

Central University of Tibetan Studies

"Deemed to be University"

Sarnath,
Varanasi.

NOTIFICATION

The Board of Governors of the Central University of Tibetan Studies(CUTS), "Deemed to be University", Sarnath, Varansi in its meeting held on January 10, 2015 unanimously approved the Recruitment Rules for the various posts of non-teaching disciplines including library's posts subject to the condition that UGC norms prescribed for the post of Librarian etc. should be followed. For the post of Technical Officer-Cum-Programme Officer Grade I, MCA may also be included in the qualification besides B.Tech. The Degree in Tibetan wherever proposed may not be made Essential Qualification. Rather it can be Desirable Qualification.

Accordingly, the copy of the approved Recruitment Rules (non-teaching employees including Library) has been uploaded on University Web site (www.cuts.ac.in) for information.


(Dr. D. R. Singh)
Registrar

Dated: 15-6-2015

Place: Sarnath

Cc: to

Cc: to

1. P.S. to Director for information of Hon'ble Director
2. Heads of all the Departments(teaching, research and non-teaching)
3. All Deans
4. Dean of Students Welfare
5. I/c. Library /with request to get the approved Recruitment Rules uploaded on University Web site including the NOTIFICATION caption.
6. Dy. Registrar(Adm-I)
7. Wardens (both)
8. A.R. (Adm-II)
9. E.O.
10. S.O. In-charge (Adm-I)
11. I/c. Examination
12. I/c. Account
13. S.O.In-Incharge (Adm-II)
14. Record file.

(A deemed to be University under section 3 of the UGC Act 1957)

RECRUITMENT RULES (NON-TEACHING EMPLOYEES) – 2014

1. SHORT TITLE AND COMMENCEMENT :

- (i) These rules may be called Recruitment Rules (Non-Teaching Employees) – 2014
- (ii) They shall come into force on the date of its notification.

2. Definitions:

- (a) "Appendix" means an Appendix to the Schedule to these Rules.
- (b) "Departmental candidate" means those employees working on regular basis in the University but does not include employees working on ad-hoc, daily wages or contract basis.
- (c) "Government" means the Central Government.
- (d) "Departmental examination" or "Test" means a competitive test limited to certain category or categories of holders of posts in the Schedule conducted by the University for Promotion to a higher post specified in these Rules.
- (e) "Non-Teaching Employees" means employees of the University other than University teachers and other Academic Staffs (Non vocational).
- (f) "On probation" with relation to a person, means a person appointed to any post on probation as specified in these Rules.
- (g) "Regular Service" means service rendered by an employee in the Cadre on a regular basis.
- (h) "Schedule" means a schedule to these Rules.
- (i) "Selection Committee" means a composition of members of Selection Committee including Departmental Selection Committee specified in the Appendix-I and Appendix-II to the Schedule to these Rules.
- (j) "University" means Central Deemed University of Tibetan Studies.

3. FUTURE MAINTENANCE OF CADRE/POSTS:

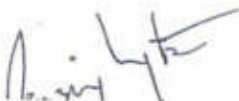
- (i) All the appointments in the University after the notification of these Rules shall be made only in accordance with the provisions of these Rules, the Board of Governors (BOG) may add such other posts and/or cadre in the Schedule subsequently after the notification of these Rules.
- (ii) The seniority list of employees borne in each cadre of posts shall be maintained at the establishment of the University. Notwithstanding anything contained herein, any class or category of posts and incumbents thereof, may be placed in any of the offices or establishments by general or specific orders of the Vice-Chancellor or Registrar as the case may be.
- (iii) Reservation to the posts in favour of SC, ST, OBC and PH categories shall be provided in accordance with the instructions of the Government/UGC from time to time in this regard,

4. CLASSIFICATION AND SCALES OF PAY

In terms of the Government/University Grants Commission (UGC) directions, henceforth the non-teaching posts have been categorized into three Groups, viz., Group A, Group B and group C and such other categories as classified by the Government from time to time.

