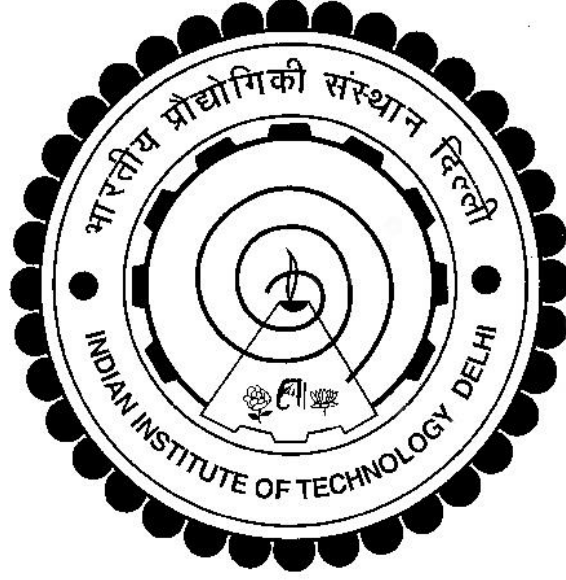


**भारतीय प्रौद्योगिकी संस्थान दिल्ली**  
**INDIAN INSTITUTE OF TECHNOLOGY DELHI**



**Recruitment and Promotion Rules**  
**(Amendments) 2022**

**For Non-Academic Staff**

**(w.e.f. 22.12.2022)**

# Recruitment and Promotion Rules (Amendments) 2022 for Non-Academic Staff

## Index

Content	Page No.
<b>Notification</b>	-
<b>Appendix A1</b> – Notification containing Provisions	1 -13
<b>Appendix A2</b> – Summary of all cadres	14 - 17
<b>Appendix A3</b> – Post wise Schedule	18 - 130
<b>ADMINISTRATION CADRE</b>	19 - 27
Registrar	20
Deputy Registrar	21
Assistant Registrar	22
Deputy Administrative Officer	23
Assistant Administrative Officer	24
Administrative Assistant	25
<b>ACCOUNTS &amp; AUDIT CADRE</b>	28 - 33
Accounts and Audit Officer	29
Junior Accounts and Audit Officer	30
Accounts and Audit Assistant	31
<b>TECHNICAL CADRE</b>	34 - 44
Principal Technical Officer	35
Technical Officer	36
Deputy Technical Officer	37
Junior Technical Officer	38
Technical Assistant	39
<b>LIBRARY CADRE</b>	45 - 48
Library Information Officer	46
Senior Library Information Assistant	47
Library Information Assistant	48
<b>ESTATE &amp; WORKS CADRE</b>	49 - 66
Institute Engineer	50 - 51
Superintending Engineer	52
Executive Engineer (Civil)	53
Assistant Executive Engineer (Civil)	54 - 55
Assistant Engineer (Civil)	56
Junior Engineer (Civil), Sanitary Inspector	57
Executive Engineer (Electrical)	58
Assistant Executive Engineer (Electrical), AEE (HVAC)	59 - 60

Assistant Engineer (Electrical)	61
Junior Engineer (Electrical)	62
Architect	63
Horticulture Officer	64
Fire Officer	65
Safety Officer (central cadre)	66
SECURITY STAFF CADRE	67 - 72
Chief Security officer	68
Security Officer	69
Deputy Security Officer	70
Assistant Security Officer	71
Security Inspector	72
HOSPITAL CADRE	73 - 84
Medical Officer	74
Medical Officer (Homeopathy)	74(a)
Medical Officer (Psychiatry)	74(b) - 74(c)
Medical Officer (Dental)	75
Staff Nurse	77
Physiotherapist	79
PRE-PRIMARY TEACHER CADRE IN NURSERY SCHOOL	85 - 86
Assistant Teacher (Nursery)	86
SPORTS ADMINISTRATION CADRE	87 - 93
Additional Sports Officer	89
Joint Sports Officer	90
Dy. Sports Officer	91
Assistant Sports Officer	92
HOSPITALITY AND CARETAKING CADRE FOR HOSTELS / GUEST HOUSE / INSTITUTE	94 - 105
Hospitality	95 - 98
Senior Superintendent (Hospitality)	95
Superintendent (Hospitality)	96
Junior Superintendent (Hospitality)	97
Hospitality Assistant	98
Caretaking	99 - 102
Senior Superintendent (Caretaking)	99
Superintendent (Caretaking)	100
Junior Superintendent (Caretaking)	101
Assistant (Caretaking)	102

COUNSELLING CADRE	106 - 109
Senior Counsellor	107
Counsellor	108
Junior Counsellor	109
RAJBHASHA CADRE	110 - 114
Hindi Officer	111 -112
Senior Hindi Translation Officer	113
Junior Hindi Translation Officer	114
OFFICE OF CAREER SERVICES CADRE	115 - 118
Industrial Liaison Officer	116
Training and Placement Officer	117
Career Counsellor	118
PUBLIC RELATION CADRE	119 - 120
Public Relation Officer	120
CADRE IN CSC (CORE)	121 - 125
Principal Systems Analyst	122
Senior Systems Analyst	123
Systems Analyst	124
Application Analyst	125
ETSC CADRE	126 - 130
Programme Coordinator	127
Assistant Programme Coordinator	128
Production Manager	129
Production Assistant	130

भारतीय प्रौद्योगिकी संस्थान दिल्ली  
INDIAN INSTITUTE OF TECHNOLOGY DELHI  
कुलसचिव सचिवालय / REGISTRAR'S SECRETARIAT

---

**अधिसूचना / NOTIFICATION**

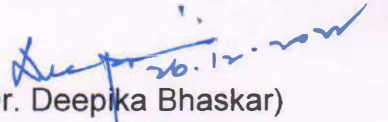
No. IITD/RS-AREG/2022/106254

दिनांक:/Date: 26.12.2022

**Sub: Recruitment and Promotion Rules (Amendments) 2022 for Non-Academic Staff.**

As per the approval of the of Ministry of Education vide letter F. No. 2-13/2018 -T.S.- I (Pt. 3) dated 22.12.2022, the Recruitment and Promotion Rules (Amendments) 2022 for Non-Academic Staff are hereby notified as **Appendix – A1, A2 & A3**.

These Recruitment and Promotion Rules (Amendments) 2022 for Non-Academic Staff are implemented w.e.f. 22.12.2022.

  
(Dr. Deepika Bhaskar)  
Registrar

Copy to:

1. Director
2. Deputy Directors
3. All Heads
4. All Faculty
5. All Staff
6. Registrar's Secretariat

## **Recruitment and Promotion Rules (Amendments) 2022**

<b>S. No.</b>	<b>Appendix</b>	<b>Title</b>	<b>Page No.</b>
1.	A1	Notification containing Provisions	1 - 13
2.	A2	Summary of all cadres	14 - 17
3.	A3	Post - wise Schedule	18 - 130

**Notification containing Provisions**

## INDIAN INSTITUTE OF TECHNOLOGY, DELHI

### RECRUITMENT AND PROMOTION RULES (AMENDMENTS) 2022 FOR NON-ACADEMIC STAFF

#### Notification containing Provisions

#### 1. RECRUITMENT AND PROMOTION RULES (AMENDMENTS) 2022 AND ITS APPLICABILITY

Accordingly, these rules shall be called **Recruitment and Promotion Rules (Amendments) 2022** for non-academic staff of the Institute (hereinafter called as **RPR - 2022**) and shall come into force with effect from 22.12.2022 (As per the Ministry of Education letter F.No.2-13/2018-T.S.-I(Pt.3) dated 22.12.2022)

##### **Saving Clause:**

"Nothing in these rules shall affect reservations, relaxation of age-limit and other concessions required to be provided for the Scheduled castes, the Scheduled Tribes, Ex-servicemen and other special categories of persons, in accordance with the order issued by the Central Government from time to time in this regard"

As per the Ministry of Education letter F.No.2-13/2018-T.S.-I(Pt.3) dated 22.12.2022. The R&PRs are approved with subject to compliance of the following aspects:

- i. Minimum service required in the lower post for movement to next higher post shall be in accordance with the DoPT RRs/MACP guidelines. This cannot be less than the minimum service prescribed by DoPT for Central Government employees.
- ii. Only regular service, not contract/adhoc service is taken into account for consideration of eligibility for promotion.
- iii. The approved 'R&PRs (non-teaching)' give effect prospectively. The legal position is that the cases are to be considered for filling up or promotion as per the eligibility conditions prescribed in the existing RRs in force at the time of occurrence of the vacancies". Therefore, these R&PRs are not to be made applicable retrospectively.
- iv. In case of any ambiguity in the approved R&PRs, the rules/guidelines of DoPT/Gol on the subject matter will prevail.

#### 2. OBJECTIVES

The main aim of Recruitment and Promotion Rules (henceforth called IIT Delhi Recruitment and Promotion Rules (Amendments) 2022 (RPR - 2022) is to appoint the best-suited candidate for a post by identifying appropriate eligibility norms and following



a proper method of recruitment. The aim is also to ensure a fair process of selection in accordance with the Act & Statutes of the Institute along with the guidelines/directions issued by the Government of India from time to time. This will provide a career path to employees that will encourage consistent high performance, motivate employees to achieve excellence in their work, thereby attaining their career goals and strike a healthy balance between the functional requirements of the Institute and the career progression of the non-academic employees.

3. These rules shall supersede the Recruitment & Promotion Rules 2016 to the extent provided hereinafter;

All vacancies that shall arise after the implementation of these rules shall be filled up as per the methods prescribed in the IIT Delhi Recruitment and Promotion Rules (Amendments) 2022.

#### 4. DEFINITIONS

The definitions will be as approved in R&PRs 2016, however, the Chairman is now termed as Chairperson.

#### 5. CLASSIFICATION OF POSTS AND SCALE OF PAY

The recruitment to various posts shall be made as per attached **Appendix-A3** of these RPR 2022 for Non-Academic Staff.

The norms for the number of various posts, their classification and the scales of pay attached to such posts shall be such as are mentioned in the **Appendix-A2** of the Recruitment and Promotion Rules (Amendments) 2022.

The non-academic staff of IIT Delhi is classified into three groups, viz., A, B and C, based on pay levels. The groups represent a broad classification of staff members based on job-responsibilities as well as qualification-compatible cadres.

The summary of total posts, group-wise, is as below:

<b>Summary of All Posts Cadre/ Hierarchy Wise</b>			
<b>Administration Cadre</b>			
Group	Designation	Pay level as per 7th CPC	No. of Posts
A	Registrar	Level 14	1
	Deputy Registrar	Level 12	14
	Assistant Registrar	Level 10	23
B	Deputy Administrative Officer	Level 8	40
	Assistant Administrative Officer	Level 6	65

C	Administrative Assistant	Level 5	118
	<b>Total in this cadre</b>		<b>261</b>
	<b>Accounts / Audit Cadre</b>		
B	Accounts and Audit Officer	Level 8	06
	Junior Accounts and Audit Officer	Level 6	12
C	Accounts and Audit Assistant	Level 5	30
	<b>Total in this cadre</b>		<b>48</b>
	<b>Technical Cadre</b>		
A	Principal Technical Officer	Level 12	10
	Technical Officer	Level 10	35
B	Deputy Technical Officer	Level 8	55
	Junior Technical Officer	Level 6	90
C	Technical Assistant	Level 5	150
	<b>Total in this cadre</b>		<b>340</b>
	<b>Library Cadre</b>		
B	Library Information Officer	Level 8	2
	Senior Library Information Assistant	Level 6	4
C	Library Information Assistant	Level 5	6
	<b>Total in this cadre</b>		<b>12</b>
	<b>Estate &amp; Works Cadre</b>		
A	Institute Engineer	Level 14	1
	Superintending Engineer	Level 13	2
	<b>Civil Cadre</b>		
A	Executive Engineer (Civil)	Level 11	4
	Assistant Executive Engineer (Civil)	Level 10	6
B	Assistant Engineer (Civil)	Level 8	6
	Junior Engineer (Civil) Two positions reserve for JE (Civil), Sanitary Inspector.	Level 6	12
	<b>Electrical Cadre</b>		
A	Executive Engineer (Electrical)	Level 11	2
	Assistant Executive Engineer (Electrical) [One post reserved for AEE (HVAC)]	Level 10	5
B	Assistant Engineer (Electrical)	Level 8	4
	Junior Engineer (Electrical)	Level 6	6
B	Architect	Level 6	1

B	Horticulture Officer	Level 6	1
B	Fire Officer	Level 6	1
A	Safety Officer (central cadre)	Level 10	1
	<b>Total in this cadre</b>		<b>52</b>
	<b>Security Staff Cadre</b>		
A	Chief Security officer	Level 12	1
	Security Officer	Level 10	2
B	Deputy Security Officer	Level 8	3
	Assistant Security Officer	Level 6	4
C	Security Inspector	Level 5	8
	<b>Total in this cadre</b>		<b>18</b>
	<b>Hospital cadre</b>		
A	Medical Officer	Level 10	11
	Medical Officer (Homeopathy)	Level 10	1
	Medical Officer (Psychiatry)	Level 10	1
	Medical Officer (Dental)	Level 10	1
B	Staff Nurse	Level 7	7
B	Physiotherapist	Level 6	2
	<b>Total in this cadre</b>		<b>23</b>
	<b>Pre-Primary Teacher Cadre in Nursery School</b>		
B	Assistant Teacher (Nursery)	Level 6	5
	<b>Total</b>		<b>5</b>
	<b>Sports Administration Cadre</b>		
A	Additional Sports Officer	Level 11	1
	Joint Sports Officer	Level 10	1
B	Dy. Sports Officer	Level 8	2
	Assistant Sports Officer	Level 6	3
	<b>Total in this cadre</b>		<b>7</b>
	<b>Hospitality and Caretaking Cadre for Hostels / Guest House / Institute</b>		
	<b>Hospitality</b>		
B	Senior Superintendent (Hospitality)	Level 9	2
B	Superintendent (Hospitality)	Level 8	5
	Junior Superintendent (Hospitality)	Level 6	10
C	Hospitality Assistant	Level 5	15
	<b>Caretaking</b>		

B	Senior Superintendent (Caretaking)	Level 9	1
B	Superintendent (Caretaking)	Level 8	2
	Junior Superintendent (Caretaking)	Level 6	5
C	Assistant (Caretaking)	Level 5	8
<b>Total</b>			<b>48</b>
<b>Counselling Cadre</b>			
A	Senior Counsellor	Level 12	1
	Counsellor	Level 10	2
B	Junior Counsellor	Level 6	3
<b>Total</b>			<b>6</b>
<b>Rajbhasha Cadre</b>			
A	Hindi Officer	Level 10	1
B	Senior Hindi Translation Officer	Level 7	1
	Junior Hindi Translation Officer	Level 6	2
<b>Total</b>			<b>4</b>
<b>Office of Career Services Cadre</b>			
A	Industrial Liaison Officer	Level 12	1
	Training and Placement Officer	Level 10	1
	Career Counsellor	Level 10	1
<b>Total</b>			<b>3</b>
<b>Public Relation Cadre</b>			
A	Public Relation Officer	Level 10	1
<b>Total</b>			<b>1</b>
<b>Cadre in CSC (Core)</b>			
A	Principal Systems Analyst	Level 12	1
	Senior Systems Analyst	Level 10	2
B	Systems Analyst	Level 8	4
	Application Analyst	Level 6	8
<b>Total</b>			<b>15</b>
<b>ETSC Cadre</b>			
A	Programme Coordinator	Level 12	1
	Assistant Programme Coordinator	Level 10	2
B	Production Manager	Level 6	3
C	Production Assistant	Level 5	5
<b>Total</b>			<b>11</b>
<b>Grand Total</b>			<b>854</b>

<b>Posts to be abolished</b>			
Some of these positions are already occupied but have been inadvertently not included in existing R&PRs. However, once such a post is vacated on permanent basis by way of superannuation, promotion, resignation etc., it shall stand abolished.	Information Officer	Level 8	1
	Senior Foreman	Level 9	1
	Foreman	Level 8	1
	Senior Technical Superintendent	Level 9	5
	Draughtsman Gd. 1	Level 8	1
	Student Counsellor, Attendant, Mali, helper, Security guard, Aya, Sweperman, Masalchi Cum Bearer and Sr. Fire Inspector, Sports coach		39
	Head, Hospital Services (no separate position, to be decided from amongst the CMOs by rotation).	Level 14	1
	<b>Total</b>		<b>48</b>

## 6. Appointing Authority

In accordance with Section 25 of the IIT Act, all appointments in the Institute, except that of the Director, shall be made by:

- (i) the Board, if the appointment is made to the Group A posts (Pay Matrix Level 10 or above) and above.
- (ii) the Director, if the appointment is made to other than Group A posts.

## 7. Method of Recruitment

Recruitment to any regular post in the Institute shall be made from amongst the eligible candidates on the recommendations of a duly constituted Selection Committee. As per recommendations of the Selection Committee which shall take all aspects into consideration while determining the eligibility of the candidates as per rules.

The method of recruitment, age limit, eligibility and other requirements needed to apply for the posts are specified in **Appendix A3** of the Recruitment and Promotion Rules (Amendments) 2022.

The following methods for recruitment shall be applicable:

- (a) Direct Recruitment.
- (b) Promotions through
  - (i) Departmental Promotion Committee (DPC)
  - (ii) Limited Departmental Examination (LDE)

The promotions through Departmental Promotion Committee (DPC) will be considered for employees serving in regular scale with minimum qualifying service as specified in **Appendix A2/A3** and DoPT OM F.No.AB-14017/4/2021-Estt.(RR) dated 20.09.2022.

The promotions through Limited Departmental Examination (LDE) will be considered after a period of five years of regular service in the feeder post as per **Appendix A3**.

- (c) On Deputation

## **A. COMMITTEES FOR RECRUITMENT AND PROMOTION**

### **(a) Direct Recruitment**

The structure of committees for Direct Recruitment will be as follows:

#### **Standing Selection Committee for Direct Recruitment of Group A staff**

- |  |   |             |
|--|---|-------------|
| 1. Director                                    | - | Chairperson |
| 2. Deputy Director (Operations)                | - | Member      |
| 3. Two nominees of the Board                   | - | Member      |
| 4. Registrar, except for the post of Registrar | - | Member      |
| 5. One representative of the reserved category | - | Member      |

It must be ensured that the Selection Committee must have one women member and one member of the reserve category for which the vacancy is being advertised.

#### **Standing Selection Committee for Direct Recruitment of Group B & C staff**

- |  |   |             |
|--|---|-------------|
| 1. Deputy Director (Operations)                | - | Chairperson |
| 2. Registrar                                   | - | Member      |
| 3. Nominee of Director                         | - | Member      |
| 4. HoD of the Department (for technical posts) | - | Member      |
| 5. One representative of the reserved category | - | Member      |

It must be ensured that the Selection Committee must have one women member and one member of the reserve category for which the vacancy is being advertised.

**(b) Promotions through Departmental Promotion Committee (DPC) and Limited Departmental Examination (LDE)**

**Standing Committee for DPC/LDE**

- |   |   |             |
|---|---|-------------|
| 1. Deputy Director (Operations)   | - | Chairperson |
| 2. Registrar  | - | Member      |
| 3. Nominee of the Director  | - | Member      |
| 4. One representative of the reserved category<br>for which the vacancy is being advertised | - | Member      |
| 5. One JR/DR/AR to be nominated by Director   | - | Convener    |

If necessary, the Chairperson DPC/LDE may also opt for more member(s).

**B. PROCEDURE FOR RECRUITMENT**

**(a) Direct Recruitment**

The following procedure shall be followed for making Direct Recruitment:

- 1) The Institute shall invite online application(s) through advertisement on the website.
- 2) Applications received pursuant to the advertisement shall be scrutinized for eligibility by the Shortlisting Committee to be constituted by the Director.
- 3) Where applications received are in excess of the number of posts advertised for the vacant post(s), the Shortlisting Committee may adopt additional/higher criteria for shortlisting and duly record the criteria adopted.
- 4) The list of short-listed and non-shortlisted applicants, indicating reasons for not shortlisting, shall be placed on Institute website seeking objections/comments from applicants for a fixed period. Objections/comments received shall be considered and the shortlisting finalized by the Shortlisting Committee. The applicants shortlisted by the Shortlisting Committee will be called for selection process after due approval of the Director.
- 5) Selection process will be separately defined.
- 6) The Selection Committee, duly constituted by the Director, shall evaluate the performance of the candidate.
- 7) The recommendations of the Selection Committee shall be placed before the competent authority for approval.

- 8) The panel drawn on the recommendations of the Selection Committee for any post shall be valid for a period of one year from the date of such approval of the competent authority.

**(b) Promotion through Departmental Promotion Committee (DPC)**

The duly constituted Departmental Promotion Committee (DPC) shall assess the suitability of employees serving in regular scale with minimum qualifying service as specified in **Appendix A2/A3** and DoPT OM F.No.AB-14017/4/2021-Estt.(RR) dated 20.09.2022.

The assessment will be done as per DoPT/Government of India guidelines, as issued from time to time.

**(c) Promotion through Limited Departmental Examination (LDE).**

The following procedure shall be followed for making promotions through LDE for eligible internal candidates after a period of five years of regular service.

- 1) The Institute shall invite application(s) for posts through internal advertisement within IIT Delhi on Institute website.
- 2) Suitability of the employees will be assessed based on performance reported in Annual Performance Appraisal Reports (APARs) of last five years and a selection criterion as specified by the Standing Committee.

**(d) On Deputation**

Appointment may be made on Deputation to any position in RPR, if suitable candidates are not available by direct recruitment/other means as per the need of the Institute. Appointment on deputation will be as per government norms applicable at the time.

