्प्यूटर अनुप्रयोग में एक वर्ष का डिप्लोमा। <b>चयन प्रक्रिया</b> <u>लिखित परीक्षा</u> <b>लिखित परीक्षा निम्नानुसार होगी-</b> 1. हिंदी टंकण (30 श.प्र.मी.) 2. अंग्रेजी टंकण (30 श.प्र.मी.) 3. हिंदी/अंग्रेजी भाषा	
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 <b>Desirable:</b> Knowledge of Hindi reading/writing/ speaking.	<b>100% by Direct Recruitment</b> <b>Essential Qualification:</b> (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. <b>The Selection Process:</b> <u>Written Test and Skill test:</u> <b>Test shall consist of:</b> 1. Driving Rules 2. General Hindi/English Language Skill Test including Driving and Repairing	<b>Promotion Rule as applicable to Staff Car Driver issued by DoPT shall apply.</b>  Written test shall consist of 03 hours duration & 100 marks.  The qualifying mark shall be 40 marks.

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Propo: 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	
8.	Multi Tasking Staff PB-1 Rs.5200-20200 Grade Pay Rs.1800/-	<b><u>100% by Direct Recruitment</u></b> <b>Minimum Qualifications:</b> SSC or equivalent <b>Desirable:</b> Knowledge of Hindi reading/writing/ speaking.	<b><u>100% by Direct Recruitment</u></b> <b>Minimum Qualifications:</b> 1. 10th (Matriculation) or ITI equivalent*. <b>Desirable:</b> Knowledge of Hindi reading/writing/ speaking.	*The minimum qualification for appointment is prescribed as 10 <sup>th</sup> 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.

*W. H. M. S.*

कादर तवाज  
24/06/16

*W. H. M. S.*

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