5. METHOD OF RECRUITMENT, AGE LIMIT AND OTHER QUALIFICATIONS:

- 1) The method of recruitment, age-limit, qualifications and other matters relating to the posts shall be as specified in the rules/regulations.
- 2) The upper age limit as prescribed for direct recruits in the Schedule shall not be insisted upon in the case of departmental candidates applying for direct recruitment through open advertisement provided they have rendered at least three years regular service in the University.







- 3) The upper age limit shall also be relaxable in respect of persons who are already working on contract/daily wages/adhoc basis in the CUTS only if at the time of initial engagement as a casual worker, he had not crossed the upper age limit for the same post.
- 4) The upper age-limit prescribed for direct recruits in the schedule shall also be relaxable up to a maximum of five years or the number of years (in completed years) whichever is less provided they rendered regular service in same or allied field in organization(s) under Government Departments/Statutory or Autonomous bodies/Universities/affiliated or constituent colleges under the University/Public Sector Undertakings rendered at least three years regular service in the same or allied field.
- 5) The upper age limit prescribed for direct recruitment shall be relaxable in case of candidates belonging to the Scheduled Castes, scheduled tribes, Other Backward Classes (Central List), Physically Challenged, Ex-servicemen and other specified categories of persons in accordance with the guidelines issued in this regard from time to time by the Government/UGC.
- 6) The crucial date for determining the age limit shall be the closing date for receipt of application from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of J&K State, Lahual & Spiti District and Pangl Sub Division of Chamba District of Himachal Pradesh, Andaman & Nicobar Islands or Lakshadweep) as per Government norms.
- 7) For appointment to various posts against direct recruitment/open selection, the composition of the Selection Committees for different categories of posts will be as per UGC/GOI/University Rules. Every appointment through direct recruitment/open selection shall invariably be made only after making an open advertisement in leading newspapers English & Hindi having wide circulation through web.
- 8) For promotion including Departmental Examination or Test to various posts, the composition of the Departmental Promotion Committee for different categories of posts will be as per University rules.
- 9) The Recruitment year for promotions will be calendar year. In cases where promotion has been prescribed as a method of recruitment, the eligibility list for promotion shall be prepared with reference to the date of completion by the official on the basis of prescribed qualifying service in the cadre as on 1st January of the Recruitment year in their respective grade/post. The crucial date is only a fixed reference date or a cut-off date on which the eligibility of officials in the feeder grade in terms of these Rules e.g. educational qualification, eligibility service, etc. is to be checked before they are considered for inclusion in the eligibility list for reference to the Departmental Promotion Committee.
- 10) The Departmental Promotion Committee will meet at least once a year. The promotion will be based on seniority-cum-fitness, quality of Annual Confidential Reports (ACR) for the last five years, vigilance clearance and written test & interview as prescribed (in the recruitment rules). For promotion to all categories of posts, the departmental written test, if any prescribed for such post, will be followed by an interview. For the gradation in ACRs for the preceding five year, and the benchmark for all such promotion to Group A posts will be "Good" provided there is no adverse entry during the preceding three years and the employee should not have been awarded any major penalty under disciplinary rules during the preceding five years.
- 11) Notwithstanding anything contained in these Rules, the Vice Chancellor may, in case of urgent need, permit appointment on deputation or short-term contract basis.
- 12) Wherever the mode of appointment has been specified as deputation, the terms and conditions of Government concerning transfer/deputation shall, ipso facto, apply.
- 13) Wherever qualifications have been prescribed to be under UGC seven points scale, the following shall be the UGC seven point scale:

GRADE	GRADE POINT	EQUIVALENT PERCENTAGE
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'O' = Outstanding	5.50 – 6.00	75 – 100
'A' = Very Good	4.50 – 5.49	65 – 74
'B' = Good	3.50 – 4.49	55 – 64
'C' = Average	2.50 – 3.49	45 – 54
'D' = Below Average	1.50 – 2.49	35 – 44
'E' = Poor	0.50 – 1.49	25 – 34
'F' = Fail	0.00 – 0.49	00 – 24