For Deputation, officers working under Central / State Governments/ UTs/ their Universities or Institutions/ Autonomous bodies/ Government laboratories/ Statutory organizations/PSU/PSE/ are eligible to apply. They should satisfy the following criteria in addition to norms specific for the positions:

- a) Holding analogous post on regular basis, or
  - b) With at least 5 years regular service in the immediate lower grade or equivalent
- Additional requirements for deputationists will be as per requirement for a particular position in the RPR.

8. The service rendered on the post which is being upgraded\redesignated will be counted for promotions.



## **9. UPGRADATION**

In the event, any existing employee under Group 'C' and / or Group 'B' is not able to avail the opportunity of career progression or promotion routes, spelled out in the preceding paragraphs of the RRs, or fail to qualify the LDE, benchmark ACRs, an attempt will be made to assess their upgradation to the next higher grade, on the basis of qualifying service of ten years in the preceding grade.

Similarly the provisions for Non Functional Financial Upgradation available to Group "A" officers in the existing R&PRs approved by the Ministry of Education, shall also be applicable to the newly created Group "A" posts under these RPR-2022.

This upgradation shall be as per MoE letter Ref No. F. No. 2-8/2019-TS-I dated 03.09.2019.

## **10. SPECIAL POWERS**

The Director shall have the powers to distribute:

- (a) Relax any of the provisions to remove difficulties in the operation.
- (b) Distribute the approved technical posts amongst various units.
- (c) Increase or decrease the number of vacancies advertised in any particular advertisement, subject to overall positions remaining the same.

The directions issued by the Director, if any, shall be reported to the Board of Governors.

Where any doubt arises as to the interpretation of any of the provisions of these norms, the matter shall be referred to the Board of Governors for a decision, which shall be final.

## **11. CONDITIONS OF SERVICE**

The conditions of service in matters of Pay, Allowances, Leave, Age of Superannuation, Retirement benefits, Medical Facilities and other conditions of service, shall be regulated in accordance with Acts and Statutes of IIT Delhi and directions of MoE/DoPT/Gol, as applicable from time to time.

## **12. RECRUITMENT OF PERSONS OF INDIAN ORIGIN (PIO)**

The instructions of Govt. of India for appointment of PIO and foreigners shall be applicable as notified from time to time.

## **13. RELAXATION NORMS**

Age relaxation: The maximum prescribed age for each post shall be the same as given against each post. The age shall be determined as on the closing date of the advertisement.

<b>S. No.</b>	<b>Pay level</b>	<b>Maximum age limit</b>
1.	Level 5	30 years
2.	Level 6	35 years
3.	Level 8	40 years
4.	Level 10	45 years
5.	Level 12	50 Years
6.	Level 13	55 years
7.	Level 14	57 in case the retiring age is 62 years and 55 in case retiring age is 60 years

1. Nothing in these rules shall affect the provisions regarding reservations, relaxation of age limit and other concessions required to be provided for Scheduled Castes, Scheduled Tribes, Other Backward Class (OBC), Persons with disabilities and other categories in accordance with the orders issued by the Government of India from time to time.
2. Relaxation in upper age limit will be applicable for various categories as per DoPT order No. 15012/2/2010-Estt. (D) 27<sup>th</sup> March, 2012 as amended from time to time. For this purpose, Departmental candidates shall be those who are regular employees of Central/State Govt. or other similar organised services/semi-Govt./PSU/Govt. Autonomous bodies/Govt. Universities/Govt. Institute.
3. Regular employees of IIT Delhi who are otherwise eligible should be considered for direct recruitment in IIT Delhi irrespective of age.
4. Regular employees of BHM, IRD, those working on Outsourcing basis in the Institute on the last date of application for a Direct Recruitment post in the Institute, and who have rendered continuous service of more than 5 years on the date of implementation of these RPR – 2022, shall also be eligible to apply for direct recruitment vacancies under these RPR - 2022 up to maximum of 50 years of age by way of age relaxation.
5. Only such combination of age relaxations shall be admissible as provided by DoPT orders.

#### **14. INTERPRETATION**

In case of any ambiguity or lack of clarity with regard to any clause of the rules, the decision of the Board of Governors shall be final.

## 15. RESIDUARY MATTERS

In respect of all matters not specifically provided for in these rules, the corresponding provisions as provided by the MoE for their employees or as prescribed by the Govt. of India relating to its employees, as amended from time to time, will be followed.

16. To regulate and regularise certain positions that existed prior to approved R&PR 2016, the officials shall now be redesignated and upgraded (wherever applicable) and placed in appropriate Grade Pay/Levels as per **Annexure – B**.

### **ANNEXURE- B: Redesignation of positions existing prior to R&PR 2016.**

S.No.	Post prior to R&PR 2016	Grade Pay	Re-designated as	Grade pay
a.	Assistant Coach (RCPS)	2000	Sports Coach	2800
b.	PTI (RCPS)	4200	Asstt. Sports Officer	4200
c.	PTI Grade I (RCPS)	4600	Dy. Sports Officer	4800
d.	Jr. Lab Assistant in IITD Hospital (RCPS)	2000	Jr. Medical Lab. Asstt.	2800
e.	Sr. Assistant (Catering)	2800	Asstt. Mess Manager	2800
f.	Driver G I (RCPS)	2800		
g.	Driver G II (RCPS)	2000	Driver	2400

**Summary of all cadres**

Summary of all Cadres						
Administration Cadre						
Designation	Grade Pay / Pay level as per 6th / 7th CPC		Method of Recruitment (in % of vacancies)		Minimum qualifying service for promotion under DPC (as per DoPT OM)	Remarks
		Number of Positions	Direct	Promotion under DPC (except where exclusively)		
Registrar	10000 / Level 14	1	100			
Deputy Registrar	7600 / Level 12	14		100 (75 LDE : 25 DPC)		
Assistant Registrar	5400 / Level 10	23	50	50		
Deputy Administrative Officer	4800 / Level 8	40		100		Post of Superintendent re-designated as Deputy Administrative Officer.
Assistant Administrative Officer	4200 / Level 6	65	50	50		Post of Junior Superintendent re-designated as Assistant Administrative Officer.
Administrative Assistant	2800 / Level 5	118	100		L5 to L6 - 6 Years L6 to L8 - 6 Years L8 to L10 - 4 Years L10 to L12 - 5/10 Years	Post of Junior Assistant upgraded to GP 2800 and merged with Senior Assistant and both re-designated as Administrative Assistant.
		<b>261</b>				
Accounts / Audit Cadre						
Designation	Grade Pay / Pay level as per 6th / 7th CPC					
Accounts & Audit Officer	4800 / Level 8	6		100		Post of Accounts Officer re-designated as Accounts & Audit Officer.
Junior Accounts & Audit Officer	4200 / Level 6	12	50	50		Post of Junior Accounts Officer re-designated as Junior Accounts & Audit Officer.
Accounts & Audit Assistant	2800 / Level 5	30	100		L5 to L6 - 6 Years L6 to L8 - 6 Years	Post of Junior Assistant (Accounts) upgraded to GP 2800 and merged with Senior Assistant (Accounts) and both re-designated as Accounts & Audit Assistant.
		<b>48</b>				
Technical Cadre						
Designation						
Principal Technical Officer	7600 / Level 12	10		100 (75 LDE : 25 DPC)		
Technical Officer	5400 / Level 10	35	50	50		
Deputy Technical Officer	4800 / Level 8	55		100		Post of Technical Superintendent re-designated as Deputy Technical Officer.
Junior Technical Officer	4200 / Level 6	90	50	50		Post of Junior Technical Superintendent re-designated as Junior Technical Officer.
Technical Assistant	2800 / Level 5	150	100		L5 to L6 - 6 Years L6 to L8 - 6 Years L8 to L10 - 4 Years L10 to L12 - 5/10 Years	Posts of Junior Mech./JLA (Technical lab staff), Junior Mech.(Estate & works technical staff) upgraded to GP 2800 and merged with Senior Mech./SLA (Technical Lab Staff), Senior Mech.(Estate & Works Technical Staff) and Junior Medical Lab. Assistant (Hospital Health Staff) and re-designated as Technical Assistant.
		<b>340</b>				
Library Cadre						
Designation						
Library Information Officer	4800 / Level 8	2		100		Post of Asstt. Library Information Officer re-designated as Library Information Officer.
Senior Library Information Assistant	4200 / Level 6	4	50	50		
Library Information Assistant	2800 / Level 5	6	100		L5 to L6 - 6 Years L6 to L8 - 6 Years	
		<b>12</b>				
Estate & Works Cadre						
Designation						
Institute Engineer	10000 / Level 14	1	100			
Superintending Engineer	8700 / Level 13	2	100		L11 to L13 - 10 Years	
Civil Cadre						
Designation						
Executive Engineer (Civil)	6600 / Level 11	4		100 (25 LDE : 75 DPC)	L10 to L11 - 5 Years	Executive Engineer re-designated as Executive Engineer (Civil).

Assistant Executive Engineer (Civil)	5400 / Level 10	6	50	50(25 LDE : 25 DPC)	L8 to L10 - 4 Years	Assistant Executive Engineer re-designated as Assistant Executive Engineer (Civil).
Assistant Engineer (Civil)	4800 / Level 8	6		100	L6 to L8 - 6 Years	Assistant Engineer re-designated as Assistant Engineer (Civil).
Junior Engineer (Civil)	4200 / Level 6	12*	100		* 2 posts reserved for JE(Civil), Sanitary Inspector	Junior Engineer re-designated as Junior Engineer (Civil).
<b>Electrical Cadre</b>						
Executive Engineer (Electrical)	6600 / Level 11	2		100 (50 LDE : 50 DPC)	L10 to L11 - 5 Years	Executive Engineer re-designated as Executive Engineer (Electrical).
Assistant Executive Engineer (Electrical)	5400 / Level 10	5*	50	50 (25 LDE : 25 DPC)	L8 to L10 - 4 Years * 1 post reserved for AEE(HVAC)	Assistant Executive Engineer re-designated as Assistant Executive Engineer (Electrical).
Assistant Engineer (Electrical)	4800 / Level 8	4		100	L6 to L8 - 6 Years	Assistant Engineer re-designated as Assistant Engineer (Electrical).
Junior Engineer (Electrical)	4200 / Level 6	6	100			Junior Engineer re-designated as Junior Engineer (Electrical).
<b>Architect</b>						
Architect	4200 / Level 6	1	100			
<b>Horticulturist</b>						
Horticulture Officer	4200 / Level 6	1	100			
<b>Fire Officer</b>						
Fire Officer	4200 / Level 6	1	100			Assistant Fire Inspector re-designated as Fire Officer.
Safety Officer (central cadre)	5400 / Level 10	1	100			
		<b>52</b>				
<b>Security Staff Cadre</b>						
Designation						
Chief Security officer	7600 / Level 12	1	100		L5 to L6 - 6 Years	
Security Officer	5400 / Level 10	2	50	50	L6 to L8 - 6 Years	
Deputy Security Officer	4800/Level 8	3		100	L8 to L10 - 4 Years	
Assistant Security Officer	4200 / Level 6	4	50	50	L10 to L12 - 5/10 Years	
Security Inspector	2800 / Level 5	8	100			
		<b>18</b>				
<b>Hospital Cadre</b>						
Designation						
Medical Officer	5400 / Level 10	11	100			
Medical Officer (Homeopathy)	5400 / Level 10	1	100			
Medical Officer (Psychiatry)	5400 / Level 10	1	100			
Medical Officer (Dental)	5400 / Level 10	1	100			
Staff Nurse	4600 / Level 7	7	100		In compliance with MoE letter No.32-18/2019-TS-I dated 07.12.2021	
Physiotherapist	4200 / Level 6	2	100			
		<b>23</b>				
<b>Pre Primary Cadre in Nursery School</b>						
Designation						
Assistant Teacher (Nursery)	4200 / Level 6	5	100			Post of Pre Primary teacher upgraded and re-designated as Assistant Teacher (Nursery).
		<b>5</b>				
<b>Sports Administration Cadre</b>						
Designation						
Additional Sports Officer	6600 / Level 11	1		100	L6 to L8 - 6 Years	
Joint Sports Officer	5400 / Level 10	1	100		L8 to L10 - 4 Years	
Dy. Sports Officer	4800 / Level 8	2		100	L10 to L11 - 5 Years	
Assistant Sports Officer	4200 / Level 6	3	100			
		<b>7</b>				
<b>Hospitality and Caretaking cadre for Hostels / Guest House / Institute</b>						
Designation						
Senior Superintendent (Hospitality)	5400 / Level 9	2		100		
Superintendent (Hospitality)	4800 / Level 8	5		100		
Junior Superintendent (Hospitality)	4200 / Level 6	10	50	50		Mess Manager (Hostel Staff) re-designated as Junior Superintendent (Hospitality)
Hospitality Assistant	2800 / Level 5	15	100		L5 to L6 - 6 Years L6 to L8 - 6 Years L8 to L9 - 2 Years	Assistant Mess Manager (Hostel Staff) re-designated as Hospitality Assistant.
		<b>32</b>				
Designation						
Senior Superintendent (Caretaking)	5400 / Level 9	1		100		
Superintendent (Caretaking)	4800 / Level 8	2		100		

Junior Superintendent (Caretaking)	4200 / Level 6	5	50	50		Caretaker (Hostel Staff) & Caretaker-cum-Manager (Guest House Staff) merged and re-designated as Junior Superintendent (Caretaking)
Assistant (Caretaking)	2800 / Level 5	8	100		L5 to L6 - 6 Years L6 to L8 - 6 Years L8 to L9 - 2 Years	Assistant Caretaker (Hostels Staff) re-designated as Assistant (Caretaking).
		<b>16</b>				
<b>Counselling Cadre</b>						
Designation						
Senior Counsellor	7600 / Level 12	1		100		
Counsellor	5400 / Level 10	2	50	50	L6 to L10 - 10 Years L10 to L12 - 5/10 Years	Assistant Student Counsellor re-designated as Counsellor.
Junior Counsellor	4200 / Level 6	3	100			
		<b>6</b>				
<b>Rajbhasha Cadre</b>						
Designation						
Hindi Officer	5400 / Level 10	1	100			
Senior Hindi Translation Officer	4600 / Level 7	1		100		
Junior Hindi Translation Officer	4200 / Level 6	2	100			
		<b>4</b>				
<b>Office of Career Services Cadre</b>						
Name of the Posts						
Industrial Liaison Officer	7600 / Level 12	1	100			
Training and Placement Officer	5400 / Level 10	1	100			
Career Counsellor	5400 / Level 10	1	100			
		<b>3</b>				
<b>Public Relation Cadre</b>						
Designation						
Public Relation Officer	5400 / Level 10	1	100			
		<b>1</b>				
<b>Cadre in CSC (Core)</b>						
Designation						
Principal Systems Analyst	7600 / Level 12	1	100		L6 to L8 - 6 Years	
Senior Systems Analyst	5400 / Level 10	2	50	50	L8 to L10 - 4 Years	
Systems Analyst	4800 / Level 8	4	50	50	L10 to L12 - 5/10 Years	
Application Analyst	4200 / Level 6	8	100			
		<b>15</b>				
<b>ETSC Cadre</b>						
Designation						
Programme Coordinator	7600 / Level 12	1		100		
Assistant Programme Coordinator	5400 / Level 10	2	50	50	L5 to L6 - 6 Years L6 to L10 - 10 Years	
Production Manager	4200 / Level 6	3	50	50	L10 to L12 - 5/10 Years	
Production Assistant	2800 / Level 5	5	100			
		<b>11</b>				
		<b>854</b>				
Minimum qualifying service for promotions (DPC) are as per Ministry of Personnel, Public Grievances & Pensions, Department of Personnel & Training OM F.No. AB 14017/4/2021-Estt.(RR) dated 20.09.2022.						
Limited Departmental Examination, wherever proposed, shall be after 5 years in the feeder post.						
All positions re-designated/re-designated - upgraded are re-designated/re-designated - upgraded automatically w.e.f. 22.12.2022.						

**Post wise Schedule**



# **Administrative cadre**

**ADMINISTRATION CADRE**

**Recruitment Rules for the Post of Registrar**

01.	Name of the Post	Registrar
02.	No. of Post(s)	01
03.	Classification	Group - 'A'
04.	Scale of Pay	Pay Level 14 as per 7 <sup>th</sup> CPC Grade Pay- Rs. 10000/- as per 6 <sup>th</sup> CPC
05.	Whether selection post or non-selection post	Selection
06.	Age limit for direct recruits	As per provisions of Recruitment and Promotion Rules of the Institute
07.	Educational and other qualifications required for direct recruits	Not Applicable
08.	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion / Limited Deptt. Exam	Not Applicable
09.	Period of probation, if any	Not Applicable
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer, grades and percentage of the vacancies to be filled by various methods	Deputation or Contract. Such appointment shall be on tenure basis for a period up to 05 years or till attaining the age of 62 years, whichever is earlier or as fixed by Govt. of India from time to time
11.	In case of recruitment by promotion/by deputation/transfer, grades from which promotion/deputation/transfer is to be made	<p><b><u>Deputation / Contract</u></b></p> <p>Officers working under Central / State Governments/ UTs/ their Universities or Institutions/ Autonomous bodies/ Government laboratories/ Statutory organizations/PSU/PSE/-</p> <p><b><u>Educational Qualification &amp; Experience:</u></b> Essential Educational Qualification: Masters' degree with at least 55% Marks or its equivalent grade 'B' in the UGC 7 point scale from a recognized University/Institute.</p> <p><b><u>Experience:</u></b></p> <p>i) Holding analogous post. ii) At least 15 year's experience as Assistant Professor in the AGP of 7000/- and above or with 8 years of service in the AGP of 8000/- and above including as Associate Professor along with 3 years experience in educational administration, or iii) Comparable experience in research establishment and /or other institutions of higher education, or iv) 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post in the GP of Rs.7600/- or above.</p> <p>Desirable: i) Qualification in area of Management / Engineering /Law. ii) Experience in computerized administration / legal / financial / establishment matters.</p>
12.	If a DPC/Confirmation Committee exists, what is the composition	Not Applicable

### Recruitment Rules for the Post of Deputy Registrar

01.	Name of the Post	Deputy Registrar
02.	No. of Post(s)	14
03.	Classification	Group - 'A'
04.	Scale of Pay	Pay Level 12 as per 7 <sup>th</sup> CPC Grade Pay- Rs. 7600/- as per 6 <sup>th</sup> CPC
05.	Whether selection post or non-selection post	Selection
06.	Age limit for direct recruits	Not Applicable
07.	Educational and other qualifications required for direct recruits	Not Applicable
08.	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion / Limited Deptt. Exam	(i) Age                      No (ii) Qualification        No
09.	Period of probation, if any	One year
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation transfer grades and percentage of the vacancies to be filled by various methods	75% by LDE 25 % by DPC
11.	In case of recruitment by promotion/by deputation/transfer, grades from which promotion/deputation/transfer is to be made	<b><u>By LDE: -</u></b> Assistant Registrar with at least 5 years regular service in that post in the Institute.  <b><u>By DPC: -</u></b> Assistant Registrar with at least 10 years regular service in that post in the Institute.
12.	If a DPC/Confirmation Committee exists, what is the composition	The DPC and the Committee for confirmation cases will be as per provisions of Recruitment and Promotion Rules of the Institute

### Recruitment Rules for the Post of Assistant Registrar

01.	Name of the Post	Assistant Registrar
02.	No. of Post(s)	23
03.	Classification	Group - 'A'
04.	Scale of Pay	Pay Level 10 as per 7 <sup>th</sup> CPC Grade Pay- Rs. 5400/- as per 6 <sup>th</sup> CPC
05.	Whether selection post or non-selection post	Selection
06.	Age limit for direct recruits	As per provisions of Recruitment and Promotion Rules of the Institute
07.	Educational and other qualifications required for direct recruits	<p>Master's degree or its equivalent in any discipline from a recognized University with at least 55 % marks.</p> <p><b>Experience:</b> At least 05 years regular/permanent relevant experience of working under Central / State Governments/ UTs/ their Universities or Institutions/ Autonomous bodies/ Government laboratories/ Statutory organizations/PSU/PSE.</p>
08.	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion / Limited Deptt. Exam	<p>(i) Age No</p> <p>(ii) Qualification No</p>
09.	Period of probation, if any	One Year
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation transfer grades and percentage of the vacancies to be filled by various methods	50 % by Direct Recruitment 50% by DPC
11.	In case of recruitment by promotion/by deputation/transfer, grades from which promotion/deputation/transfer is to be made	<p><b>By DPC:</b> Deputy Administrative Officer/Accounts and Audit Officer with at least 4 years regular service in that post in the Institute.</p> <p>Rest as per provisions of Recruitment and Promotion Rules of the Institute.</p>
12.	If a DPC/Confirmation Committee exists, what is the composition	The DPC and the Committee for confirmation cases will be as per provisions of Recruitment and Promotion Rules of the Institute

### Recruitment Rules for the Post of Deputy Administrative Officer

01.	Name of the Post	Deputy Administrative Officer
02.	No. of Post(s)	40
03.	Classification	Group - 'B'
04.	Scale of Pay	Pay Level 8 as per 7 <sup>th</sup> CPC Grade Pay- Rs. 4800/- as per 6 <sup>th</sup> CPC
05.	Whether selection post or non-selection post	Selection
06.	Age limit for direct recruits	Not Applicable
07.	Educational and other qualifications required for direct recruits	Not Applicable
08.	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion / Limited Deptt. Exam.	(i) Age No (ii) Qualification No
09.	Period of probation, if any	One year
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation transfer grades and percentage of the vacancies to be filled by various methods	100 % by DPC
11.	In case of recruitment by promotion/by deputation/transfer, grades from which promotion/deputation/transfer is to be made	<b><u>By DPC:</u></b> Assistant Administrative Officer with at least 6 years regular service in that post.
12.	If a DPC/Confirmation Committee exists, what is the composition	The DPC and the Committee for confirmation cases will be as per provisions of Recruitment and Promotion Rules of the Institute