- 14) Wherever written test/skill tests are proposed, the Vice-Chancellor shall be the sole authority to get the syllabus for the tests, modalities, etc. framed for carrying out the skill tests, evaluation, etc. The experts as required may be involved from anywhere.
- 15) All allowances shall be drawn as per the Government Rules/UGC Guidelines issued from time to time.
- 16) The Rules shall also be applicable to the posts that may be sanctioned/created from time-to-time in future, unless otherwise specified.
- 17) The candidates shall be called for interview on the basis of marks obtained in the written/skill test(s), in the order of merit, in the ratio of 10:1 (10 candidates : 1 vacancy) of the vacancies to be filled-up.
- 18) The recommendations of the Selection Committee will be submitted to the BOG and orders of appointments will be issued only after the approval of the Board of Governors.
- 19) The Selection Committee may decide its own method of evaluating the performance of the candidates in interview.
- 20) The recommendations of Selection Committee shall be made in order of merit of the selected candidates maintaining the roster category invariably along with caste category.
- 21) No condition should be made with a condition attached to it.
- 22) When the Selection Committee considers it fit to recommend a higher initial of pay scale or advance increments to be offered to a selected candidate, it may do so giving reasons therefor.
- 23) Number of posts advertised may be treated as tentative. The University shall have the right to increase/decrease the number of posts at the time of selection and make appointments accordingly.
- 24) The prescribed qualifications and experience will be minimum and the mere fact that a candidate possessing the same will not entitle him for being called for interview. The University will have the right to restrict the candidates to be called for interview/selection to a reasonable number (10:1) on the basis of qualifications and experience higher than the minimum prescribed or by any other condition that it may deem fit. The in-service candidates must apply through proper channel.
- 25) The Chairman of the Board shall have the power to lay-down the procedure in respect of any matter not mentioned in the Rules.
- 26) Canvassing in any form on behalf of any candidate will summarily disqualify such candidate.
- 27) The Selection Committee's recommendations, when approved shall remain valid for a period of one year from the date of such approval.

6. Saving Clause

The vacancies which occurred prior to adoption of these rules would be governed by the old rules in respect of promotion for existing incumbents only who were eligible on or before the date these rules come into force.

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7. PROBATION

Every person selected or appointed through direct recruitment or open selection or promotion to a post under the University shall remain in probation as per Cadre Recruitment Rule (CRR) of post(s) concerned.

8. RESIDUARY MATTERS

In regard to matters not specified or referred to in these Rules, the employees in the posts specified in the Schedule shall be governed by the Government Rules as applicable to the Non-teaching employees of the University in general.

9. POWER TO RELAX

When the BOG of the University upon a recommendation made by the Vice Chancellor to that effect is of the opinion that it is necessary or expedient to do so, it may, for reasons to be recorded in writing, relax any of the provisions of these Rules with respect to any class or category of posts or persons. All administrative orders/instructions providing for any relaxation, exemption etc. of the provisions of Recruitment Rules issued with the approval of the BOG prior to notification of these Recruitment Rules shall stand superseded after notification of these Rules.

10. REPEAL AND SAVINGS:

All the guidelines/decisions of the BOG or any authority regarding the matters governing method of appointments in respect of the posts included in the Schedule to these Rules shall stand repealed. However, anything has already been done in accordance with the repealed guidelines shall not be affected by this repeal in any manner. Nothing in these Rules shall affect reservations, relaxations in age-limit and other concessions required to be provided by the University for the Scheduled Castes, Scheduled Tribes, Other Backward Classes, Physically Handicapped persons, Ex-servicemen and other special categories of persons in accordance with the orders issued by the Government/University Grants Commission from time to time in this regard.

11. INTERPRETATIONS:

- a) On any question relating to interpretation of these Rules, the decision of the BOG shall be final unless otherwise, specifically included in these rules.
- b) Notwithstanding anything contained in these Rules, the BOG shall have the power to alter or modify, any of the provisions of these Rules.

12. REMOVAL OF DIFFICULTY:

If any difficulty arises in the implementation or operation of any of the provision of these Rules, the Vice Chancellor may, from time to time, issue with the approval of the BOG, such general or specific directions but not inconsistent with the provisions of these Rules, which appeared to be necessary for the purpose of removing such difficulty.

Sanjay Kumar

Sanjay Kumar

Central University of Tibetan Studies
(Deemed University)
Sarnath, Varanasi - 221007

Recruitment Rules for Administrative posts

1	Name of the Post	REGISTRAR
2	No. of post(s)	1 (One)
3	Classification	Group A
4	Scale of Pay (Revised)	PB-4-Rs. 37400-67000+GP Rs. 10,000/-
5	Whether Selection Post or Non-Selection Post	N. A.
6	Age limit for direct recruitment	N.A.
7	Educational and other qualifications required for direct recruitment	N.A.
8	Whether the age and qualification prescribed for direct recruitment will apply in case of promotees	N. A.
9	Period of probation, if any	N. A.
10	Method of recruitment: Whether by direct recruitment or by promotion or by deputation and percentage of the vacancies to be filled by various methods.	Deputation/Short-term Contract
11	In case of recruitment by deputation/short-term contract, grades from which deputation/short-term contract to be made.	<p>Deputation/Short Term Contract: Qualifications: Holding the analogous post on regular basis. Or</p> <p>i) A Master's Degree with at least 55% of marks or its equivalent grade of B in the UGC Seven Point Scale.</p> <p>ii) At least 15 years of experience as Assistant Professor in the AGP of Rs. 7000 and above or with 8 years' of service in the AGP of Rs. 8000 and above including as Associate Professor along with experience in educational administration, Or Comparable experience in research establishment and/or other institutions of higher education, Or</p>

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		<p>15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.</p> <p>Desirable Qualifications: Ph. D./MBA/LLB</p> <p>Age Limit : 56 years (both for deputation and Short Term Contract)</p>
12	Composition of Selection Committee	Annexure - I
13	Remarks	<p>I. The period of Deputation including the period of deputation in another Ex. cadre post held immediately preceding this appointment in the same or some other organization/department shall ordinarily not exceed 5 years.</p> <p>II. The minimum requirements of 55% shall not be insisted upon for the existing incumbents who are already in the University system. However, it should be insisted upon for those entering the system afresh as per the UGC letter No. F.3-2/99 (PS) dated 23.6.1999.</p>

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1	Name of the Post	DEPUTY REGISTRAR
2	No. of post(s)	2 (Two)
3	Classification	Group A
4	Scale of Pay (Revised)	PB-3-Rs. 15600-39100+GP Rs. 7600/-
5	Whether Selection Post or Non-Selection Post	N.A.
6	Age limit for direct recruitment	Upper Age Limit 50 years
7	Educational and other qualifications required for direct recruitment	<p>Essential Qualifications:</p> <ol style="list-style-type: none"> 1. A Master's Degree with at least 55% of the marks or its equivalent grade of B in the UGC Seven Point Scale. 2. At least 9 years of experience as Assistant Professor in the AGP of Rs. 6000 and above with experience in educational administration. <p style="text-align: center;">OR</p> <p>Comparable experience in research establishment and/or other institutions of higher education.</p> <p style="text-align: center;">OR</p> <p>5 years of administrative experience as Asst. Registrar or in an equivalent post.</p> <p>Desirable Qualifications: MBA /LLB</p>
8	Whether the age and qualification prescribed for direct recruitment will apply in case of promotees	Age: No E.Q/DQ: Yes
9	Period of probation, if any	For Direct Recruits: One year For Promotion: N. A.
10	Method of recruitment: Whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods.	<ol style="list-style-type: none"> I. 50% Direct Recruitment II. 50% Promotion failing which by Deputation

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11	In case of recruitments by promotion/deputation/absorption, grades from which promotion /deputation absorption to be made.	<p>Deputation: Officers holding analogous posts on regular basis, or Holding the post of Assistant Registrar or its equivalent in the pay scale of Rs. 15600-39100+GP-5400/- with five years of regular service in Central/State Govt./University/Public Sector Undertakings and other Central or State Autonomous Bodies</p> <p>Promotion: Assistant Registrar with five years of regular service in the pay scale of Rs. 15600-39100+GP-5400/-</p> <p>Age limit: 56 years (for deputation)</p>
12	Composition of Selection Committee	Annexure - I
13	Remarks	<p>I. The period of Deputation including the period of deputation in another Ex. cadre post held immediately preceding this appointment in the same or some other organization/department shall ordinarily not exceed 5 years.</p> <p>II. The minimum requirements of 55% shall not be insisted upon for the existing incumbents who are already in the University system. However, it should be insisted upon for those entering the system afresh as per the UGC letter No. F.3-2/99 (PS) dated 23.6.1999.</p>