**Recruitment Rules for the Post of Assistant Administrative Officer**

01.	Name of the Post	Assistant Administrative Officer
02.	No. of Post(s)	65
03.	Classification	Group - 'B'
04.	Scale of Pay	Pay Level 6 as per 7 <sup>th</sup> CPC Grade Pay- Rs. 4200/- as per 6 <sup>th</sup> CPC
05.	Whether selection post or non-selection post	Selection
06.	Age limit for direct recruits	As per provisions of Recruitment and Promotion Rules of the Institute
07.	Educational and other qualifications required for direct recruits	<p>Master's degree in any discipline from recognized university with at least 55% marks in qualifying degree with 01 year regular/permanent relevant experience of working under Central / State Governments/ UTs/ their Universities or Institutions/ Autonomous bodies/ Government laboratories/ Statutory organizations/PSU/PSE.</p> <p align="center"><b>OR</b></p> <p>Bachelor's Degree in any discipline from recognized university with at least 55% marks in qualifying degree with 03 years' regular/permanent relevant experience of working under Central / State Governments/ UTs/ their Universities or Institutions/ Autonomous bodies/ Government laboratories/ Statutory organizations/PSU/PSE.</p>
08.	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion / Limited Deptt. Exam.	<p>(i) Age No</p> <p>(ii) Qualification No</p>
09.	Period of probation, if any	One Year
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation transfer grades and percentage of the vacancies to be filled by various methods	50% by Direct Recruitment. 50% by DPC
11.	In case of recruitment by promotion/by deputation/transfer, grades from which promotion/deputation/transfer is to be made	<p><b><u>By DPC</u></b></p> <p>Administrative Assistant with at least 6 years regular service in that post in the Institute.</p> <p>Rest as per provisions of Recruitment and Promotion Rules of the Institute.</p>
12.	If a DPC/Confirmation Committee exists, what is the composition	The DPC and the Committee for confirmation cases will be as per provisions of Recruitment and Promotion Rules of the Institute

### Recruitment Rules for the Post of Administrative Assistant

01.	Name of the Post	Administrative Assistant
02.	No. of Post(s)	118
03.	Classification	Group - 'C'
04.	Scale of Pay	Pay Level 5 as per 7 <sup>th</sup> CPC Grade Pay- Rs. 2800/- as per 6 <sup>th</sup> CPC
05.	Whether selection post or non-selection post	Selection
06.	Age limit for direct recruits	As per provisions of Recruitment and Promotion Rules of the Institute
07.	Educational and other qualifications required for direct recruits	Bachelor's Degree in any discipline from recognized university with at least 55% marks in qualifying degree
08.	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion / Limited Deptt. Exam.	(i) Age No (ii) Qualification No
09.	Period of probation, if any	One Year
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation transfer grades and percentage of the vacancies to be filled by various methods	100% by Direct Recruitment
11.	In case of recruitment by promotion/by deputation/transfer, grades from which promotion/deputation/transfer is to be made	As per provisions of Recruitment and Promotion Rules of the Institute.
12.	If a DPC/Confirmation Committee exists, what is the composition	The DPC and the Committee for confirmation cases will be as per provisions of Recruitment and Promotion Rules of the Institute

### Recruitment Rules for the Post of Sr. Assistant

01.	Name of the Post	<p>Denotified</p> <p>Posts of Sr. Assistant and Jr. Assistants merged and upgraded to the post Administrative Assistant.</p> <p>Accordingly the RRs for the post of Sr. Assistant and Jr. Assistant stand denotified.</p>
02.	No. of Post(s)	
03.	Classification	
04.	Scale of Pay	
05.	Whether selection post or non-selection post	
06.	Age limit for direct recruits	
07.	Educational and other qualifications required for direct recruits	
08.	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion / Limited Deptt. Exam.	
09.	Period of probation, if any	
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation transfer grades and percentage of the vacancies to be filled by various methods	
11.	In case of recruitment by promotion / by deputation / transfer, grades from which promotion / deputation / transfer is to be made	
12.	If a DPC exists, what is the composition	



### Recruitment Rules for the Post of Jr. Assistant

01.	Name of the Post	<p>Denotified</p> <p>Posts of Sr. Assistant and Jr. Assistants merged and upgraded to the post Administrative Assistant.</p> <p>Accordingly the RRs for the post of Sr. Assistant and Jr. Assistant stand denotified.</p>
02.	No. of Post(s)	
03.	Classification	
04.	Scale of Pay	
05.	Whether selection post or non-selection post	
06.	Age limit for direct recruits	
07.	Educational and other qualifications required for direct recruits	
08.	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion / Limited Deptt. Exam.	
09.	Period of probation, if any	
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation transfer grades and percentage of the vacancies to be filled by various methods	
11.	In case of recruitment by promotion / by deputation / transfer, grades from which promotion / deputation / transfer is to be made	
12.	If a DPC exists, what is the composition	

## **Accounts / Audit cadre**

## Accounts & Audit Cadre

### Recruitment Rules for the Post of Accounts & Audit Officer

01.	Name of the Post	Accounts & Audit Officer
02.	No. of Post(s)	6
03.	Classification	Group - 'B'
04.	Scale of Pay	Pay Level 8 as per 7 <sup>th</sup> CPC Grade Pay- Rs. 4800/- as per 6 <sup>th</sup> CPC
05.	Whether selection post or non-selection post	Selection
06.	Age limit for direct recruits	Not Applicable
07.	Educational and other qualifications required for direct recruits	Not applicable
08.	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion / Limited Deptt. Exam.	(i) Age No (ii) Qualification No
09.	Period of probation, if any	One year
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation transfer grades and percentage of the vacancies to be filled by various methods	100 % by DPC.
11.	In case of recruitment by promotion/by deputation/transfer, grades from which promotion/deputation/transfer is to be made	<b><u>By DPC:</u></b> Junior Accounts & Audit Officer/Junior Account Officer with at least 6 years regular service in that post in the Institute.
12.	If a DPC/Confirmation Committee exists, what is the composition	The DPC and the Committee for confirmation cases will be as per provisions of Recruitment and Promotion Rules of the Institute

**Recruitment Rules for the Post of Junior Accounts & Audit Officer**

01.	Name of the Post	Junior Accounts & Audit Officer
02.	No. of Post(s)	12
03.	Classification	Group - 'B'
04.	Scale of Pay	Pay Level 6 as per 7 <sup>th</sup> CPC Grade Pay- Rs. 4200/- as per 6 <sup>th</sup> CPC
05.	Whether selection post or non-selection post	Selection
06.	Age limit for direct recruits	As per provisions of Recruitment and Promotion Rules of the Institute.
07.	Educational and other qualifications required for direct recruits	M.Com/MBA(Fin)/SAS/CA/ICMA or equivalent qualification from recognized university with at least 55% marks in qualifying degree with 01 year regular/permanent relevant experience of working under Central / State Governments/ UTs/ their Universities or Institutions/ Autonomous bodies/ Government laboratories/ Statutory organizations/PSU/PSE.  <b>OR</b>  B.Com. or equivalent qualification from recognized university with at least 55% marks in qualifying degree with 03 years' regular/permanent relevant experience of working under Central / State Governments/ UTs/ their Universities or Institutions/ Autonomous bodies/ Government laboratories/ Statutory organizations/PSU/PSE.
08.	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion / Limited Deptt. Exam.	(i) Age No (ii) Qualification No
09.	Period of probation, if any	One Year
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation transfer grades and percentage of the vacancies to be filled by various methods	50 % by Direct Recruitment 50 % by DPC.
11.	In case of recruitment by promotion / by deputation / transfer, grades from which promotion / deputation / transfer is to be made	<b><u>By DPC</u></b>  Accounts & Audit Assistant with at least 6 years regular clean service in that post in the Institute.  Rest as per provisions of Recruitment and Promotion Rules of the Institute.
12.	If a DPC/Confirmation Committee exists, what is the composition	The DPC and the Committee for confirmation cases will be as per provisions of Recruitment and Promotion Rules of the Institute

### Recruitment Rules for the Post of Accounts & Audit Assistant

01.	Name of the Post	Accounts & Audit Assistant
02.	No. of Post(s)	30
03.	Classification	Group - 'C'
04.	Scale of Pay	Pay Level 5 as per 7 <sup>th</sup> CPC Grade Pay- Rs. 2800/- as per 6 <sup>th</sup> CPC
05.	Whether selection post or non-selection post	Selection
06.	Age limit for direct recruits	As per provisions of Recruitment and Promotion Rules of the Institute.
07.	Educational and other qualifications required for direct recruits	B.Com. or equivalent qualification from recognized university with at least 55% marks in qualifying degree
08.	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion / Limited Deptt. Exam.	(i) Age                      No (ii) Qualification        No
09.	Period of probation, if any	One Year
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation transfer grades and percentage of the vacancies to be filled by various methods	100% by Direct Recruitment.
11.	In case of recruitment by promotion / by deputation / transfer, grades from which promotion / deputation / transfer is to be made	As per provisions of Recruitment and Promotion Rules of the Institute.
12.	If a DPC/Confirmation Committee exists, what is the composition	The DPC and the Committee for confirmation cases will be as per provisions of Recruitment and Promotion Rules of the Institute

**Recruitment Rules for the Post of Sr. Assistant (Accounts)**

01.	Name of the Post	<p>Denotified</p> <p>Posts of Sr. Assistant (Accounts) and Jr. Assistants (Accounts) merged and upgraded to the post Accounts &amp; Audit Assistant.</p> <p>Accordingly the RRs for the post of Sr. Assistant (Accounts) and Jr. Assistant (Accounts) stand denotified.</p>
02.	No. of Post(s)	
03.	Classification	
04.	Scale of Pay	
05.	Whether selection post or non-selection post	
06.	Age limit for direct recruits	
07.	Educational and other qualifications required for direct recruits	
08.	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion / Limited Deptt. Exam.	
09.	Period of probation, if any	
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation transfer grades and percentage of the vacancies to be filled by various methods	
11.	In case of recruitment by promotion / by deputation / transfer, grades from which promotion / deputation / transfer is to be made	
12.	If a DPC exists, what is the composition	

**Recruitment Rules for the Post of Jr. Assistant (Accounts)**

01.	Name of the Post	Denotified
02.	No. of Post(s)	<p>Posts of Sr. Assistant (Accounts) and Jr. Assistants (Accounts) merged and upgraded to the post Accounts &amp; Audit Assistant.</p> <p>Accordingly the RRs for the post of Sr. Assistant (Accounts) and Jr. Assistant (Accounts) stand denotified.</p>
03.	Classification	
04.	Scale of Pay	
05.	Whether selection post or non-selection post	
06.	Age limit for direct recruits	
07.	Educational and other qualifications required for direct recruits	
08.	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion / Limited Deptt. Exam.	
09.	Period of probation, if any	
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation transfer grades and percentage of the vacancies to be filled by various methods	
11.	In case of recruitment by promotion / by deputation / transfer, grades from which promotion / deputation / transfer is to be made	
12.	If a DPC exists, what is the composition	

# **Technical cadre**



## TECHNICAL CADRE

### Recruitment Rules for the Post of Principal Technical Officer

01.	Name of the Post	Principal Technical Officer
02.	No. of Post(s)	10
03.	Classification	Group - 'A'
04.	Scale of Pay	Pay Level 12 as per 7 <sup>th</sup> CPC Grade Pay- Rs. 7600/- as per 6 <sup>th</sup> CPC
05.	Whether selection post or non-selection post	Selection
06.	Age limit for direct recruits	Not applicable
07.	Educational and other qualifications required for direct recruits	Not Applicable
08.	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion / Limited Deptt. Exam / Deputation	(i) Age No (ii) Qualification No
09.	Period of probation, if any	One Year
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation transfer grades and percentage of the vacancies to be filled by various methods	75% LDE 25% by DPC
11.	In case of recruitment by promotion/by deputation/transfer, grades from which promotion/deputation/transfer is to be made	<b>By LDE:-</b> Technical Officer with at least 5 years regular service in that post.  <b>By DPC:-</b> Technical Officer with at least 10 years regular clean service in that post in the Institute.
12.	If a DPC/Confirmation Committee exists, what is the composition	The DPC and the Committee for confirmation cases will be as per provisions of Recruitment and Promotion Rules of the Institute

### Recruitment Rules for the Post of Technical Officer

01.	Name of the Post	Technical Officer
02.	No. of Post(s)	35
03.	Classification	Group - 'A'
04.	Scale of Pay	Pay Level 10 as per 7 <sup>th</sup> CPC Grade Pay- Rs. 5400/- as per 6 <sup>th</sup> CPC
05.	Whether selection post or non-selection post	Selection
06.	Age limit for direct recruits	As per provisions of Recruitment and Promotion Rules of the Institute
07.	Educational and other qualifications required for direct recruits	M.Tech. Degree in Engineering (MS(Research)/M.E.) or equivalent qualification in appropriate field with a minimum of 55% marks in the qualifying degree from a recognized University/ Institute with 02 years regular/permanent relevant experience. <b>OR</b> Master's degree in Science/Computer Science/Computer Applications or Bachelor's Degree in Engineering (BE/B.Tech) or equivalent qualification (AMIE) in appropriate field with a minimum of 55% marks in the qualifying degree from a recognized University/ Institute with 04 years regular/permanent relevant experience. <b>OR</b> Bachelor's Degree in Science/Computer Science/Computer Applications or equivalent qualification in appropriate field with a minimum of 55% marks in the qualifying degree from a recognized University/ Institute with regular/permanent 05 years relevant experience.
08.	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion / Limited Deptt. Exam	(i) Age No (ii) Qualification No
09.	Period of probation, if any	One Year
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation transfer grades and percentage of the vacancies to be filled by various methods	50% by Direct recruitment 50% by DPC.
11.	In case of recruitment by promotion/by deputation/transfer, grades from which promotion/deputation/transfer is to be made	<b>By DPC</b> Open to the Sr. Tech. Supdt./Deputy Technical Officer with at least 4 years regular clean service in that post in the Institute.  Rest as per provisions of Recruitment and Promotion Rules of the Institute.
12.	If a DPC/Confirmation Committee exists, what is the composition	The DPC and the Committee for confirmation cases will be as per provisions of Recruitment and Promotion Rules of the Institute

### Recruitment Rules for the Post of Deputy Technical Officer

01.	Name of the Post	Deputy Technical Officer
02.	No. of Post(s)	55
03.	Classification	Group - 'B'
04.	Scale of Pay	Pay Level 8 as per 7 <sup>th</sup> CPC Grade Pay- Rs. 4800/- as per 6 <sup>th</sup> CPC
05.	Whether selection post or non-selection post	Selection
06.	Age limit for direct recruits	Not Applicable
07.	Educational and other qualifications required for direct recruits	Not Applicable
08.	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion / Limited Deptt. Exam	(i) Age No (ii) Qualification No
09.	Period of probation, if any	One year
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation transfer grades and percentage of the vacancies to be filled by various methods	100% by DPC.
11.	In case of recruitment by promotion/by deputation/transfer, grades from which promotion/deputation/transfer is to be made	<b><u>By DPC</u></b> Junior Technical Officer with at least 6 years regular clean service in that post in the Institute.
12.	If a DPC/Confirmation Committee exists, what is the composition	The DPC and the Committee for confirmation cases will be as per provisions of Recruitment and Promotion Rules of the Institute

### Recruitment Rules for the Post of Junior Technical Officer

01.	Name of the Post	Junior Technical Officer
02.	No. of Post(s)	90
03.	Classification	Group - 'B'
04.	Scale of Pay	Pay Level 6 as per 7 <sup>th</sup> CPC Grade Pay- Rs. 4200/- as per 6 <sup>th</sup> CPC
05.	Whether selection post or non-selection post	Selection
06.	Age limit for direct recruits	As per provisions of Recruitment and Promotion Rules of the Institute
07.	Educational and other qualifications required for direct recruits	<p>Master Degree in Science/Computer Science/Computer Applications or B.E/ B.Tech or equivalent qualification(AMIE) in appropriate field with a minimum of 55% marks in the qualifying degree from a recognized University/ Institute with 01 year regular/permanent relevant experience</p> <p style="text-align: center;"><b>OR</b></p> <p>Bachelor's Degree in Science/Computer Science/Computer Applications or Diploma in Engineering / Applied Science or equivalent in appropriate field with a minimum of 55% marks in the qualifying degree from a recognized University/ Institute with 03 years regular/permanent relevant experience</p>
08.	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion / Limited Deptt. Exam.	<p>(i) Age No</p> <p>(ii) Qualification No</p>
09.	Period of probation, if any	One Year
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation transfer grades and percentage of the vacancies to be filled by various methods	50% by Direct Recruitment 50% by DPC
11.	In case of recruitment by promotion/by deputation/transfer, grades from which promotion/deputation/transfer is to be made	<p><b><u>By DPC</u></b></p> <p>Technical Assistant with at least 6 years regular clean service in that post in the Institute.</p> <p>Rest as per provisions of Recruitment and Promotion Rules of the Institute.</p>
12.	If a DPC/Confirmation Committee exists, what is the composition	The DPC and the Committee for confirmation cases will be as per provisions of Recruitment and Promotion Rules of the Institute

### Recruitment Rules for the Post of Technical Assistant

01.	Name of the Post	Technical Assistant								
02.	No. of Post(s)	150								
03.	Classification	Group - 'C'								
04.	Scale of Pay	Pay Level 5 as per 7 <sup>th</sup> CPC Grade Pay- Rs. 2800/- as per 6 <sup>th</sup> CPC								
05.	Whether selection post or non-selection post	Selection								
06.	Age limit for direct recruits	As per provisions of Recruitment and Promotion Rules of the Institute								
07.	Educational and other qualifications required for direct recruits	<p>Master's degree in science/Computer Science/Computer Applications or B.E/B.Tech or equivalent qualification (AMIE) in appropriate field with a minimum of 55% marks in the qualifying degree from a recognized University/ Institute.</p> <p style="text-align: center;"><b>OR</b></p> <p>Bachelor's Degree in Science/Computer Science/Computer Applications or Diploma in Engineering / Applied Science or equivalent in appropriate field with a minimum of 55% marks in the qualifying degree from a recognized University/ Institute.</p>								
08.	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion / Limited Deptt. Exam.	<table style="width: 100%; border: none;"> <tr> <td style="width: 10%;">(i)</td> <td style="width: 40%;">Age</td> <td style="width: 10%;">No</td> <td style="width: 30%;"></td> </tr> <tr> <td>(ii)</td> <td>Qualification</td> <td>No</td> <td></td> </tr> </table>	(i)	Age	No		(ii)	Qualification	No	
(i)	Age	No								
(ii)	Qualification	No								
09.	Period of probation, if any	One Year								
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation transfer grades and percentage of the vacancies to be filled by various methods	100% by Direct Recruitment								
11.	In case of recruitment by promotion/by deputation/transfer, grades from which promotion/deputation/transfer is to be made	As per provisions of Recruitment and Promotion Rules of the Institute.								
12.	If a DPC/Confirmation Committee exists, what is the composition	The DPC and the Committee for confirmation cases will be as per provisions of Recruitment and Promotion Rules of the Institute								

**Recruitment Rules for the Post of Sr. Mechanic / Sr. Lab. Asstt.**

01.	Name of the Post	Denotified
02.	No. of Post(s)	<p>Posts of Jr. Mech./JLA (Technical lab staff), Jr. Mech.(Estate &amp; works technical staff) upgraded to GP 2800 and merged with Sr. Mech./SLA (Technical Lab Staff), Sr. Mech.(Estate &amp; Works Technical Staff) and Jr. Medical Lab. Assistant (Hospital Health Staff) and Redesignated as Technical Assistant.</p> <p>Accordingly, the RRs for the post of Sr. Lab Assistant/Sr. Mechanic, Jr. Lab Assistant/Jr. Mechanic, Senior Mechanic and Jr. Mechanic stand denotified.</p>
03.	Classification	
04.	Scale of Pay	
05.	Whether selection post or non-selection post	
06.	Age limit for direct recruits	
07.	Educational and other qualifications required for direct recruits	
08.	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion / Limited Deptt. Exam.	
09.	Period of probation, if any	
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation transfer grades and percentage of the vacancies to be filled by various methods	
11.	In case of recruitment by promotion / by deputation / transfer, grades from which promotion / deputation / transfer is to be made	
12.	If a DPC exists, what is the composition	

### Recruitment Rules for the Post of Jr. Mechanic / Jr. Lab Assistant

01.	Name of the Post	Denotified
02.	No. of Post(s)	<p>Posts of Jr. Mech./JLA (Technical lab staff), Jr. Mech.(Estate &amp; works technical staff) upgraded to GP 2800 and merged with Sr. Mech./SLA (Technical Lab Staff), Sr. Mech.(Estate &amp; Works Technical Staff) and Jr. Medical Lab. Assistant (Hospital Health Staff) and Redesignated as Technical Assistant.</p> <p>Accordingly, the RRs for the post of Sr. Lab Assistant/Sr. Mechanic, Jr. Lab Assistant/Jr. Mechanic, Senior Mechanic and Jr. Mechanic stand denotified.</p>
03.	Classification	
04.	Scale of Pay	
05.	Whether selection post or non-selection post	
06.	Age limit for direct recruits	
07.	Educational and other qualifications required for direct recruits	
08.	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion / Limited Deptt. Exam.	
09.	Period of probation, if any	
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation transfer grades and percentage of the vacancies to be filled by various methods	
11.	In case of recruitment by promotion / by deputation / transfer, grades from which promotion / deputation / transfer is to be made	
12.	If a DPC exists, what is the composition	