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1	Name of the Post	ASSISTANT REGISTRAR
2	No. of post(s)	2 (Two)
3	Classification	Group 'A'
4	Scale of Pay (Revised)	PB-3-Rs. 15600-39100+GP Rs. 5400
5	Whether Selection Post or Non-Selection Post	N. A.
6	Age limit for direct recruitment	Upper Age limit 40 years
7	Educational and other qualifications required for direct recruitment	<p>Essential Qualifications:</p> <p>I. Good Academic Record with Master's Degree in any discipline with at least 55% marks or its equivalent grade of B in the UGC Seven Point Scale.</p> <p>Desirable Qualifications:</p> <p>i. 2 year experience in a supervisory capacity in the general administration or educational Administration or Accounts or Examination as the case may be.</p> <p>ii. Knowledge of computer Application</p>
8	Whether the age and qualification prescribed for direct recruitment will apply in case of promotees	N. A.
9	Period of probation, if any	One year, which is extendable for another year, as the case may be.
10	Method of recruitment: Whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods.	<p>I. 50% Direct Recruitment</p> <p>II. 50% Promotion failing which by Deputation</p>





11	In case of recruitments by promotion/deputation/absorption, grades from which promotion /deputation absorption to be made.	<p>Deputation:</p> <p>I Holding analogous posts on regular basis; or with 5 years regular service as Section Officer in the scale of pay of Rs.9300-34800 + GP Rs. 4600/- in Central/State Govt./University/Public Sector Undertakings and other Central or State Autonomous</p> <p>II Essential / Desirable Qualifications: As prescribed for Direct Recruitment</p> <p>Age limit: 54 years</p> <p>& Pvt. Secretary <i>ll</i> *</p> <p>Promotion: Section Officer in the GP of Rs.4600/- with four years regular service in the grade. <i>ll</i></p>
12	Composition of Selection Committee	Annexure - I
13	Remarks	<p>I. The period of Deputation including the period of deputation in another Ex. cadre post held immediately preceding this appointment in the same or some other organization/department shall ordinarily not exceed 5 years.</p> <p>II. The minimum requirements of 55% shall not be insisted upon for the existing incumbents who are already in the University system. However, it should be insisted upon for those entering the system afresh as per the UGC letter No. F.3-2/99 (PS) dated 23.6.1999.</p>

Sanjay kumar *gaur* *ll*

* Revised in pursuance of the Office Order CIHTS/Admn-II/GNS/R/R/2015 dated 7.12.2015 issued in the light of resolution of the Board of Governors in its 53rd meeting under Agenda Item no. 53.13 on "Promotional criteria to the post of Asstt. Registrar".

1	Name of the Post	SECTION OFFICER
2	No. of post (s)	2 (Two)
3	Classification	Group 'B'
4	Scale of Pay (Revised)	PB-2-Rs. 9300-34800+GP Rs. 4600/-
5	Whether Selection Post or Non-Selection Post	N. A.
6	Age limit for direct recruitment	Upper Age Limit 40 years
7	Educational and other qualifications required for direct recruitment	<p>Essential Qualifications:</p> <ol style="list-style-type: none"> 1. Bachelor/Master's Degree in any discipline from a recognized university with at least 55% marks. 2. At least three years experience as Senior Assistant OR eight year experience as 'UDC' or equivalent posts in the grade of Rs. 9300-34800+GP Rs. 4200/-, Rs. 5200-20200+GP Rs. 2400/-, respectively in Central/State Govt./University/Public Sector Undertakings and other Central or State autonomous Bodies. <p>Desirable Qualifications:</p> <ol style="list-style-type: none"> i. B.Com ii. Proficiency in computer application iii. Experience of Accounts/establishment. iv. Well conversant in Hindi and English.
8	Whether the age and qualification prescribed for direct recruitment will apply in case of promotees	N.A.
9	Period of probation, if any	One year which is extendable for another year as the case may be.
10	Method of recruitment: Whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods.	<p>50% by direct recruitment</p> <p>50% by promotion failing which by deputation.</p>