### Recruitment Rules for the Post of Junior Mechanic

01.	Name of the Post	<p>Denotified</p> <p>Posts of Jr. Mech./JLA (Technical lab staff), Jr. Mech.(Estate &amp; works technical staff) upgraded to GP 2800 and merged with Sr. Mech./SLA (Technical Lab Staff), Sr. Mech.(Estate &amp; Works Technical Staff) and Jr. Medical Lab. Assistant (Hospital Health Staff) and Redesignated as Technical Assistant.</p> <p>Accordingly, the RRs for the post of Sr. Lab Assistant/Sr. Mechanic, Jr. Lab Assistant/Jr. Mechanic, Senior Mechanic and Jr. Mechanic stand denotified.</p>
02.	No. of Post(s)	
03.	Classification	
04.	Scale of Pay	
05.	Whether selection post or non-selection post	
06.	Age limit for direct recruits	
07.	Educational and other qualifications required for direct recruits	
08.	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion / Limited Deptt. Exam.	
09.	Period of probation, if any	
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation transfer grades and percentage of the vacancies to be filled by various methods	
11.	In case of recruitment by promotion / by deputation / transfer, grades from which promotion / deputation / transfer is to be made	
12.	If a DPC exists, what is the composition	



### Recruitment Rules for the Post of Senior Mechanic

01.	Name of the Post	<p>Denotified</p> <p>Posts of Jr. Mech./JLA (Technical lab staff), Jr. Mech.(Estate &amp; works technical staff) upgraded to GP 2800 and merged with Sr. Mech./SLA (Technical Lab Staff), Sr. Mech.(Estate &amp; Works Technical Staff) and Jr. Medical Lab. Assistant (Hospital Health Staff) and Redesignated as Technical Assistant.</p> <p>Accordingly, the RRs for the post of Sr. Lab Assistant/Sr. Mechanic, Jr. Lab Assistant/Jr. Mechanic, Senior Mechanic and Jr. Mechanic stand denotified.</p>
02.	No. of Post(s)	
03.	Classification	
04.	Scale of Pay	
05.	Whether selection post or non-selection post	
06.	Age limit for direct recruits	
07.	Educational and other qualifications required for direct recruits	
08.	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion / Limited Deptt. Exam.	
09.	Period of probation, if any	
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation transfer grades and percentage of the vacancies to be filled by various methods	
11.	In case of recruitment by promotion / by deputation / transfer, grades from which promotion / deputation / transfer is to be made	
12.	If a DPC exists, what is the composition	

**Recruitment Rules for the Post of Senior Data Processor**

01.	Name of the Post	Denotified
02.	No. of Post(s)	
03.	Classification	
04.	Scale of Pay	
05.	Whether selection post or non-selection post	
06.	Age limit for direct recruits	
07.	Educational and other qualifications required for direct recruits	
08.	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion / Limited Deptt. Exam	
09.	Period of probation, if any	
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation transfer grades and percentage of the vacancies to be filled by various methods	
11.	In case of recruitment by promotion/by deputation/transfer, grades from which promotion/deputation/transfer is to be made	
12.	If a DPC/Confirmation Committee exists, what is the composition	

## **Library cadre**

## Library Cadre

### Recruitment Rules for the Post of Library Information Officer

01.	Name of the Post	Library Information Officer
02.	No. of Post(s)	2
03.	Classification	Group - 'B'
04.	Scale of Pay	Pay Level 8 as per 7 <sup>th</sup> CPC Grade Pay- Rs. 4800/- as per 6 <sup>th</sup> CPC
05.	Whether selection post or non-selection post	Selection
06.	Age limit for direct recruits	Not Applicable
07.	Educational and other qualifications required for direct recruits	Not Applicable
08.	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion / Limited Deptt. Exam.	(i) Age No (ii) Qualification No
09.	Period of probation, if any	One year
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation transfer grades and percentage of the vacancies to be filled by various methods	100% by DPC
11.	In case of recruitment by promotion / by deputation / transfer, grades from which promotion / deputation / transfer is to be made	<b>By DPC:</b> Senior Library Information Assistant with at least 6 years regular clean service in that post in the Institute.
12.	If a DPC/Confirmation Committee exists, what is the composition	The DPC and the Committee for confirmation cases will be as per provisions of Recruitment and Promotion Rules of the Institute

## Recruitment Rules for the Post of Senior Library Information Assistant

01.	Name of the Post	Senior Library Information Assistant
02.	No. of Post(s)	4
03.	Classification	Group - 'B'
04.	Scale of Pay	Pay Level 6 as per 7 <sup>th</sup> CPC Grade Pay- Rs. 4200/- as per 6 <sup>th</sup> CPC
05.	Whether selection post or non-selection post	Selection
06.	Age limit for direct recruits	As per provisions of Recruitment and Promotion Rules of the Institute
07.	Educational and other qualifications required for direct recruits	<p>1. M.Lib.Sc. / MLISc or equivalent from recognized University/Institute with at least 55% marks in the qualifying degree.</p> <p style="text-align: center;"><b>OR</b></p> <p>Master's Degree in Arts / Science / Commerce or any other discipline with B.Lib.Sc. / BLISc with at least 55% marks from recognized University/Institute.</p> <p>2. Post Graduate Diploma / Certificate Course in Computer Application / Library Automation from a recognized Institute with minimum of 06 months duration.</p> <p>3. At least 03 years working experience in a reputed library.</p>
08.	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion / Limited Deptt. Exam.	<p>(i) Age No</p> <p>(ii) Qualification No</p>
09.	Period of probation, if any	One Year
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation transfer grades and percentage of the vacancies to be filled by various methods	50% by Direct recruitment 50% by DPC
11.	In case of recruitment by promotion / by deputation / transfer, grades from which promotion / deputation / transfer is to be made	<p><b>By DPC</b> Library Information Assistant with at least 6 years regular clean service in that post in the Institute.</p> <p>Rest as per provisions of Recruitment and Promotion Rules of the Institute.</p>
12.	If a DPC/Confirmation Committee exists, what is the composition	The DPC and the Committee for confirmation cases will be as per provisions of Recruitment and Promotion Rules of the Institute

### Recruitment Rules for the Post of Library Information Assistant

01.	Name of the Post	Library Information Assistant
02.	No. of Post(s)	6
03.	Classification	Group - 'C'
04.	Scale of Pay	Pay Level 5 as per 7 <sup>th</sup> CPC Grade Pay- Rs. 2800/- as per 6 <sup>th</sup> CPC
05.	Whether selection post or non-selection post	Selection
06.	Age limit for direct recruits	As per provisions of Recruitment and Promotion Rules of rules of the Institute
07.	Educational and other qualifications required for direct recruits	<p><b><u>Essential</u></b></p> <p>1. M.Lib.Sc. / MLISc or equivalent from recognized University/Institute with at least 55% marks in the qualifying degree.</p> <p style="text-align: center;"><b>OR</b></p> <p>Master's Degree in Arts / Science / Commerce or any other discipline with B.Lib.Sc. / BLISc with at least 55% marks in the qualifying degree from recognized University/ Institute.</p> <p>2. At least 01 years working experience in a reputed library.</p>
08.	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion / Limited Deptt. Exam.	Not Applicable
09.	Period of probation, if any	One Year
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation transfer grades and percentage of the vacancies to be filled by various methods	100% by Direct recruitment.
11.	In case of recruitment by promotion / by deputation / transfer, grades from which promotion / deputation / transfer is to be made	As per provisions of Recruitment and Promotion Rules of the Institute.
12.	If a DPC/Confirmation Committee exists, what is the composition	The DPC and the Committee for confirmation cases will be as per provisions of Recruitment and Promotion Rules of the Institute

## **Estate & Works cadre**

## ESTATE & WORKS CADRE

### Recruitment Rules for the Post of Institute Engineer

01.	Name of the Post	Institute Engineer
02.	No. of Post(s)	1
03.	Classification	Group - 'A'
04.	Scale of Pay	Pay Level 14 as per 7 <sup>th</sup> CPC Grade Pay- Rs. 10000/- as per 6 <sup>th</sup> CPC
05.	Whether selection post or non-selection post	Selection
06.	Age limit for direct recruits	As per provisions of Recruitment and Promotion Rules of the Institute.
07.	Educational and other qualifications required for direct recruits	Not applicable
08.	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion / Limited Deptt. Exam.	Not Applicable
09.	Period of probation, if any	Not Applicable
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation transfer grades and percentage of the vacancies to be filled by various methods.	Deputation or Contract. Such appointment shall be on tenure basis for a period up to 05 years or till attaining the age of 62 years, whichever is earlier or as fixed by Govt. of India from time to time
11.	In case of recruitment by promotion / by deputation / transfer, grades from which promotion / deputation / transfer is to be made	<p><b><u>Deputation / Contract</u></b></p> <p>Officers working under Central / State Governments/ UTs/ their Universities or Institutions/ Autonomous bodies/ Government laboratories/ Statutory organizations/PSU/PSE/-</p> <p>(1) Holding analogous post</p> <p style="text-align: center;"><b>OR</b></p> <p>(2) A person holding the post of Superintending Engineer; and</p> <p>Possessing educational qualification and experience as follows:</p> <p><b><u>Essential :</u></b></p> <p>(1) Master's degree in an appropriate branch of Engineering / Technology or equivalent from a recognized university/Institute with at least 55% marks in the qualifying degree.</p> <p>(2) At least 15 years relevant experience out of which at least 03 years of regular clean service in Grade Pay of Rs. 8700/- at the level of Superintending Engineer (or higher), or equivalent.</p> <p style="text-align: center;"><b>OR</b></p> <p>(1) Bachelor's degree in the appropriate branch of Engineering / Technology or equivalent from a recognized University/ Institute with at least 55% in the qualifying degree.</p> <p>(2) At least 18 years relevant experience out of which at least 03 years of regular clean service in the Grade Pay of Rs. 8700/- at the level of Superintending Engineer (or higher), or equivalent.</p> <p><b><u>Desirable:</u></b></p> <p>1. Experience in the line of coordination &amp; supervision of construction and maintenance of Civil / Electrical / HVAC works in Public works Department.</p>



		<p>2. At IIT Delhi, the Institute Engineer also holds the charge of Estate Officer of the Institute and hence knowledge of Estate matters &amp; public premises act / rules are desirable.</p> <p>3. Experience in handling construction &amp; construction management related software, like Computer-aided Design (CAD) etc.</p>
12.	If a DPC/Confirmation Committee exists, what is the composition	Not Applicable

## Recruitment Rules for the Post of Superintending Engineer

01.	Name of the Post	Superintending Engineer								
02.	No. of Post(s)	2								
03.	Classification	Group - 'A'								
04.	Scale of Pay	PB-4 (Rs. 37400-67000) Grade Pay- Rs. 8700/-								
05.	Whether selection post or non-selection post	Selection								
06.	Age limit for direct recruits	Not Applicable								
07.	Educational and other qualifications required for direct recruits	<p>(i) Master's degree in an appropriate branch of Engineering / Technology or equivalent from a recognized university/Institute with at least 55% marks in the qualifying degree.</p> <p>(ii) At least 08 years of regular clean service in Grade Pay of Rs. 6600/- (or higher) at the level of Executive Engineer (Civil or Electrical) or equivalent.</p> <p style="text-align: center;"><b>OR</b></p> <p>(i) Bachelor's degree in an appropriate branch of Engineering / Technology or equivalent from a recognized University/ Institute with at least 55% in the qualifying degree.</p> <p>(ii) At least 13 years in Group A with 9 years GP 6600 out of which 4 years as Executive Engineer.</p> <p><b><u>Desirable:</u></b></p> <p>1. Experience in the line of coordination &amp; supervision of construction and maintenance of civil/electrical/HVAC works in public works Department.</p> <p>Experience in handling construction &amp; construction management related software, like Computer-aided Design (CAD) etc.</p>								
08.	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion / Limited Deptt. Exam.	<table style="width: 100%; border: none;"> <tr> <td style="width: 10%;"></td> <td style="width: 40%;">(i) Age</td> <td style="width: 10%;">No</td> <td style="width: 30%;"></td> </tr> <tr> <td></td> <td>(ii) Qualification</td> <td>No</td> <td></td> </tr> </table>		(i) Age	No			(ii) Qualification	No	
	(i) Age	No								
	(ii) Qualification	No								
09.	Period of probation, if any	One year								
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation transfer grades and percentage of the vacancies to be filled by various methods	100 % by Direct								
11.	In case of recruitment by promotion / by deputation / transfer, grades from which promotion / deputation / transfer is to be made	As per provisions of Recruitment and Promotion Rules of the Institute.								
12.	If a DPC/Confirmation Committee exists, what is the composition	The DPC and the Committee for confirmation cases will be as per provisions of Recruitment and Promotion Rules of the Institute								

### Recruitment Rules for the Post of Executive Engineer (Civil)

01.	Name of the Post	Executive Engineer (Civil)
02.	No. of Post(s)	4
03.	Classification	Group - 'A'
04.	Scale of Pay	Pay Level 11 as per 7 <sup>th</sup> CPC Grade Pay- Rs. 6600/- as per 6 <sup>th</sup> CPC
05.	Whether selection post or non-selection post	Selection
06.	Age limit for direct recruits	Not Applicable
07.	Educational and other qualifications required for direct recruits	Not Applicable
08.	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion / Limited Deptt. Exam	Not Applicable
09.	Period of probation, if any	One Year
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation transfer grades and percentage of the vacancies to be filled by various methods	25% by LDE 75% by DPC
11.	In case of recruitment by promotion/by deputation/transfer, grades from which promotion/deputation/transfer is to be made	<b><u>By LDE</u></b> Open to the Assistant Executive Engineer (Civil) who have rendered at least 05 years of regular clean service in that post in the Institute.  <b><u>By DPC</u></b> Open to the Assistant Executive Engineer (Civil) who have rendered at least 05 years of regular clean service in that post in the Institute.
12.	If a DPC/Confirmation Committee exists, what is the composition	The DPC and the Committee for confirmation cases will be as per provisions of Recruitment and Promotion Rules of the Institute

**Recruitment Rules for the Post of Assistant Executive Engineer (Civil)**

01.	Name of the Post	Assistant Executive Engineer (Civil)
02.	No. of Post(s)	6
03.	Classification	Group – ‘A’
04.	Scale of Pay	Pay Level 10 as per 7 <sup>th</sup> CPC Grade Pay- Rs. 5400/- as per 6 <sup>th</sup> CPC
05.	Whether selection post or non-selection post	Selection
06.	Age limit for direct recruits	As per provisions of Recruitment and Promotion Rules of the Institute
07.	Educational and other qualifications required for direct recruits	<p><b><u>Essential :</u></b></p> <p>(i) Master’s Degree (in any branch of Civil Engineering) or equivalent from a recognized university/ Institute with at least 55% marks in the qualifying degree.</p> <p align="center"><b>WITH</b></p> <p>At least 06 years experience in relevant field at the level of Assistant Engineer in PB-2 (or higher) and Grade Pay of Rs. 4800/- (or higher) or equivalent.</p> <p align="center"><b>OR</b></p> <p>At least 10 years’ experience in relevant field at the level of Junior Engineer in Pay Level 6 or Grade Pay of Rs. 4200/- (or higher) or equivalent.</p> <p align="center">-----<b>OR</b>----- ----</p> <p>(ii) Bachelor’s Degree or Diploma or equivalent in Civil Engineering from a recognized university/ Institute with at least 55% marks in the qualifying degree.</p> <p align="center"><b>WITH</b></p> <p>At least 08 years experience in relevant field at the level of Assistant Engineer in PB-2 (or higher) and Grade Pay of Rs. 4800/- (or higher) or equivalent.</p> <p align="center"><b>OR</b></p> <p>At least 12 years experience in relevant field at the level of Junior Engineer in Pay Level 6 or Grade Pay of Rs. 4200/- (or higher) or equivalent.</p> <p><b><u>Desirable:</u></b></p> <p>(i) Proven track record of handling projects / works in reputed organization of relevant magnitude and qualities.</p> <p>(ii) Experience of working in civil engineering Designing and estimation, construction management etc., as relevant to the profession.</p> <p>(iii) Proficiency in the use of a variety of computer office applications, M.S Word, Excel, Power-point or equivalent is a must.</p> <p>(iv) Experience in handling construction &amp; construction management related software, like Computer-aided Design (CAD) etc.</p>
08.	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion / Limited Deptt. Exam.	<p>(i) Age No</p> <p>(ii) Qualification No</p>

09.	Period of probation, if any	One Year
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation transfer grades and percentage of the vacancies to be filled by various methods	50% by Direct recruitment 25% by LDE 25% by DPC
11.	In case of recruitment by promotion / by deputation / transfer, grades from which promotion / deputation / transfer is to be made	<p><b><u>By LDE</u></b> Open to the Assistant Engineer (Civil) who has rendered at least 05 years of regular clean service in that post in the Institute.</p> <p style="text-align: center;"><b>OR</b></p> <p>Junior Engineer (Civil) with 4600/Level 7 who have rendered at least 05 years of regular clean service in that post in the Institute.</p> <p><b><u>By DPC</u></b> Open to the Assistant Engineer (Civil) who have rendered at least 04 years of regular clean service in that post in the Institute.</p> <p><b><u>Deputation</u></b> Rest as per provisions of Recruitment and Promotion Rules of the Institute.</p>
12.	If a DPC/Confirmation Committee exists, what is the composition	The DPC and the Committee for confirmation cases will be as per provisions of Recruitment and Promotion Rules of the Institute

### Recruitment Rules for the Post of Assistant Engineer (Civil)

01.	Name of the Post	Assistant Engineer (Civil)
02.	No. of Post(s)	6
03.	Classification	Group - 'B'
04.	Scale of Pay	Pay Level 8 as per 7 <sup>th</sup> CPC Grade Pay- Rs. 4800/- as per 6 <sup>th</sup> CPC
05.	Whether selection post or non-selection post	Selection
06.	Age limit for direct recruits	Not Applicable
07.	Educational and other qualifications required for direct recruits	Not Applicable
08.	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion / Limited Deptt. Exam.	Not Applicable
09.	Period of probation, if any	One Year
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation transfer grades and percentage of the vacancies to be filled by various methods	100% DPC
11.	In case of recruitment by promotion / by deputation / transfer, grades from which promotion / deputation / transfer is to be made	<b>By DPC</b> Open to the Junior Engineer (Civil) who have rendered at least 06 years of regular clean service in that post in the Institute.
12.	If a DPC/Confirmation Committee exists, what is the composition	The DPC and the Committee for confirmation cases will be as per provisions of Recruitment and Promotion Rules of the Institute

### Recruitment Rules for the Post of Junior Engineer (Civil)

01.	Name of the Post	Junior Engineer (Civil)
02.	No. of Post(s)	12 [2 posts reserved for JE(Civil), Sanitary Inspector]
03.	Classification	Group - 'B'
04.	Scale of Pay	Pay Level 6 as per 7 <sup>th</sup> CPC Grade Pay- Rs. 4200/- as per 6 <sup>th</sup> CPC
05.	Whether selection post or non-selection post	Selection
06.	Age limit for direct recruits	As per provisions of Recruitment and Promotion Rules of the Institute
07.	Educational and other qualifications required for direct recruits	<p>Bachelor's Degree or equivalent in Civil Engineering from a recognized university/Institute with at least 55% marks in the qualifying degree plus 02 years of relevant experience.</p> <p><b><u>Desirable:</u></b></p> <p>(i) Experience of having worked with large projects.</p> <p>(ii) Proficiency in the use of a variety of computer office applications, M.S Word, Excel, Power-point or equivalent is a must.</p> <p>(iii) Expertise in using software relevant to the job profile.</p>
08.	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion / Limited Deptt. Exam.	Not applicable
09.	Period of probation, if any	One Year
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation transfer grades and percentage of the vacancies to be filled by various methods	100% by Direct Recruitment.
11.	In case of recruitment by promotion / by deputation / transfer, grades from which promotion / deputation / transfer is to be made	As per provisions of Recruitment and Promotion Rules of the Institute.
12.	If a DPC/Confirmation Committee exists, what is the composition	The DPC and the Committee for confirmation cases will be as per provisions of Recruitment and Promotion Rules of the Institute

### Recruitment Rules for the Post of Executive Engineer (Electrical)

01.	Name of the Post	Executive Engineer (Electrical)
02.	No. of Post(s)	2
03.	Classification	Group - 'A'
04.	Scale of Pay	Pay Level 11 as per 7 <sup>th</sup> CPC Grade Pay- Rs. 6600/- as per 6 <sup>th</sup> CPC
05.	Whether selection post or non-selection post	Selection
06.	Age limit for direct recruits	Not Applicable
07.	Educational and other qualifications required for direct recruits	Not Applicable
08.	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion / Limited Deptt. Exam	Not Applicable
09.	Period of probation, if any	One year
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation transfer grades and percentage of the vacancies to be filled by various methods	50% by LDE 50% by DPC
11.	In case of recruitment by promotion/by deputation/transfer, grades from which promotion/deputation/transfer is to be made	<b><u>By LDE</u></b> Open to the Assistant Executive Engineer (Electrical)/HVAC Officer who have rendered at least 05 years of regular clean service in that post in the Institute.  <b><u>By DPC</u></b> Open to the Assistant Executive Engineer (Electrical)/HVAC Officer who have rendered at least 05 years of regular clean service in that post in the Institute.
12.	If a DPC/Confirmation Committee exists, what is the composition	The DPC and the Committee for confirmation cases will be as per provisions of Recruitment and Promotion Rules of the Institute



**Recruitment Rules for the Post of Assistant Executive Engineer (Electrical)**

01.	Name of the Post	Assistant Executive Engineer (Electrical)
02.	No. of Post(s)	5 [1 post reserved for AEE(HVAC)]
03.	Classification	Group – 'A'
04.	Scale of Pay	Pay Level 10 as per 7 <sup>th</sup> CPC Grade Pay- Rs. 5400/- as per 6 <sup>th</sup> CPC
05.	Whether selection post or non-selection post	Selection
06.	Age limit for direct recruits	As per provisions of Recruitment and Promotion Rules of the Institute
07.	Educational and other qualifications required for direct recruits	<p>(i) Master's Degree (in any branch of Electrical Engineering) or equivalent from a recognized university/ Institute with at least 55% marks in the qualifying degree.</p> <p align="center"><b>WITH</b></p> <p>At least 06 years experience in relevant field at the level of Assistant Engineer in PB-2 (or higher) and Grade Pay of Rs. 4800/- (or higher) or equivalent.</p> <p align="center"><b>OR</b></p> <p>At least 10 years' experience in relevant field at the level of Junior Engineer in Pay Level 6 or Grade Pay of Rs. 4200/- (or higher) or equivalent.</p> <p align="center"><b>OR</b></p> <hr/> <p>(ii) Bachelor's Degree or Diploma or equivalent in Electrical Engineering from a recognized university/ Institute with at least 55% marks in the qualifying degree.</p> <p align="center"><b>WITH</b></p> <p>At least 08 years experience in relevant field at the level of Assistant Engineer in PB-2 (or higher) and Grade Pay of Rs. 4800/- (or higher) or equivalent.</p> <p align="center"><b>OR</b></p> <p>At least 12 years experience in relevant field at the level of Junior Engineer in Pay Level 6 or Grade Pay of Rs. 4200/- (or higher) or equivalent.</p> <p><b><u>Desirable:</u></b></p> <p>(i) Proven track record of handling projects / works in reputed organization of relevant magnitude and qualities.</p> <p>(ii) Experience of working as relevant to the profession.</p> <p>(iii) Proficiency in the use of a variety of computer office applications, M.S Word, Excel, Power-point or equivalent is a must.</p>
08.	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion / Limited Deptt. Exam.	<p>(i) Age No</p> <p>(ii) Qualification No</p>
09.	Period of probation, if any	One Year

10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation transfer grades and percentage of the vacancies to be filled by various methods	50% by Direct recruitment 25% by LDE 25% by DPC
11.	In case of recruitment by promotion / by deputation / transfer, grades from which promotion / deputation / transfer is to be made	<p><b><u>By LDE</u></b> Open to the Assistant Engineer (Electrical) who have rendered at least 05 years of regular clean service in that post in the Institute.</p> <p style="text-align: center;"><b>OR</b></p> <p>Junior Engineer (Electrical) with 4600/Level 7 who have rendered at least 05 years of regular clean service in that post in the Institute.</p> <p><b><u>By DPC</u></b> Open to the Assistant Engineer (Electrical) who have rendered at least 04 years of regular clean service in that post in the Institute.</p> <p><b><u>Deputation</u></b> Rest as per provisions of Recruitment and Promotion Rules of the Institute.</p>
12.	If a DPC/Confirmation Committee exists, what is the composition	The DPC and the Committee for confirmation cases will be as per provisions of Recruitment and Promotion Rules of the Institute

### Recruitment Rules for the Post of Assistant Engineer (Electrical)

01.	Name of the Post	Assistant Engineer (Electrical)
02.	No. of Post(s)	4
03.	Classification	Group - 'B'
04.	Scale of Pay	Pay Level 8 as per 7 <sup>th</sup> CPC Grade Pay- Rs. 4800/- as per 6 <sup>th</sup> CPC
05.	Whether selection post or non-selection post	Selection
06.	Age limit for direct recruits	Not Applicable
07.	Educational and other qualifications required for direct recruits	Not Applicable
08.	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion / Limited Deptt. Exam.	Not Applicable
09.	Period of probation, if any	One Year
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation transfer grades and percentage of the vacancies to be filled by various methods	100% by DPC
11.	In case of recruitment by promotion / by deputation / transfer, grades from which promotion / deputation / transfer is to be made	<b>By DPC</b> Open to the Junior Engineer (Electrical) who have rendered at least 06 years of regular clean service in that post in the Institute.
12.	If a DPC/Confirmation Committee exists, what is the composition	The DPC and the Committee for confirmation cases will be as per provisions of Recruitment and Promotion Rules of the Institute

### Recruitment Rules for the Post of Junior Engineer (Electrical)

01.	Name of the Post	Junior Engineer (Electrical)
02.	No. of Post(s)	6
03.	Classification	Group - 'B'
04.	Scale of Pay	Pay Level 6 as per 7 <sup>th</sup> CPC Grade Pay- Rs. 4200/- as per 6 <sup>th</sup> CPC
05.	Whether selection post or non-selection post	Selection
06.	Age limit for direct recruits	As per provisions of Recruitment and Promotion Rules of the Institute
07.	Educational and other qualifications required for direct recruits	<p>Bachelor's Degree or equivalent in Electrical Engineering from a recognized university/Institute with at least 55% marks in the qualifying degree plus 02 years of relevant experience.</p> <p><b><u>Desirable:</u></b></p> <p>(i) Experience of having worked with large projects.</p> <p>(ii) Proficiency in the use of a variety of computer office applications, M.S Word, Excel, Powerpoint or equivalent is a must.</p> <p>(iii) Expertise in using software relevant to the job profile.</p>
08.	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion / Limited Deptt. Exam.	Not applicable
09.	Period of probation, if any	One Year
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation transfer grades and percentage of the vacancies to be filled by various methods	100% by Direct recruitment.
11.	In case of recruitment by promotion / by deputation / transfer, grades from which promotion / deputation / transfer is to be made	As per provisions of Recruitment and Promotion Rules of the Institute.
12.	If a DPC/Confirmation Committee exists, what is the composition	The DPC and the Committee for confirmation cases will be as per provisions of Recruitment and Promotion Rules of the Institute

### Recruitment Rules for the Post of Architect

01.	Name of the Post	Architect
02.	No. of Post(s)	1
03.	Classification	Group - 'B'
04.	Scale of Pay	Pay Level 6 as per 7 <sup>th</sup> CPC Grade Pay- Rs. 4200/- as per 6 <sup>th</sup> CPC
05.	Whether selection post or non-selection post	Selection
06.	Age limit for direct recruits	As per provisions of Recruitment and Promotion Rules of the Institute
07.	Educational and other qualifications required for direct recruits	(i) Bachelor's Degree in Architecture or equivalent from a recognized university/Institute with at least 55% marks in the qualifying degree plus 05 years of relevant experience.  (ii) Expertise in using software relevant to the job profile.
08.	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion / Limited Deptt. Exam.	Not Applicable
09.	Period of probation, if any	One Year
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation transfer grades and percentage of the vacancies to be filled by various methods	100% by Direct recruitment
11.	In case of recruitment by promotion / by deputation / transfer, grades from which promotion / deputation / transfer is to be made	As per provisions of Recruitment and Promotion Rules of the Institute.
12.	If a DPC exists, what is the composition	The DPC and the Committee for confirmation cases will be as per provisions of Recruitment and Promotion Rules of the Institute

### Recruitment Rules for the Post of Horticulture Officer

01.	Name of the Post	Horticulture Officer
02.	No. of Post(s)	1
03.	Classification	Group - 'B'
04.	Scale of Pay	Pay Level 6 as per 7 <sup>th</sup> CPC Grade Pay- Rs. 4200/- as per 6 <sup>th</sup> CPC
05.	Whether selection post or non-selection post	Selection
06.	Age limit for direct recruits	As per provisions of Recruitment and Promotion Rules of the Institute
07.	Educational and other qualifications required for direct recruits	B.Sc in Agriculture or Botany or Horticulture from a recognized university or Institute with atleast 55% marks; and possessing two years' experience in Horticulture including ornamental gardening in any Government Department or autonomous or statutory body or PSU or in any company incorporated under companies Act, 2013 or listed in stock exchange ; or  M.Sc in agriculture with specialization in Horticulture or M.Sc in landscape architecture or floriculture from a recognized university or Institute with atleast 55% marks.
08.	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion / Limited Deptt. Exam.	Not Applicable
09.	Period of probation, if any	One Year
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation transfer grades and percentage of the vacancies to be filled by various methods	100% by Direct recruitment
11.	In case of recruitment by promotion / by deputation / transfer, grades from which promotion / deputation / transfer is to be made	As per provisions of Recruitment and Promotion Rules of the Institute.
12.	If a DPC exists, what is the composition	The DPC and the Committee for confirmation cases will be as per provisions of Recruitment and Promotion Rules of the Institute

### Recruitment Rules for the Post of Fire Officer

01.	Name of the Post	Fire Officer
02.	No. of Post(s)	1
03.	Classification	Group - 'B'
04.	Scale of Pay	Pay Level 6 as per 7 <sup>th</sup> CPC Grade Pay- Rs. 4200/- as per 6 <sup>th</sup> CPC
05.	Whether selection post or non-selection post	Selection
06.	Age limit for direct recruits	As per provisions of Recruitment and Promotion Rules of the Institute
07.	Educational and other qualifications required for direct recruits	<ol style="list-style-type: none"> <li>1. Bachelor of Engineering (Fire and Safety) or equivalent from a recognized University/ Institute or equivalent with at least 55% marks in the qualifying degree or equivalent</li> <li>2. Minimum 05 years' experience in Fire safety or Fire fighting in Civil / Defence Fire Service Organization / Public Undertaking in the capacity of Sub-Officer or equivalent.</li> </ol>
08.	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion / Limited Deptt. Exam.	Not Applicable
09.	Period of probation, if any	One Year
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation transfer grades and percentage of the vacancies to be filled by various methods	100% by Direct recruitment.
11.	In case of recruitment by promotion / by deputation / transfer, grades from which promotion / deputation / transfer is to be made	As per provisions of Recruitment and Promotion Rules of the Institute.
12.	If a DPC/Confirmation Committee exists, what is the composition	The DPC and the Committee for confirmation cases will be as per provisions of Recruitment and Promotion Rules of the Institute

### Recruitment Rules for the Post of Safety Officer

01.	Name of the Post	Safety Officer
02.	No. of Post(s)	1
03.	Classification	Group - 'A'
04.	Scale of Pay	Pay Level 10 as per 7th CPC Grade Pay of Rs. 5400/- as per 6th CPC
05.	Whether selection post or non-selection post	Selection
06.	Age limit for direct recruits	As per provisions of Recruitment and Promotion Rules of the Institute
07.	Educational and other qualifications required for direct recruits	<p>M.Sc. in Disaster Management and mitigation in First Class.</p> <p style="text-align: center;"><b><u>OR</u></b></p> <p>B.E./B.Tech. Degree in Mechanical/Chemical/Electrical Engineering.</p> <p><b><u>Desirable:</u></b> Degree/ P.G. Diploma/master's degree in occupational safety management &amp; Health Engineering and Management/Industrial Safety/Safety Engineering from a recognized university/Institution.</p> <p><b><u>Experience:</u></b> A minimum of ten years of operational and administrative experience in safety management of all or some of the following areas:</p> <ul style="list-style-type: none"> <li>(i) Storage and handling of Chemical and Gas cylinders.</li> <li>(ii) Storage and handling of Biological, Medical and Radiological items and related activities.</li> <li>(iii) Electrical Installation</li> <li>(iv) Fire</li> <li>(v) Cryogenics and lasers.</li> </ul>
08.	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion / Limited Deptt. Exam.	Not Applicable
09.	Period of probation, if any	One Year
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation transfer grades and percentage of the vacancies to be filled by various methods	100% by Direct Recruitment.
11.	In case of recruitment by promotion / by deputation / transfer, grades from which promotion / deputation / transfer is to be made	As per provisions of Recruitment and Promotion Rules of the Institute.
12.	If a DPC/Confirmation Committee exists, what is the composition	The DPC and the Committee for confirmation cases will be as per provisions of Recruitment and Promotion Rules of the Institute



# **Security cadre**

## SECURITY CADRE

### Recruitment Rules for the Post of Chief Security Officer

01.	Name of the Post	Chief Security Officer
02.	No. of Post(s)	1
03.	Classification	Group - 'A'
04.	Scale of Pay	Pay Level 12 as per 7th CPC Grade Pay of Rs. 7600/- as per 6th CPC
05.	Whether selection post or non-selection post	Selection
06.	Age limit for direct recruits	As per provisions of Recruitment and Promotion Rules of the Institute
07.	Educational and other qualifications required for direct recruits	<p>1. Commissioned Officer of Army / Navy / Air Force or Deputy Superintendent of Police or Assistant Commandant of Police / Security Force having a Bachelor's degree or equivalent from a recognized University with at least 55% marks in the qualifying degree with 15 years relevant experience out of which minimum five years must be in Pay Level-11 or at least 13 years in Pay Level-10</p> <p style="text-align: center;"><b>OR</b></p> <p>A Master's Degree from a recognized University with at least 55% marks in the qualifying degree with at least 15 years relevant experience out of which at least 07 years' experience in the Supervisory capacity in Pay Level-11 or its equivalent in the Police or in a big security organization, educational Institution / University / PSU etc.</p> <p style="text-align: center;"><b>OR</b></p> <p>A Bachelor's Degree from a recognized University with at least 55% marks in the qualifying degree with at least 20 years relevant experience out of which at least 07 years' experience in the Supervisory capacity in Pay Level-11 or its equivalent in the Police or in a big security organization educational Institution / University / PSU etc.</p> <p>2. Should be able to ride motorcycle, motor car and handle firearms.</p> <p>3. Should be of sound health.</p> <p>4. Should be conversant with security rules and procedures to deal with Police and the Public.</p> <p><b><u>Desirable</u></b></p> <p>(i) Training, conducting enquires &amp; investigation, managing contacts and handling emergency situation like Fire Fighting, Rescue Operations, Floods and Earthquake etc.</p> <p>(ii) Possessing a Diploma certificate in Security operations / Fire safety and disaster management from a recognized University / Institute.</p>
08.	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion / Limited Deptt. Exam.	Not Applicable
09.	Period of probation, if any	One year
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation transfer grades and percentage of the vacancies to be filled by various methods	100 % Direct Recruitment
11.	In case of recruitment by promotion / by deputation / transfer, grades from which promotion / deputation / transfer is to be made	As per provisions of Recruitment and Promotion Rules of the Institute.
12.	If a DPC/Confirmation Committee exists, what is the composition	The DPC and the Committee for confirmation cases will be as per provisions of Recruitment and Promotion Rules of the Institute

### Recruitment Rules for the Post of Security Officer

01.	Name of the Post	Security Officer
02.	No. of Post(s)	2
03.	Classification	Group - 'A'
04.	Scale of Pay	Pay Level 10 as per 7th CPC Grade Pay of Rs. 5400/- as per 6th CPC
05.	Whether selection post or non-selection post	Selection
06.	Age limit for direct recruits	As per provisions of Recruitment and Promotion Rules of the Institute
07.	Educational and other qualifications required for direct recruits	<p>1. Commissioned Officer of Army / Navy / Air Force or Deputy Superintendent of Police or Assistant Commandant of Police / Security Force having a Bachelor's degree or equivalent from a recognized University/Institute with at least 55% marks in the qualifying degree with 06 years relevant experience.</p> <p style="text-align: center;"><b>OR</b></p> <p>A Bachelor's degree from a recognized University/Institute with at least 55% marks in the qualifying degree with overall 15 years relevant experience out of which at least 05 years' experience in the Supervisory capacity in Pay Level-7/8 or its equivalent in the Police or in a big security organization.</p> <p>2. Should be able to ride motor cycle, motor car and handle fire arms.</p> <p>3. Should be of sound health.</p> <p>4. Should be conversant with security rules and procedures to deal with Police and the Public.</p> <p><b>Desirable</b></p> <p>(i) Training, conducting enquires &amp; investigation, managing contacts and handling emergency situation like fire-fighting, rescue operations, floods, earthquake etc.</p> <p>(ii) Possessing a Diploma certificate in Security operations / Fire safety and disaster management from a recognized University / Institute.</p>
08.	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion / Limited Deptt. Exam.	(i) Age No (ii) Qualification No
09.	Period of probation, if any	One Year
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation transfer grades and percentage of the vacancies to be filled by various methods	50% by Direct Recruitment 50% by DPC
11.	In case of recruitment by promotion / by deputation / transfer, grades from which promotion / deputation / transfer is to be made	<b>By DPC</b>  Open to the Deputy Security Officer who have rendered at least 4 years of regular clean service.  Rest as per provisions of Recruitment and Promotion Rules of the Institute.
12.	If a DPC/Confirmation Committee exists, what is the composition	The DPC and the Committee for confirmation cases will be as per provisions of Recruitment and Promotion Rules of the Institute

### Recruitment Rules for the Post of Deputy Security Officer

01.	Name of the Post	Deputy Security Officer
02.	No. of Post(s)	3
03.	Classification	Group - 'B'
04.	Scale of Pay	Pay Level 8 as per 7th CPC Grade Pay of Rs. 4800/- as per 6th CPC
05.	Whether selection post or non-selection post	Selection
06.	Age limit for direct recruits	Not applicable
07.	Educational and other qualifications required for direct recruits	Not Applicable
08.	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion / Limited Deptt. Exam.	(i) Age                      No (ii) Qualification        No
09.	Period of probation, if any	One Year
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation transfer grades and percentage of the vacancies to be filled by various methods	100% by DPC
11.	In case of recruitment by promotion / by deputation / transfer, grades from which promotion / deputation / transfer is to be made	<b><u>By DPC</u></b>  Open to Assistant Security Officer who have rendered at least 6 years of regular clean service.
12.	If a DPC/Confirmation Committee exists, what is the composition	The DPC and the Committee for confirmation cases will be as per provisions of Recruitment and Promotion Rules of the Institute

### Recruitment Rules for the Post of Assistant Security Officer

01.	Name of the Post	Assistant Security Officer
02.	No. of Post(s)	4
03.	Classification	Group - 'B'
04.	Scale of Pay	Pay Level 6 as per 7th CPC Grade Pay of Rs. 4200/- as per 6th CPC
05.	Whether selection post or non-selection post	Selection
06.	Age limit for direct recruits	As per provisions of Recruitment and Promotion Rules of the Institute
07.	Educational and other qualifications required for direct recruits	(i) Graduate in any discipline with at least 55 % marks in the qualifying degree from a recognized University/ Institute and 05 years relevant experience. (ii) Should have Military or NCC & Fire Fighting Training, Risk & Disaster Management Training/ First Aid. (iii) Be able to ride light vehicle / motor cycle and handle fire arms + having sound health, conducting enquires & investigation and managing contacts.
08.	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion / Limited Deptt. Exam.	(i) Age No (ii) Qualification No
09.	Period of probation, if any	One Year
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation transfer grades and percentage of the vacancies to be filled by various methods	50% by Direct Recruitment 50% by DPC
11.	In case of recruitment by promotion / by deputation / transfer, grades from which promotion / deputation / transfer is to be made	<b><u>By DPC</u></b> Open to Security Inspector who have rendered at least 6 years of regular clean service.  Rest as per provisions of Recruitment and Promotion Rules of the Institute.
12.	If a DPC/Confirmation Committee exists, what is the composition	The DPC and the Committee for confirmation cases will be as per provisions of Recruitment and Promotion Rules of the Institute

### Recruitment Rules for the Post of Security Inspector

01.	Name of the Post	Security Inspector
02.	No. of Post(s)	8
03.	Classification	Group - 'C'
04.	Scale of Pay	Pay Level 5 as per 7th CPC Grade Pay of Rs. 2800/- as per 6th CPC
05.	Whether selection post or non-selection post	Selection
06.	Age limit for direct recruits	As per provisions of Recruitment and Promotion Rules of the Institute
07.	Educational and other qualifications required for direct recruits	Graduate in any discipline with at least 55 % marks in the qualifying degree from a recognized University/ Institute. Must have sound physique and 04 years' experience in watch & ward duties. Ex-Serviceman of supervisory cadre with a minimum service of 08 years and having armed license would be preferred.
08.	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion / Limited Deptt. Exam.	Not Applicable
09.	Period of probation, if any	One Year
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation transfer grades and percentage of the vacancies to be filled by various methods	100% by Direct recruitment
11.	In case of recruitment by promotion / by deputation / transfer, grades from which promotion / deputation / transfer is to be made	As per provisions of Recruitment and Promotion Rules of the Institute.
12.	If a DPC/Confirmation Committee exists, what is the composition	The DPC and the Committee for confirmation cases will be as per provisions of Recruitment and Promotion Rules of the Institute

# **Hospital cadre**

## HOSPITAL CADRE

### Recruitment Rules for the Post of Medical Officer

01.	Name of the Post	Medical Officer
02.	No. of Post(s)	11
03.	Classification	Group - 'A'
04.	Scale of Pay	Pay Level 10 as per 7th CPC Grade Pay of Rs. 5400/- as per 6th CPC
05.	Whether selection post or non-selection post	Selection
06.	Age limit for direct recruits	As per provisions of Recruitment and Promotion Rules of the Institute
07.	Educational and other qualifications required for direct recruits	<p><b><u>Essential:</u></b> A recognized MBBS degree qualification included in the First Schedule or Second Schedule or Part II of the Third Schedule (other than licentiate qualifications) to the Indian Medical Council Act, 1956 (102 of 1956). Holders of Educational qualifications included in Part II of the Third Schedule should also fulfil the conditions specified in sub-section (3) of section 13 of the Indian Medical Council Act, 1956 (102 of 1956) and including completion of compulsory rotatory internship followed by at least 03 years of experience in a recognized hospital.</p> <p><b><u>Desirable:</u></b></p> <p>(i) Three years' work experience in a medical college or large Govt. / recognized private Hospital.</p> <p>(ii) M.D. or M.S. in an appropriate branch of Medicine or diploma in the concerned speciality or Super-speciality mentioned in Section-A or Section-B in Schedule-VI of Ministry of Health and Family Welfare notification G.S.R. 272(E) dated 07.04.2022.</p> <p style="text-align: center;"><b>OR</b></p> <p>Postgraduate Diploma in an appropriate branch of Medicine or diploma in the concerned speciality or Super-speciality mentioned in Section-A or Section-B in Schedule-VI of Ministry of Health and Family Welfare notification G.S.R. 272(E) dated 07.04.2022, plus at least 01-year experience in a recognized hospital.</p> <p>(iii) The above qualifications Diploma / MD / MS may preferably be in Medicine/Chest diseases/ Paediatrics/Obstetrics and Gynaecology/ family medicine/Psychiatry/ others.</p>
08.	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion / Limited Deptt. Exam.	Not applicable
09.	Period of probation, if any	One Year
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation transfer grades and percentage of the vacancies to be filled by various methods	100% by Direct recruitment
11.	In case of recruitment by promotion/by deputation/transfer, grades from which promotion/deputation/transfer is to be made	As per provisions of Recruitment and Promotion Rules of the Institute.
12.	If a DPC/Confirmation Committee exists, what is the composition	The DPC and the Committee for confirmation cases will be as per provisions of Recruitment and Promotion Rules of the Institute



### Recruitment Rules for the Post of Medical Officer (Homeopathy)

01.	Name of the Post	Medical Officer (Homeopathy)
02.	No. of Post(s)	1
03.	Classification	Group - 'A'
04.	Scale of Pay	Pay Level 10 as per 7th CPC Grade Pay of Rs. 5400/- as per 6th CPC
05.	Whether selection post or non-selection post	Selection
06.	Age limit for direct recruits	As per provisions of Recruitment and Promotion Rules of the Institute
07.	Educational and other qualifications required for direct recruits	<b>Essential:</b> B.H.M.S. including completion of compulsory rotating internship followed by at least 03 years of experience in a medical college or large Govt. / private Hospital.  <b>Desirable:</b> M.D. appropriate branch of Homeopathy.
08.	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion / Limited Deptt. Exam.	Not applicable
09.	Period of probation, if any	One Year
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation transfer grades and percentage of the vacancies to be filled by various methods	100% by Direct recruitment
11.	In case of recruitment by promotion/by deputation/transfer, grades from which promotion/deputation/transfer is to be made	As per provisions of Recruitment and Promotion Rules of the Institute.
12.	If a DPC/Confirmation Committee exists, what is the composition	The DPC and the Committee for confirmation cases will be as per provisions of Recruitment and Promotion Rules of the Institute

### Recruitment Rules for the Post of Medical Officer (Psychiatry)

01.	Name of the Post	Medical Officer (Psychiatry)
02.	No. of Post(s)	01
03.	Classification	Group - 'A'
04.	Scale of Pay	Pay Level 10 as per 7th CPC Grade Pay of Rs. 5400/- as per 6th CPC
05.	Whether selection post or non-selection post	Selection
06.	Age limit for direct recruits	As per provisions of Recruitment and Promotion Rules of the Institute
07.	Educational and other qualifications required for direct recruits	<p><b><u>Essential:</u></b> A recognized MBBS degree qualification included in the First Schedule or Second Schedule or Part II of the Third Schedule (other than licentiate qualifications) to the Indian Medical Council Act, 1956 (102 of 1956). Holders of Educational qualifications included in Part II of the Third Schedule should also fulfil the conditions specified in sub-section (3) of section 13 of the Indian Medical Council Act, 1956 (102 of 1956) and including completion of compulsory rotatory internship followed by at least 03 years of experience in a recognized hospital.</p> <p><b><u>Desirable:</u></b></p> <p>(i) Three years' work experience in a medical college or large Govt. / recognized private Hospital.</p> <p>(ii) M.D. or M.S. in an appropriate branch of Medicine or diploma in the concerned speciality or Super-speciality mentioned in Section-A or Section-B in Schedule-VI of Ministry of Health and Family Welfare notification G.S.R. 272(E) dated 07.04.2022.</p> <p style="text-align: center;"><b>OR</b></p> <p>Postgraduate Diploma in an appropriate branch of Medicine or diploma in the concerned speciality or Super-speciality mentioned in Section-A or Section-B in Schedule-VI of Ministry of Health and Family Welfare notification G.S.R. 272(E) dated 07.04.2022, plus at least 01-year experience in a recognized hospital.</p>

		(iii) The above qualifications Diploma / MD / MS may preferably be in Psychiatry.
08.	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion / Limited Deptt. Exam.	Not applicable
09.	Period of probation, if any	One Year
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation transfer grades and percentage of the vacancies to be filled by various methods	100% by Direct recruitment
11.	In case of recruitment by promotion/by deputation/transfer, grades from which promotion/deputation/transfer is to be made	As per provisions of Recruitment and Promotion Rules of the Institute.
12.	If a DPC/Confirmation Committee exists, what is the composition	The DPC and the Committee for confirmation cases will be as per provisions of Recruitment and Promotion Rules of the Institute

**Recruitment Rules for the Post of Medical Officer (Dental)**

01.	Name of the Post	Medical Officer (Dental)
02.	No. of Post(s)	1
03.	Classification	Group - 'A'
04.	Scale of Pay	Pay Level 10 as per 7th CPC Grade Pay of Rs. 5400/- as per 6th CPC
05.	Whether selection post or non-selection post	Selection
06.	Age limit for direct recruits	As per provisions of Recruitment and Promotion Rules of the Institute
07.	Educational and other qualifications required for direct recruits	<p><b>Essential:</b></p> <p>BDS including completion of compulsory rotating internship followed by at least 03 years of experience in a recognized hospital. Should be registered with any State Dental Council or Tribunal in India.</p> <p><b>Desirable:</b></p> <p>(i) MDS in an appropriate Dental branch</p> <p align="center"><b>OR</b></p> <p>Postgraduate Diploma in an appropriate branch of Dental with at least 01-year experience in a recognized hospital.</p> <p align="center"><b>OR</b></p> <p>(ii) The work experience should be in a medical college or large Govt. / recognized private Hospital.</p>
08.	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion / Limited Deptt. Exam.	Not Applicable
09.	Period of probation, if any	One Year
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation transfer grades and percentage of the vacancies to be filled by various methods	100% by Direct recruitment
11.	In case of recruitment by promotion/by deputation/transfer, grades from which promotion/deputation/transfer is to be made	As per provisions of Recruitment and Promotion Rules of the Institute.
12.	If a DPC/Confirmation Committee exists, what is the composition	The DPC and the Committee for confirmation cases will be as per provisions of Recruitment and Promotion Rules of the Institute.

### Recruitment Rules for the Post of Pharmacist

01.	Name of the Post	Denotified
02.	No. of Post(s)	Abolished
03.	Classification	
04.	Scale of Pay	
05.	Whether selection post or non-selection post	
06.	Age limit for direct recruits	
07.	Educational and other qualifications required for direct recruits	
08.	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion / Limited Deptt. Exam.	
09.	Period of probation, if any	
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation transfer grades and percentage of the vacancies to be filled by various methods	
11.	In case of recruitment by promotion / by deputation / transfer, grades from which promotion / deputation / transfer is to be made	
12.	If a DPC/Confirmation Committee exists, what is the composition	

### Recruitment Rules for the Post of Staff Nurse

01.	Name of the Post	Staff Nurse
02.	No. of Post(s)	7
03.	Classification	Group - 'B'
04.	Scale of Pay	Pay Level 7 as per 7th CPC Grade Pay of Rs. 4600/- as per 6th CPC  In compliance of MoE letter No.32-18/2019-TS-I dated 07.12.2021
05.	Whether selection post or non-selection post	Selection
06.	Age limit for direct recruits	As per provisions of Recruitment and Promotion Rules of the Institute
07.	Educational and other qualifications required for direct recruits	(1) (i) B.Sc. (Hons.) Nursing/B.Sc. Nursing from an Indian Nursing Council recognized Institute or University. <b>OR</b> B.Sc. (Post-certificate)/Post Basic B.Sc. Nursing from an Indian Nursing Council recognized Institute or University. (ii) Registered as Nurses & Midwife in State/Indian Nursing Council  <b>OR</b> (2) (i) Diploma in General Nursing Midwifery from and Indian Nursing Council recognized Institute/Board or Council. (ii) Registered as Nurses & Midwife in State/Indian Nursing Council. (iii) Two years' experience in minimum 50 bedded Hospital after acquiring the educational qualification mentioned above.
08.	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion / Limited Deptt. Exam.	Not Applicable
09.	Period of probation, if any	One Year
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation transfer grades and percentage of the vacancies to be filled by various methods	100% by Direct Recruitment.
11.	In case of recruitment by promotion / by deputation / transfer, grades from which promotion / deputation / transfer is to be made	As per provisions of Recruitment and Promotion Rules of the Institute.
12.	If a DPC/Confirmation Committee exists, what is the composition	The DPC and the Committee for confirmation cases will be as per provisions of Recruitment and Promotion Rules of the Institute

### Recruitment Rules for the Post of Technician (X-Ray)

01.	Name of the Post	Denotified
02.	No. of Post(s)	Abolished
03.	Classification	
04.	Scale of Pay	
05.	Whether selection post or non-selection post	
06.	Age limit for direct recruits	
07.	Educational and other qualifications required for direct recruits	
08.	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion / Limited Deptt. Exam.	
09.	Period of probation, if any	
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation transfer grades and percentage of the vacancies to be filled by various methods	
11.	In case of recruitment by promotion / by deputation / transfer, grades from which promotion / deputation / transfer is to be made	
12.	If a DPC/Confirmation Committee exists, what is the composition	

### Recruitment Rules for the Post of Physiotherapist

01.	Name of the Post	Physiotherapist
02.	No. of Post(s)	2 (01 Male + 01 Female)
03.	Classification	Group - 'B'
04.	Scale of Pay	Pay Level 6 as per 7th CPC Grade Pay of Rs. 4200/- as per 6th CPC
05.	Whether selection post or non-selection post	Selection
06.	Age limit for direct recruits	As per provisions of Recruitment and Promotion Rules of the Institute
07.	Educational and other qualifications required for direct recruits	<b>Essential</b> Degree in Physiotherapy from a recognized University/ Institute with at least 55% marks with minimum 03 years relevant experience in a recognized Hospital/ Institute/ College.  <b>OR</b> Diploma in Physiotherapy/ Physio-Occupational Therapy (after 10+2) from a recognized University/ Institute with at least 55% marks with minimum 05 years relevant experience in a recognized Hospital/ Institute/ College.
08.	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion / Limited Deptt. Exam.	Not applicable
09.	Period of probation, if any	One Year
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation transfer grades and percentage of the vacancies to be filled by various methods	100% by Direct Recruitment.
11.	In case of recruitment by promotion / by deputation / transfer, grades from which promotion / deputation / transfer is to be made	As per provisions of Recruitment and Promotion Rules of the Institute.
12.	If a DPC/Confirmation Committee exists, what is the composition	The DPC and the Committee for confirmation cases will be as per provisions of Recruitment and Promotion Rules of the Institute



### Recruitment Rules for the Post of Junior Medical Lab Assistant

01.	Name of the Post	Denotified
02.	No. of Post(s)	<p>Posts of Jr. Mech./JLA (Technical lab staff), Jr. Mech.(Estate &amp; works technical staff) upgraded to GP 2800 and merged with Sr. Mech./SLA (Technical Lab Staff), Sr. Mech.(Estate &amp; Works Technical Staff) and Jr. Medical Lab. Assistant (Hospital Health Staff) and Redesignated as Technical Assistant.</p> <p>Existing incumbents to be regulated in terms of DOPT OM No. 22011/10/84-Estt. (D) Dated 04<sup>th</sup> February, 1992. As amended from time to time.</p> <p>Accordingly, the RRs for the post of Sr. Lab Assistant/Sr. Mechanic, Jr. Lab Assistant/Jr. Mechanic, Senior Mechanic and Jr. Mechanic stand denotified.</p>
03.	Classification	
04.	Scale of Pay	
05.	Whether selection post or non-selection post	
06.	Age limit for direct recruits	
07.	Educational and other qualifications required for direct recruits	
08.	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion / Limited Deptt. Exam.	
09.	Period of probation, if any	
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation transfer grades and percentage of the vacancies to be filled by various methods	
11.	In case of recruitment by promotion / by deputation / transfer, grades from which promotion / deputation / transfer is to be made	
12.	If a DPC/Confirmation Committee exists, what is the composition	

### Recruitment Rules for the Post of Dresser

01.	Name of the Post	Denotified
02.	No. of Post(s)	Abolished
03.	Classification	
04.	Scale of Pay	
05.	Whether selection post or non-selection post	
06.	Age limit for direct recruits	
07.	Educational and other qualifications required for direct recruits	
08.	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion / Limited Deptt. Exam.	
09.	Period of probation, if any	
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation transfer grades and percentage of the vacancies to be filled by various methods	
11.	In case of recruitment by promotion / by deputation / transfer, grades from which promotion / deputation / transfer is to be made	
12.	If a DPC/Confirmation Committee exists, what is the composition	

### Recruitment Rules for the Post of Nursing Orderly

01.	Name of the Post	Denotified Abolished
02.	No. of Post(s)	
03.	Classification	
04.	Scale of Pay	
05.	Whether selection post or non-selection post	
06.	Age limit for direct recruits	
07.	Educational and other qualifications required for direct recruits	
08.	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion / Limited Deptt. Exam.	
09.	Period of probation, if any	
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation transfer grades and percentage of the vacancies to be filled by various methods	
11.	In case of recruitment by promotion / by deputation / transfer, grades from which promotion / deputation / transfer is to be made	
12.	If a DPC/Confirmation Committee exists, what is the composition	

### Recruitment Rules for the Post of Driver

01.	Name of the Post	Denotified Abolished
02.	No. of Post(s)	
03.	Classification	
04.	Scale of Pay	
05.	Whether selection post or non-selection post	
06.	Age limit for direct recruits	
07.	Educational and other qualifications required for direct recruits	
08.	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion / Limited Deptt. Exam.	
09.	Period of probation, if any	
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation transfer grades and percentage of the vacancies to be filled by various methods	
11.	In case of recruitment by promotion / by deputation / transfer, grades from which promotion / deputation / transfer is to be made	
12.	If a DPC/Confirmation Committee exists, what is the composition	

### Recruitment Rules for the Post of Vehicle Assistant

01.	Name of the Post	Denotified Abolished
02.	No. of Post(s)	
03.	Classification	
04.	Scale of Pay	
05.	Whether selection post or non-selection post	
06.	Age limit for direct recruits	
07.	Educational and other qualifications required for direct recruits	
08.	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion / Limited Deptt. Exam.	
09.	Period of probation, if any	
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation transfer grades and percentage of the vacancies to be filled by various methods	
11.	In case of recruitment by promotion / by deputation / transfer, grades from which promotion / deputation / transfer is to be made	
12.	If a DPC/Confirmation Committee exists, what is the composition	

# **Pre Primary cadre in Nursery School**

**PRE-PRIMARY CADRE FOR NURSERY SCHOOL**

**Recruitment Rules for the Post Assistant Teacher (Nursery)**

01.	Name of the Post	Assistant Teacher (Nursery)
02.	No. of Post(s)	5
03.	Classification	Group - 'B'
04.	Scale of Pay	Pay Level 6 as per 7 <sup>th</sup> CPC Grade Pay of Rs. 4200/- as per 6 <sup>th</sup> CPC
05.	Whether selection post or non-selection post	Selection
06.	Age limit for direct recruits	As per provisions of Recruitment and Promotion Rules of the Institute
07.	Educational and other qualifications required for direct recruits	1. Senior Secondary School (Class Twelve) certificate or Intermediate or its equivalent with atleast 45% marks from a recognized Board/University. 2. Diploma/Certificate in Nursery Teacher Education programme of a duration of not less than two years or B.Ed. (Nursery) from a recognized institute. 3. Must have passed Hindi at Secondary Level.
08.	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion / Limited Deptt. Exam.	Not Applicable
09.	Period of probation, if any	One Year
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation transfer grades and percentage of the vacancies to be filled by various methods	100 % By Direct recruitment
11.	In case of recruitment by promotion / by deputation / transfer, grades from which promotion / deputation / transfer is to be made	As per provisions of Recruitment and Promotion Rules of the Institute.
12.	If a DPC/Confirmation Committee exists, what is the composition	The DPC and the Committee for confirmation cases will be as per provisions of Recruitment and Promotion Rules of the Institute

# **Sports Administration cadre**



## SPORTS ADMINISTRATION CADRE

### Recruitment Rules for the Post of Sports Officer

01.	Name of the Post	Denotified.  The post of Sports Officer has been removed from the Recruitment and Promotion Rules of Non-Academic Staff vide notification No. IITD/RS-AREG/2022/92637 dated 10.11.2022.
02.	No. of Post(s)	
03.	Classification	
04.	Scale of Pay	
05.	Whether selection post or non-selection post	
06.	Age limit for direct recruits	
07.	Educational and other qualifications required for direct recruits	
08.	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion / Limited Deptt. Exam.	
09.	Period of probation, if any	
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation transfer grades and percentage of the vacancies to be filled by various methods	
11.	In case of recruitment by promotion / by deputation / transfer, grades from which promotion / deputation / transfer is to be made	
12.	If a DPC/Confirmation Committee exists, what is the composition	

### Recruitment Rules for the Post of Additional Sports Officer

01.	Name of the Post	Additional Sports Officer
02.	No. of Post(s)	1
03.	Classification	Group – 'A'
04.	Scale of Pay	Pay Level 11 as per 7 <sup>th</sup> CPC Grade Pay of Rs. 6600/- as per 6 <sup>th</sup> CPC
05.	Whether selection post or non-selection post	Not Applicable
06.	Age limit for direct recruits	Not Applicable
07.	Educational and other qualifications required for direct recruits	Not Applicable
08.	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion / Limited Deptt. Exam.	(i) Age No (ii) Qualification No
09.	Period of probation, if any	One year
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation transfer grades and percentage of the vacancies to be filled by various methods	100 % by DPC
11.	In case of recruitment by promotion / by deputation / transfer, grades from which promotion / deputation / transfer is to be made	<b><u>By DPC</u></b>  Joint Sports Officer with at least 5 years regular service in that post in the Institute.
12.	If a DPC/Confirmation Committee exists, what is the composition	The DPC and the Committee for confirmation cases will be as per provisions of Recruitment and Promotion Rules of the Institute

### Recruitment Rules for the Post of Joint Sports Officer

01.	Name of the Post	Joint Sports Officer
02.	No. of Post(s)	1
03.	Classification	Group – A
04.	Scale of Pay	Pay Level 10 as per 7 <sup>th</sup> CPC Grade Pay of Rs. 5400/- as per 6 <sup>th</sup> CPC
05.	Whether selection post or non-selection post	Selection
06.	Age limit for direct recruits	As per provisions of Recruitment and Promotion Rules of the Institute
07.	Educational and other qualifications required for direct recruits	<p>(i) A Master's Degree in Physical Education or Master's Degree in Sports Science or equivalent with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) with a consistently good academic record.</p> <p>(ii) Record of having represented the University/College at the Inter-University/Inter-Collegiate competitions or state and /or national championships.</p> <p>(iii) Passed the physical fitness test conducted in accordance with these regulations.</p> <p>(iv) Minimum 03 years of relevant experience of working in Institute / University of State / Centre Govt. organization.</p> <p>Desirable:</p> <p>Qualifying in the national-level test conducted for the purpose by the UGC or any other agency approved by the UGC.</p>
08.	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion / Limited Deptt. Exam.	<p>(i) Age No</p> <p>(ii) Qualification No</p>
09.	Period of probation, if any	One Year
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation transfer grades and percentage of the vacancies to be filled by various methods	100% by Direct Recruitment
11.	In case of recruitment by promotion / by deputation / transfer, grades from which promotion / deputation / transfer is to be made	As per provisions of Recruitment and Promotion Rules of the Institute.
12.	If a DPC/Confirmation Committee exists, what is the composition	The DPC and the Committee for confirmation cases will be as per provisions of Recruitment and Promotion Rules of the Institute

### Recruitment Rules for the Post of Deputy Sports Officer

01.	Name of the Post	Deputy Sports Officer
02.	No. of Post(s)	2
03.	Classification	Group - 'B'
04.	Scale of Pay	Pay Level 8 as per 7th CPC Grade Pay of Rs. 4800/- as per 6th CPC
05.	Whether selection post or non-selection post	Not Applicable
06.	Age limit for direct recruits	Not Applicable
07.	Educational and other qualifications required for direct recruits	Not Applicable
08.	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion / Limited Deptt. Exam.	(i) Age No (ii) Qualification No
09.	Period of probation, if any	One year
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation transfer grades and percentage of the vacancies to be filled by various methods	100 % by DPC
11.	In case of recruitment by promotion / by deputation / transfer, grades from which promotion / deputation / transfer is to be made	<b>By DPC</b> Assistant Sports Officer with at least 06 years regular clean service
12.	If a DPC/Confirmation Committee exists, what is the composition	The DPC and the Committee for confirmation cases will be as per provisions of Recruitment and Promotion Rules of the Institute

### Recruitment Rules for the Post of Assistant Sports Officer

01.	Name of the Post	Assistant Sports Officer
02.	No. of Post(s)	3
03.	Classification	Group – 'B'
04.	Scale of Pay	Pay Level 6 as per 7 <sup>th</sup> CPC Grade Pay of Rs. 4200/- as per 6 <sup>th</sup> CPC
05.	Whether selection post or non-selection post	Selection
06.	Age limit for direct recruits	As per provisions of Recruitment and Promotion Rules of the Institute
07.	Educational and other qualifications required for direct recruits	Graduate with Bachelor in Physical Education (B.P. Ed.) or its equivalent with at least 55% marks in the qualifying degree from a recognized University/Institute with at least 02 years of coaching experience in a University/Institute. <b><u>Desirable</u></b> (i) Master of Physical Education with at least one Inter University participation. (ii) At least one year experience in Govt. / Autonomous Bodies / or University or College. (iii) Computer course in M.S. Word, Excel, etc. from a reputed Institute.
08.	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion / Limited Deptt. Exam.	(i) Age                      No (ii) Qualification        No
09.	Period of probation, if any	One Year
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation transfer grades and percentage of the vacancies to be filled by various methods	100% by Direct Recruitment
11.	In case of recruitment by promotion / by deputation / transfer, grades from which promotion / deputation / transfer is to be made	As per provisions of Recruitment and Promotion Rules of the Institute.
12.	If a DPC/Confirmation Committee exists, what is the composition	The DPC and the Committee for confirmation cases will be as per provisions of Recruitment and Promotion Rules of the Institute

### Recruitment Rules for the Post of Sports Coach

01.	Name of the Post	To be denotified and surrendered as and when vacated by the present incumbent
02.	No. of Post(s)	
03.	Classification	
04.	Scale of Pay	
05.	Whether selection post or non-selection post	
06.	Age limit for direct recruits	
07.	Educational and other qualifications required for direct recruits	
08.	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion / Limited Deptt. Exam.	
09.	Period of probation, if any	
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation transfer grades and percentage of the vacancies to be filled by various methods	
11.	In case of recruitment by promotion / by deputation / transfer, grades from which promotion / deputation / transfer is to be made	
12.	If a DPC/Confirmation Committee exists, what is the composition	

# **Hospitality and Caretaking cadre**

## Hostel staff Cadre for Hostels/Guest Houses

### Recruitment Rules for the Post of Senior Superintendent (Hospitality)

01.	Name of the Post	Senior Superintendent (Hospitality)
02.	No. of Post(s)	2
03.	Classification	Group - 'B'
04.	Scale of Pay	Pay Level 9 as per 7 <sup>th</sup> CPC Grade Pay of Rs. 5400/- (PB-2) as per 6 <sup>th</sup> CPC
05.	Whether selection post or non-selection post	Selection
06.	Age limit for direct recruits	Not Applicable
07.	Educational and other qualifications required for direct recruits	Not Applicable
08.	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion / Limited Deptt. Exam.	(i) Age No (ii) Qualification No
09.	Period of probation, if any	One Year
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation transfer grades and percentage of the vacancies to be filled by various methods.	100% by DPC
11.	In case of recruitment by promotion / by deputation / transfer, grades from which promotion / deputation / transfer is to be made	<b><u>By DPC</u></b> Superintendent (Hospitality) with at least 2 years of regular service in that post in the Institute.
12.	If a DPC/Confirmation Committee exists, what is the composition	The DPC and the Committee for confirmation cases will be as per provisions of Recruitment and Promotion Rules of the Institute



### Recruitment Rules for the Post of Superintendent (Hospitality)

01.	Name of the Post	Superintendent (Hospitality)
02.	No. of Post(s)	5
03.	Classification	Group - 'B'
04.	Scale of Pay	Pay Level 8 as per 7 <sup>th</sup> CPC Grade Pay of Rs. 4800/- as per 6 <sup>th</sup> CPC
05.	Whether selection post or non-selection post	Selection
06.	Age limit for direct recruits	Not applicable
07.	Educational and other qualifications required for direct recruits	Not applicable
08.	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion / Limited Deptt. Exam.	(i) Age No (ii) Qualification No
09.	Period of probation, if any	One Year
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation transfer grades and percentage of the vacancies to be filled by various methods	100% by DPC
11.	In case of recruitment by promotion / by deputation / transfer, grades from which promotion / deputation / transfer is to be made	<b>By DPC</b> Junior Superintendent (Hospitality) with at least 6 years of regular service in that post in the Institute.
12.	If a DPC/Confirmation Committee exists, what is the composition	The DPC and the Committee for confirmation cases will be as per provisions of Recruitment and Promotion Rules of the Institute

**Recruitment Rules for the Post of Junior Superintendent (Hospitality)**

01.	Name of the Post	Junior Superintendent (Hospitality)
02.	No. of Post(s)	10
03.	Classification	Group - 'B'
04.	Scale of Pay	Pay Level 6 as per 7 <sup>th</sup> CPC Grade Pay of Rs. 4200/- as per 6 <sup>th</sup> CPC
05.	Whether selection post or non-selection post	Selection
06.	Age limit for direct recruits	As per provisions of Recruitment and Promotion Rules of the Institute
07.	Educational and other qualifications required for direct recruits	Bachelor's Degree in Hotel Management or equivalent with at least 55% marks in the qualifying degree from a recognized University/Institute with 5 years regular/permanent relevant experience.
08.	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion / Limited Deptt. Exam.	(i) Age No (ii) Qualification No
09.	Period of probation, if any	One Year
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation transfer grades and percentage of the vacancies to be filled by various methods	50% by Direct Recruitment 50% by DPC
11.	In case of recruitment by promotion / by deputation / transfer, grades from which promotion / deputation / transfer is to be made	<b><u>By DPC:</u></b> Hospitality Assistant with at least 6 years regular service in that post in the Institute.  Rest as per provisions of Recruitment and Promotion Rules of the Institute.
12.	If a DPC/Confirmation Committee exists, what is the composition	The DPC and the Committee for confirmation cases will be as per provisions of Recruitment and Promotion Rules of the Institute

### Recruitment Rules for the Post of Hospitality Assistant

01.	Name of the Post	Hospitality Assistant
02.	No. of Post(s)	15
03.	Classification	Group - 'C'
04.	Scale of Pay	Pay Level 5 as per 7 <sup>th</sup> CPC Grade Pay of Rs. 2800/- as per 6 <sup>th</sup> CPC
05.	Whether selection post or non-selection post	Selection
06.	Age limit for direct recruits	As per provisions of Recruitment and Promotion Rules of the Institute
07.	Educational and other qualifications required for direct recruits	Bachelor's Degree in Hotel Management or equivalent with at least 55% marks in the qualifying degree from a recognized University with 1-year relevant experience.  <b>OR</b>  Master's Degree in any discipline with Bachelor's in Degree Hotel Management or equivalent with at least 55% marks in the qualifying degree from a recognized University.
08.	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion / Limited Deptt. Exam.	Not applicable
09.	Period of probation, if any	One Year
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation transfer grades and percentage of the vacancies to be filled by various methods	100% by Direct Recruitment.
11.	In case of recruitment by promotion / by deputation / transfer, grades from which promotion / deputation / transfer is to be made	As per provisions of Recruitment and Promotion Rules of the Institute.
12.	If a DPC/Confirmation Committee exists, what is the composition	The DPC and the Committee for confirmation cases will be as per provisions of Recruitment and Promotion Rules of the Institute.

### Recruitment Rules for the Post of Senior Superintendent (Caretaking)

01.	Name of the Post	Senior Superintendent (Caretaking)
02.	No. of Post(s)	1
03.	Classification	Group - 'B'
04.	Scale of Pay	Pay Level 09 as per 7 <sup>th</sup> CPC Grade Pay of Rs. 5400/- (PB-2) as per 6 <sup>th</sup> CPC
05.	Whether selection post or non-selection post	Selection
06.	Age limit for direct recruits	As per provisions of Recruitment and Promotion Rules of the Institute
07.	Educational and other qualifications required for direct recruits	Not Applicable
08.	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion / Limited Deptt. Exam.	(iii) Age No (iv) Qualification No
09.	Period of probation, if any	One Year
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation transfer grades and percentage of the vacancies to be filled by various methods.	100% by DPC
11.	In case of recruitment by promotion / by deputation / transfer, grades from which promotion / deputation / transfer is to be made	<b>By DPC</b> Superintendent (Caretaking) with at least 2 years of regular service in that post in the Institute.
12.	If a DPC/Confirmation Committee exists, what is the composition	The DPC and the Committee for confirmation cases will be as per provisions of Recruitment and Promotion Rules of the Institute

**Recruitment Rules for the Post of Superintendent (Caretaking)**

01.	Name of the Post	Superintendent (Caretaking)
02.	No. of Post(s)	2
03.	Classification	Group - 'B'
04.	Scale of Pay	Pay Level 8 as per 7 <sup>th</sup> CPC Grade Pay of Rs. 4800/- as per 6 <sup>th</sup> CPC
05.	Whether selection post or non-selection post	Selection
06.	Age limit for direct recruits	Not applicable
07.	Educational and other qualifications required for direct recruits	Not applicable
08.	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion / Limited Deptt. Exam.	(i) Age No (ii) Qualification No
09.	Period of probation, if any	One year
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation transfer grades and percentage of the vacancies to be filled by various methods	100% by DPC
11.	In case of recruitment by promotion / by deputation / transfer, grades from which promotion / deputation / transfer is to be made	<b><u>By DPC</u></b> Junior Superintendent (Caretaking)/Caretaker cum Manager with at least 6 years of regular service in that post in the Institute.
12.	If a DPC/Confirmation Committee exists, what is the composition	The DPC and the Committee for confirmation cases will be as per provisions of Recruitment and Promotion Rules of the Institute

### Recruitment Rules for the Post of Junior Superintendent (Caretaking)

01.	Name of the Post	Junior Superintendent (Caretaking)
02.	No. of Post(s)	5
03.	Classification	Group - 'B'
04.	Scale of Pay	Pay Level 6 as per 7 <sup>th</sup> CPC Grade Pay of Rs. 4200/- as per 6 <sup>th</sup> CPC
05.	Whether selection post or non-selection post	Selection
06.	Age limit for direct recruits	As per provisions of Recruitment and Promotion Rules of the Institute
07.	Educational and other qualifications required for direct recruits	Bachelor's Degree in Hotel Management or equivalent with at least 55% marks in the qualifying degree from a recognized University with 5 years regular/permanent relevant experience.
08.	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion / Limited Deptt. Exam.	(i) Age                      No (ii) Qualification        No
09.	Period of probation, if any	One Year
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation transfer grades and percentage of the vacancies to be filled by various methods	50% by Direct Recruitment 50% by DPC
11.	In case of recruitment by promotion / by deputation / transfer, grades from which promotion / deputation / transfer is to be made	<b><u>By DPC:</u></b> Assistant (Caretaking) with at least 6 years regular service in that post in the Institute.  Rest as per provisions of Recruitment and Promotion Rules of the Institute.
12.	If a DPC/Confirmation Committee exists, what is the composition	The DPC and the Committee for confirmation cases will be as per provisions of Recruitment and Promotion Rules of the Institute

### Recruitment Rules for the Post of Assistant (Caretaking)

01.	Name of the Post	Assistant (Caretaking)
02.	No. of Post(s)	8
03.	Classification	Group - 'C'
04.	Scale of Pay	Pay Level 5 as per 7 <sup>th</sup> CPC Grade Pay of Rs. 2800/- as per 6 <sup>th</sup> CPC
05.	Whether selection post or non-selection post	Selection
06.	Age limit for direct recruits	As per provisions of Recruitment and Promotion Rules of the Institute
07.	Educational and other qualifications required for direct recruits	Bachelor's Degree in Hotel Management or equivalent with at least 55% marks in the qualifying degree from a recognized University with 2 years relevant experience.
08.	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion / Limited Deptt. Exam.	Not applicable
09.	Period of probation, if any	One Year
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation transfer grades and percentage of the vacancies to be filled by various methods	100% by Direct Recruitment.
11.	In case of recruitment by promotion / by deputation / transfer, grades from which promotion / deputation / transfer is to be made	As per provisions of Recruitment and Promotion Rules of the Institute.
12.	If a DPC exists, what is the composition	The DPC and the Committee for confirmation cases will be as per provisions of Recruitment and Promotion Rules of the Institute

## Recruitment Rules for the Post of Caretaker-cum-Manager and Mess Manager

01.	Name of the Post	<p>Denotified</p> <p>The post of Caretaker (Hostel Staff) &amp; Caretaker-cum-Manager (Guest House Staff) merged and redesignated as Junior Superintendent (Caretaking).</p> <p>Mess Manager (Hostel Staff) redesignated as Junior Superintendent (Hospitality).).</p>
02.	No. of Post(s)	
03.	Classification	
04.	Scale of Pay	
05.	Whether selection post or non-selection post	
06.	Age limit for direct recruits	
07.	Educational and other qualifications required for direct recruits	
08.	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion / Limited Deptt. Exam.	
09.	Period of probation, if any	
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation transfer grades and percentage of the vacancies to be filled by various methods	
11.	In case of recruitment by promotion / by deputation / transfer, grades from which promotion / deputation / transfer is to be made	
12.	If a DPC/Confirmation Committee exists, what is the composition	



### Recruitment Rules for the Post of Cook

01.	Name of the Post	Denotified
02.	No. of Post(s)	
03.	Classification	
04.	Scale of Pay	
05.	Whether selection post or non-selection post	
06.	Age limit for direct recruits	
07.	Educational and other qualifications required for direct recruits	
08.	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion / Limited Deptt. Exam.	
09.	Period of probation, if any	
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation transfer grades and percentage of the vacancies to be filled by various methods	
11.	In case of recruitment by promotion / by deputation / transfer, grades from which promotion / deputation / transfer is to be made	
12.	If a DPC/Confirmation Committee exists, what is the composition	

### Recruitment Rules for the Post of Masalchi-cum-Bearer

01.	Name of the Post	Denotified
02.	No. of Post(s)	
03.	Classification	
04.	Scale of Pay	
05.	Whether selection post or non-selection post	
06.	Age limit for direct recruits	
07.	Educational and other qualifications required for direct recruits	
08.	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion / Limited Deptt. Exam.	
09.	Period of probation, if any	
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation transfer grades and percentage of the vacancies to be filled by various methods	
11.	In case of recruitment by promotion / by deputation / transfer, grades from which promotion / deputation / transfer is to be made	
12.	If a DPC/Confirmation Committee exists, what is the composition	

## **Counselling cadre**

## COUNSELLING CADRE

### Recruitment Rules for the Post of Senior Counsellor

01.	Name of the Post	Senior Counsellor
02.	No. of Post(s)	1
03.	Classification	Group - 'A'
04.	Scale of Pay	Pay Level 12 as per 7th CPC Grade Pay of Rs. 7600/- as per 6th CPC
05.	Whether selection post or non-selection post	Non Selection
06.	Age limit for direct recruits	Not applicable
07.	Educational and other qualifications required for direct recruits	Not applicable
08.	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion / Limited Deptt. Exam.	(i) Age No (ii) Qualification No
09.	Period of probation, if any	One year
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation transfer grades and percentage of the vacancies to be filled by various methods	100% by DPC
11.	In case of recruitment by promotion / by deputation / transfer, grades from which promotion / deputation / transfer is to be made	<b>By DPC:</b> Counsellor/Student Counsellor with at least 10 years regular service in that post in the Institute.
12.	If a DPC/Confirmation Committee exists, what is the composition	The DPC and the Committee for confirmation cases will be as per provisions of Recruitment and Promotion Rules of the Institute

### Recruitment Rules for the Post of Counsellor

01.	Name of the Post	Counsellor
02.	No. of Post(s)	2
03.	Classification	Group - 'A'
04.	Scale of Pay	Pay Level 10 as per 7th CPC Grade Pay of Rs. 5400/- as per 6th CPC
05.	Whether selection post or non-selection post	Selection
06.	Age limit for direct recruits	As per provisions of Recruitment and Promotion Rules of the Institute
07.	Educational and other qualifications required for direct recruits	<p>Master's in psychology/ Social Work, or equivalent, with specialisation in Clinical OR Counselling OR Psychotherapy and Graduation in Psychology with at least 55% marks (or equivalent grade point average) from a recognised University/ Institute.</p> <p><b>Experience:</b> 09 years of relevant experience as under:-</p> <p>a) 1 year of Clinical experience in a Mental Health Care and;</p> <p>b) 8 years experience in the post of a regular full time Counsellor.</p> <p><b>Desirable:</b> (b) above should be in an educational institution. (a) and (b) above should be group counseling and individual counseling</p> <p>Excellent Communication skills.</p>
08.	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion / Limited Deptt. Exam.	(i) Age No (ii) Qualification No
09.	Period of probation, if any	One Year
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation transfer grades and percentage of the vacancies to be filled by various methods	50 % by Direct Recruitment 50% by DPC
11.	In case of recruitment by promotion / by deputation / transfer, grades from which promotion / deputation / transfer is to be made	<p><b>By DPC:</b> Open to Junior Counsellor who have rendered at least 10 years of regular clean service in that post.</p> <p>Rest As per provisions of Recruitment and Promotion Rules of the Institute.</p>
12.	If a DPC/Confirmation Committee exists, what is the composition	The DPC and the Committee for confirmation cases will be as per provisions of Recruitment and Promotion Rules of the Institute

### Recruitment Rules for the Post of Junior Counsellor

01.	Name of the Post	Junior Counsellor
02.	No. of Post(s)	3
03.	Classification	Group - 'B'
04.	Scale of Pay	Pay Level 6 as per 7th CPC Grade Pay of Rs. 4200/- as per 6th CPC
05.	Whether selection post or non-selection post	Selection
06.	Age limit for direct recruits	As per provisions of Recruitment and Promotion Rules of the Institute
07.	Educational and other qualifications required for direct recruits	<p>Master's in psychology or Social Work, with specialisation in Clinical OR Counselling OR Psychotherapy and Graduation in Psychology with at least 55% marks (or equivalent grade point average) from a recognised University/ Institute.</p> <p><b>Experience:</b> 05 years of relevant experience as under:-</p> <p>a. 1 year of Clinical experience in a Mental Health Care and;</p> <p>b. 4 years experience in the post of a full time counsellor.</p> <p><b>Desirable:</b> (b) above should be in an educational institution. (a) and (b) above should be group counseling and individual counseling</p> <p>Excellent communications skills</p>
08.	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion / Limited Deptt. Exam.	(i) Age No (ii) Qualification No
09.	Period of probation, if any	One Year
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation transfer grades and percentage of the vacancies to be filled by various methods	100% by Direct Recruitment
11.	In case of recruitment by promotion / by deputation / transfer, grades from which promotion / deputation / transfer is to be made	As per provisions of Recruitment and Promotion Rules of the Institute.
12.	If a DPC/Confirmation Committee exists, what is the composition	The DPC and the Committee for confirmation cases will be as per provisions of Recruitment and Promotion Rules of the Institute

# **Rajbhasha cadre**

## RAJBHASHA CADRE

### Recruitment Rules for the Post of Hindi Officer

01.	Name of the Post	Hindi Officer
02.	No. of Post(s)	1
03.	Classification	Group - 'A'
04.	Scale of Pay	Pay Level 10 as per 7th CPC Grade Pay of Rs. 5400/- as per 6th CPC
05.	Whether selection post or non-selection post	Selection
06.	Age limit for direct recruits	As per provisions of Recruitment and Promotion Rules of the Institute
07.	Educational and other qualifications required for direct recruits	<p>1. Master's degree from a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level with at least 55% marks in the qualifying degree from a recognized University/ Institute.</p> <p style="text-align: center;"><b>OR</b></p> <p>Master's degree from a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level with at least 55% marks in the qualifying degree from a recognized University/ Institute.</p> <p style="text-align: center;"><b>OR</b></p> <p>Master's degree from a recognized University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of examination at the degree level with at least 55% marks in the qualifying degree from a recognized University/ Institute.</p> <p style="text-align: center;"><b>OR</b></p> <p>Master's degree from a recognized University in any subject other than Hindi or English, with English medium and Hindi as a compulsory or elective subject or as the medium of examination at the degree level with at least 55% marks in the qualifying degree from a recognized University/ Institute.</p> <p style="text-align: center;"><b>OR</b></p> <p>Master's degree from a recognized University in any subject other than Hindi or English, with Hindi and English as compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at the degree level with at least 55% marks in the qualifying degree from a recognized University/ Institute.</p> <p>2. Three years' experience of using or applying Terminology (Terminological work) in Hindi and translation work from English to Hindi or vice-versa, preferably of technical or scientific literature under the Central Government or State Governments or Autonomous Body or Statutory Organizations or Public Sector Undertakings or Universities or recognized research or educational institutions.</p> <p style="text-align: center;"><b>Or</b></p> <p>Three years' experience of teaching in Hindi and English or research in Hindi or English under the Central Government or State Governments or Autonomous Body or Statutory Organizations or Public Sector Undertakings or Universities or recognized research or educational institutions.</p>



		<p><b><u>Desirable:</u></b></p> <ol style="list-style-type: none"> <li>1. Studied one of the languages other than Hindi included in 8th schedule of the Constitution at 10th level from a recognized Board.</li> <li>2. Diploma or Certificate course in translation from Hindi to English and vice-versa from a recognized Institute or University or two years' experience of translation work from Hindi to English and vice-versa in Central or State Government offices, including Government of India Undertaking.</li> </ol>
08.	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion / Limited Deptt. Exam.	Not applicable
09.	Period of probation, if any	One Year
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation transfer grades and percentage of the vacancies to be filled by various methods	100% by Direct Recruitment
11.	In case of recruitment by promotion / by deputation / transfer, grades from which promotion / deputation / transfer is to be made	As per provisions of Recruitment and Promotion Rules of the Institute.
12.	If a DPC/Confirmation Committee exists, what is the composition	The DPC and the Committee for confirmation cases will be as per provisions of Recruitment and Promotion Rules of the Institute

### Recruitment Rules for the Post of Senior Hindi Translation Officer

01.	Name of the Post	Senior Hindi Translation Officer
02.	No. of Post(s)	1
03.	Classification	Group - 'B'
04.	Scale of Pay	Pay Level 7 as per 7 <sup>th</sup> CPC Grade Pay- Rs. 4600/- as per 6 <sup>th</sup> CPC
05.	Whether selection post or non-selection post	Selection
06.	Age limit for direct recruits	Not Applicable
07.	Educational and other qualifications required for direct recruits	Not Applicable
08.	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion / Limited Deptt. Exam.	(i) Age No (ii) Qualification No
09.	Period of probation, if any	One Year
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation transfer grades and percentage of the vacancies to be filled by various methods	100% by DPC
11.	In case of recruitment by promotion/by deputation/transfer, grades from which promotion/deputation/transfer is to be made	<b>By DPC</b> Junior Translation Officer with at least 5 years regular service in that post in the Institute.
12.	If a DPC/Confirmation Committee exists, what is the composition	The DPC and the Committee for confirmation cases will be as per provisions of Recruitment and Promotion Rules of the Institute

**Recruitment Rules for the Post of Junior Hindi Translation Officer**

01.	Name of the Post	Junior Hindi Translation Officer
02.	No. of Post(s)	2
03.	Classification	Group - 'B'
04.	Scale of Pay	Pay Level 6 as per 7 <sup>th</sup> CPC Grade Pay- Rs. 4200/- as per 6 <sup>th</sup> CPC
05.	Whether selection post or non-selection post	Selection
06.	Age limit for direct recruits	As per provisions of Recruitment and Promotion Rules of the Institute
07.	Educational and other qualifications required for direct recruits	<p>Master's degree of a recognized University in Hindi with English as a compulsory or elective or as the medium of examination at the degree level</p> <p align="center"><b>OR</b></p> <p>Master's degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level.</p> <p align="center"><b>OR</b></p> <p>Master's degree of a recognized University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of a examination at the degree level;</p> <p align="center"><b>OR</b></p> <p>Master's degree of a recognized University in any subject other than Hindi or English, with English medium and Hindi as a compulsory or elective subject or as the medium of a examination at the degree level;</p> <p align="center"><b>OR</b></p> <p>Master's Degree of a recognized University in any subject other than Hindi or English, with Hindi and English as compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at degree level;</p> <p align="center"><b>AND</b></p> <p>Recognized Diploma or Certificate course in translation from Hindi to English &amp; vice versa <u>OR</u> Two years' experience of translation work from Hindi to English and vice versa in Central or State Government office, including Government of India Undertaking.</p>
08.	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion / Limited Deptt. Exam.	Not Applicable
09.	Period of probation, if any	One Year
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation transfer grades and percentage of the vacancies to be filled by various methods	100% by Direct Recruitment.
11.	In case of recruitment by promotion/by deputation/transfer, grades from which promotion/deputation/transfer is to be made	As per provisions of Recruitment and Promotion Rules of the Institute.
12.	If a DPC/Confirmation Committee exists, what is the composition	The DPC and the Committee for confirmation cases will be as per provisions of Recruitment and Promotion Rules of the Institute

## **Office of Career Services cadre**

**Career Services Cadre**

**Recruitment Rules for the Post of Industrial Liaison Officer**

01.	Name of the Post	Industrial Liaison Officer
02.	No. of Post(s)	1
03.	Classification	Group - 'A'
04.	Scale of Pay	Pay Level 12 as per 7th CPC Grade Pay of Rs. 7600/- as per 6th CPC
05.	Whether selection post or non-selection post	Selection
06.	Age limit for direct recruits	As per provisions of Recruitment and Promotion Rules of the Institute
07.	Educational and other qualifications required for direct recruits	Master's degree in Management from a recognized University / Institute with at least 55% marks and with at least of 10 years' experience in teaching, research, Training & Placement of Engineering personnel, Industry or Academic Administration.
08.	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion / Limited Deptt. Exam.	Not applicable
09.	Period of probation, if any	One year
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation transfer grades and percentage of the vacancies to be filled by various methods	100% by Direct Recruitment.
11.	In case of recruitment by promotion / by deputation / transfer, grades from which promotion / deputation / transfer is to be made	As per provisions of Recruitment and Promotion Rules of the Institute.
12.	If a DPC exists, what is the composition	The DPC and the Committee for confirmation cases will be as per provisions of Recruitment and Promotion Rules of the Institute

### Career Counsellor

01.	Name of the Post	Career Counsellor
02.	No. of posts	1
03.	Classification	Group-'A'
04.	Scale of Pay	Pay Level 10 as per 7 <sup>th</sup> CPC Grade Pay of Rs.5400/-as per 6 <sup>th</sup> CPC
05.	Whether selection post or non-selection post	Selection
06.	Age limit for direct recruits	As per provisions of Recruitment and Promotion Rules of the Institute
07.	Educational and other qualifications required for direct recruits	<p>Master's in Psychology/Social Work/relevant disciplines with at least 55% marks (or equivalent grade point average) from a recognized University /Institute.</p> <p><b>Experience:</b> 07 years of relevant experience as under :- a. 5 years of minimum experience in Psychometric test, Profiling, full-time time Career Counsellor. b. Preferably in an Educational/Career Counseling Center.</p> <p><b>Desirable:</b> 1. (a) above should be in group counselling and individual counselling. 2. Certification in Career Counselling. 3. 2 years of experience in Workshop management. 4. Require excellent communication skills.</p>
08.	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion /Limited Deptt. Exam.	Not applicable
09.	Period of probation, if any	One Year
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation transfer grades and percentage of the vacancies to be filled by various methods	100% by Direct Recruitment
11.	In case of recruitment by promotion /by deputation/transfer, grades from which promotion/deputation / transfer is to be made	As per provisions of Recruitment and Promotion Rules of the Institute.
12.	If a DPC exists, what is the composition	The DPC and the Committee for confirmation cases will be as per provisions of Recruitment and Promotion Rules of the Institute

### Recruitment Rules for the Post of Training and Placement Officer

01.	Name of the Post	Training and Placement Officer
02.	No. of post(s)	1
03.	Classification	Group - 'A'
04.	Scale of Pay	Pay Level 10 as per 7 <sup>th</sup> CPC Grade Pay of Rs.5400/-as per 6 <sup>th</sup> CPC
05.	Whether selection post or non-selection post	Selection
06.	Age limit for direct recruits	As per provisions of Recruitment and Promotion Rules of the Institute
07.	Educational and other qualifications required for direct recruits	Post-graduate degree / diploma with at least 55% marks and having at least 05 years of experience in the relevant field.
08.	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion / Limited Deptt. Exam.	Not Applicable
09.	Period of probation, if any	One Year
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation transfer grades and percentage of the vacancies to be filled by various methods	100% Direct Recruitment
11.	In case of recruitment by promotion / by deputation / transfer, grades from which promotion / deputation / transfer is to be made	As per provisions of Recruitment and Promotion Rules of the Institute.
12.	If a DPC exists, what is the composition	The DPC and the Committee for confirmation cases will be as per provisions of Recruitment and Promotion Rules of the Institute

## **Public Relation cadre**



## Public Relation Cadre

### Recruitment Rules for the Post of Public Relation Officer

01.	Name of the Post	Public Relation Officer
02.	No. of Post(s)	1
03.	Classification	Group – 'A'
04.	Scale of Pay	Pay Level 10 as per 7 <sup>th</sup> CPC Grade Pay of Rs. 5400/- as per 6 <sup>th</sup> CPC
05.	Whether selection post or non-selection post	Selection
06.	Age limit for direct recruits	As per provisions of Recruitment and Promotion Rules of the Institute
07.	Educational and other qualifications required for direct recruits	Master's degree in Journalism & Mass Communication/ Public Relations or its equivalent or a Master's degree in English or Hindi & Postgraduate Diploma in Journalism/ Mass Communication/ Public Relations with at least 55% marks from a recognized University / Institute with at least 05 years of relevant experience.  <b>Desirable:</b>  Experience of working in a Government Institution/ University in the preparation of press-brief, handling print and electronic media, stakeholders/client meet, relationship management, branding and publication of newsletters, bulletins and/or annual reports.
08.	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion / Limited Deptt. Exam	Not Applicable
09.	Period of probation, if any	One Year
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation transfer grades and percentage of the vacancies to be filled by various methods	100% by Direct Recruitment
11.	In case of recruitment by promotion/by deputation/transfer, grades from which promotion/deputation/transfer is to be made	As per provisions of Recruitment and Promotion Rules of the Institute.
12.	If a DPC/Confirmation Committee exists, what is the composition	The DPC and the Committee for confirmation cases will be as per provisions of Recruitment and Promotion Rules of the Institute

## **Cadre in CSC (Core)**

## CSC CADRE

### Recruitment Rules for the Post of Principal Systems Analyst

01.	Name of the Post	Principal Systems Analyst
02.	No. of Post(s)	1
03.	Classification	Group - 'A'
04.	Scale of Pay	Pay Level 12 as per 7 <sup>th</sup> CPC Grade Pay of Rs. 7600/- as per 6 <sup>th</sup> CPC
05.	Whether selection post or non-selection post	Selection
06.	Age limit for direct recruits	As per provisions of Recruitment and Promotion Rules of the Institute
07.	Educational and other qualifications required for direct recruits	M.Tech. Degree in Engineering or equivalent qualification in appropriate field with a minimum of 55% marks in the qualifying degree from a recognized University/ Institute with an overall experience of 15 years in relevant field. <b>OR</b> Master's degree in science/Computer Science/MCA or equivalent qualification in appropriate field with a minimum of 55% marks in the qualifying degree from a recognized University/ Institute with an overall experience of 17 years in relevant field. <b>OR</b> BE/BTECH or equivalent qualification in appropriate field with a minimum of 55% marks in the qualifying degree from a recognized University/ Institute with an overall experience of 19 years in relevant field.
08.	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion / Limited Deptt. Exam	(i) Age No (ii) Qualification No
09.	Period of probation, if any	One Year
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation transfer grades and percentage of the vacancies to be filled by various methods	100% by Direct Recruitment
11.	In case of recruitment by promotion/by deputation/transfer, grades from which promotion/deputation/transfer is to be made	As per provisions of Recruitment and Promotion Rules of the Institute.
12.	If a DPC/Confirmation Committee exists, what is the composition	Not applicable

### Recruitment Rules for the Post of Senior Systems Analyst

01.	Name of the Post	Senior Systems Analyst
02.	No. of Post(s)	2
03.	Classification	Group - 'A'
04.	Scale of Pay	Pay Level 10 as per 7 <sup>th</sup> CPC Grade Pay of Rs. 5400/- as per 6 <sup>th</sup> CPC
05.	Whether selection post or non-selection post	Selection
06.	Age limit for direct recruits	As per provisions of Recruitment and Promotion Rules of the Institute
07.	Educational and other qualifications required for direct recruits	M.Tech. Degree in Engineering or equivalent qualification in appropriate field with a minimum of 55% marks in the qualifying degree from a recognized University/ Institute with an overall experience of 10 years in relevant field. <b>OR</b> Master's degree in Science/Computer Science/Computer Applications or equivalent qualification in appropriate field with a minimum of 55% marks in the qualifying degree from a recognized University/ Institute with an overall experience of 12 years in relevant field. <b>OR</b> BE/BTECH/Master's Degree in Science/Computer Science/Computer Applications or equivalent qualification in appropriate field with a minimum of 55% marks in the qualifying degree from a recognized University/ Institute with an overall experience of 14 years in relevant field as advertised
08.	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion / Limited Deptt. Exam	(i) Age No (ii) Qualification No
09.	Period of probation, if any	One Year
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation transfer grades and percentage of the vacancies to be filled by various methods	50% by Direct recruitment 50% by DPC
11.	In case of recruitment by promotion/by deputation/transfer, grades from which promotion/deputation/transfer is to be made	<b>By DPC:</b> Systems Analyst with at least 4 years of regular service in that post in the Institute.  Rest as per provisions of Recruitment and Promotion Rules of the Institute.
12.	If a DPC exists, what is the composition	The DPC and the Committee for confirmation cases will be as per provisions of Recruitment and Promotion Rules of the Institute

### Recruitment Rules for the Post of Systems Analyst

01.	Name of the Post	Systems Analyst
02.	No. of Post(s)	4
03.	Classification	Group - 'B'
04.	Scale of Pay	Pay Level 8 as per 7 <sup>th</sup> CPC Grade Pay of Rs. 4800/- as per 6 <sup>th</sup> CPC
05.	Whether selection post or non-selection post	Selection
06.	Age limit for direct recruits	As per provisions of Recruitment and Promotion Rules of the Institute
07.	Educational and other qualifications required for direct recruits	<p>M.Tech. Degree in Engineering or equivalent qualification in appropriate field with a minimum of 55% marks in the qualifying degree from a recognized University/ Institute with an overall experience of 4 years in the relevant field.</p> <p style="text-align: center;"><b>OR</b></p> <p>B.Tech./Master's degree in Computer Science/Computer Applications or equivalent qualification in appropriate field with a minimum of 55% marks in the qualifying degree from a recognized University/ Institute with an overall experience of 6 years in the relevant field.</p> <p style="text-align: center;"><b>OR</b></p> <p>Bachelor's Degree in Science/Computer Science/Computer Applications or equivalent qualification in appropriate field with a minimum of 55% marks in the qualifying degree from a recognized University/ Institute with an overall experience of 8 years in the relevant field.</p>
08.	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion / Limited Deptt. Exam.	(i) Age No (ii) Qualification No
09.	Period of probation, if any	One Year
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation transfer grades and percentage of the vacancies to be filled by various methods	50% by Direct recruitment 50% by DPC
11.	In case of recruitment by promotion/by deputation/transfer, grades from which promotion/deputation/transfer is to be made	<p><b>By DPC:</b> Applications Analyst with at least 6 years of regular service in that post in the Institute.</p> <p>Rest as per provisions of Recruitment and Promotion Rules of the Institute.</p>
12.	If a DPC/Confirmation Committee exists, what is the composition	The DPC and the Committee for confirmation cases will be as per provisions of Recruitment and Promotion Rules of the Institute

### Recruitment Rules for the Post of Application Analyst

01.	Name of the Post	Application Analyst
02.	No. of Post(s)	8
03.	Classification	Group - 'B'
04.	Scale of Pay	Pay Level 6 as per 7 <sup>th</sup> CPC Grade Pay of Rs. 4200/- as per 6 <sup>th</sup> CPC
05.	Whether selection post or non-selection post	Selection
06.	Age limit for direct recruits	As per provisions of Recruitment and Promotion Rules of the Institute
07.	Educational and other qualifications required for direct recruits	Master Degree in Science/Computer Science/Computer Applications or B.E/ B.Tech or equivalent qualification in appropriate field with a minimum of 55% marks in the qualifying degree from a recognized University/ Institute with 03 year relevant experience.
08.	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion/ Limited Deptt. Exam.	Not applicable
09.	Period of probation, if any	One Year
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation transfer grades and percentage of the vacancies to be filled by various methods	100% by Direct Recruitment
11.	In case of recruitment by promotion/by deputation/transfer, grades from which promotion/deputation/transfer is to be made	As per provisions of Recruitment and Promotion Rules of the Institute.
12.	If a DPC/Confirmation Committee exists, what is the composition	The DPC and the Committee for confirmation cases will be as per provisions of Recruitment and Promotion Rules of the Institute

## **ETSC cadre**

**ETSC Cadre**

**Recruitment Rules for the Post of Programme Coordinator**

01.	Name of the Post	Programme Coordinator
02.	No. of Post(s)	1
03.	Classification	Group - 'A'
04.	Scale of Pay	Pay Level 12 as per 7th CPC Grade Pay- Rs. 7600/- as per 6th CPC
05.	Whether selection post or non-selection post	Selection
06.	Age limit for direct recruits	Not Applicable
07.	Educational and other qualifications required for direct recruits	Not Applicable
08.	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion / Limited Deptt. Exam.	(i) Age No (ii) Qualification No
09.	Period of probation, if any	One Year
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation transfer grades and percentage of the vacancies to be filled by various methods	100% by DPC
11.	In case of recruitment by promotion/by deputation/transfer, grades from which promotion/deputation/transfer is to be made	<b><u>By DPC:</u></b> Assistant Programme Coordinator with at least 10 years regular service in that post in the Institute.
12.	If a DPC/Confirmation Committee exists, what is the composition	The DPC and the Committee for confirmation cases will be as per provisions of Recruitment and Promotion Rules of the Institute



### Recruitment Rules for the Post of Assistant Programme Coordinator

01.	Name of the Post	Assistant Programme Coordinator
02.	No. of Post(s)	2
03.	Classification	Group - 'A'
04.	Scale of Pay	Pay Level 10 as per 7th CPC Grade Pay- Rs. 5400/- as per 6th CPC
05.	Whether selection post or non-selection post	Selection
06.	Age limit for direct recruits	As per provisions of Recruitment and Promotion Rules of the Institute
07.	Educational and other qualifications required for direct recruits	M.Tech. or equivalent with at least 55% marks in the qualifying degree or equivalent with 05 years relevant experience  <b>OR</b> MCA/M.Sc./B.Tech. with at least 55% marks in the qualifying degree or equivalent with 07 years relevant experience
08.	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion / Limited Deptt. Exam.	(i) Age No (ii) Qualification No
09.	Period of probation, if any	One Year
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation transfer grades and percentage of the vacancies to be filled by various methods	50% by Direct Recruitment 50% by DPC
11.	In case of recruitment by promotion/by deputation/transfer, grades from which promotion/deputation/transfer is to be made	<b>By DPC:</b> Production Manager with at least 10 years regular service in that post in the Institute.  Rest as per provisions of Recruitment and Promotion Rules of the Institute.
12.	If a DPC/Confirmation Committee exists, what is the composition	The DPC and the Committee for confirmation cases will be as per provisions of Recruitment and Promotion Rules of the Institute

### Recruitment Rules for the Post of Production Manager

01.	Name of the Post	Production Manager
02.	No. of Post(s)	3
03.	Classification	Group - 'B'
04.	Scale of Pay	Pay Level 6 as per 7 <sup>th</sup> CPC Grade Pay of Rs. 4200/- as per 6 <sup>th</sup> CPC
05.	Whether selection post or non-selection post	Selection
06.	Age limit for direct recruits	As per provisions of Recruitment and Promotion Rules of the Institute
07.	Educational and other qualifications required for direct recruits	MCA/M.Sc./B.Tech. or equivalent with at least 55% marks in the qualifying degree or equivalent with 01 years relevant experience  <b>OR</b> Bachelor's Degree in Science/Computer Science/Computer Applications with at least 55% marks in the qualifying degree or equivalent with 03 years of relevant experience
08.	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion / Limited Deptt. Exam.	(i) Age No (ii) Qualification No
09.	Period of probation, if any	One Year
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation transfer grades and percentage of the vacancies to be filled by various methods	50% by Direct Recruitment. 50% by DPC
11.	In case of recruitment by promotion/by deputation/transfer, grades from which promotion/deputation/transfer is to be made	<b>By DPC:</b> Production Assistant with at least 6 years regular service in that post in the Institute.  Rest as per provisions of Recruitment and Promotion Rules of the Institute.
12.	If a DPC/Confirmation Committee exists, what is the composition	The DPC and the Committee for confirmation cases will be as per provisions of Recruitment and Promotion Rules of the Institute

### Recruitment Rules for the Post of Production Assistant

01.	Name of the Post	Production Assistant
02.	No. of Post(s)	5
03.	Classification	Group - 'C'
04.	Scale of Pay	Pay Level 5 as per 7 <sup>th</sup> CPC Grade Pay of Rs. 2800/- as per 6 <sup>th</sup> CPC
05.	Whether selection post or non-selection post	Selection
06.	Age limit for direct recruits	As per provisions of Recruitment and Promotion Rules of the Institute
07.	Educational and other qualifications required for direct recruits	Bachelor's Degree in Science/Computer Science/Computer Applications or equivalent with at least 55% marks in the qualifying degree or equivalent.  <b>OR</b> Three Years Diploma or equivalent, in relevant field, with at least 55% marks with 02 years relevant experience
08.	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion / Limited Deptt. Exam.	Not applicable
09.	Period of probation, if any	One Year
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation transfer grades and percentage of the vacancies to be filled by various methods	100% by Direct Recruitment.
11.	In case of recruitment by promotion/by deputation/transfer, grades from which promotion/deputation/transfer is to be made	As per provisions of Recruitment and Promotion Rules of the Institute.
12.	If a DPC/Confirmation Committee exists, what is the composition	Not Applicable