Surjit Singh *gokhale* *SR*

11	In case of recruitments by promotion/deputation/absorption, grades from which promotion deputation absorption to be made.	<p>Deputation:</p> <p>i) Holding analogous posts on regular basis, or With five years of regular service in the PB of Rs. 9300-34800 + GP Rs. 4200/- in Central or State Govt./University/Public Sector Undertakings and other Central or State Autonomous Bodies and possessing at least Graduate Degree.</p> <p>ii) Proficiency in computer operation, noting and drafting.</p> <p>Age limit: 54 years</p> <p>Promotion: Senior Assistant with five years of regular service.</p>
12	Composition of the Selection Committee	Annexure - I
13	Remarks	The period of Deputation including the period of deputation in another Ex. cadre post held immediately preceding this appointment in the same or some other organization/department shall ordinarily not exceed 5 years.

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1	Name of the Post	SR. ASSISTANT
2	No. of post(s)	7 (Seven)
3	Classification	Group 'B'
4	Scale of Pay (Revised)	PB-2-Rs. 9300-34800+GP Rs. 4200/-
5	Whether Selection Post or Non-Selection Post	NA
6	Age limit for direct recruitment	Upper Age Limit 40 years
7	Educational and other qualifications required for direct recruitment	<p>Essential Qualifications:</p> <ol style="list-style-type: none"> 1. Bachelor/Master's Degree from a recognized university 2. Typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi or bilingual on computer. 3. Proficiency in computer operation, noting and drafting. <p>Desirable Qualifications:</p> <ol style="list-style-type: none"> i. At least Two years' experience as UDC in the grade of Rs. 5200-20200 + GP Rs. 2400/- OR equivalent Post of any Central/State Govt./University/Public Sector Undertakings and other Central or State autonomous Bodies, or ii. Masters Degree in any discipline.
8	Whether the age and qualification prescribed for direct recruitment will apply in case of promotees	Age: No
9	Period of probation, if any	One year which may be extended for another year, if required.
10	Method of recruitment: Whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods.	<p>50% by Direct recruitment.</p> <p>50% by promotion failing which by Deputation.</p>

Sanjay Kumar 

11	In case of recruitments by promotion/deputation/absorption, grades from which promotion/deputation absorption to be made.	<p>For Promotion:</p> <ul style="list-style-type: none"> i) 10 years regular service as UDC in the pay scale of Rs. 5200-20200 + GP Rs. 2400/- ii) Typing speed of 30 w.p.m. in English or 25 w.p.m. in Hindi on computer. iii) Proficiency in computer operation, noting and drafting. <p>Deputation:</p> <ul style="list-style-type: none"> i. Persons holding analogous posts on regular basis, or ii. With 8 years regular service in the grade of 5200-20200 + GP Rs. 2400/- in Central or State Govt./University/Public Sector Undertakings and other Central or State Autonomous Bodies and fulfilling the educational qualification and other professional requirements as prescribed at column 7 above. <p>Age limit: 54 years</p>
12	Composition of Selection Committee	Annexure - I
13	Remarks	<ul style="list-style-type: none"> i. The period of Deputation including the period of deputation in another Ex. cadre post held immediately preceding this appointment in the same or some other organization/department shall ordinarily not exceed 5 years. ii. The ratio of 1:1 shall be followed between the recruitment by promotion and the direct recruitment i.e. the 1st appointment shall be done by promotion and the 2nd appointment shall be done by direct recruitment.

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1	Name of the Post	U. D. C.
2	No. of post(s)	9 (Nine)
3	Classification	Group 'C'
4	Scale of Pay (Revised)	PB-2-Rs. 5200-20200+GP Rs. 2400/-
5	Whether Selection Post or Non-Selection Post	N. A.
6	Age limit for direct recruitment	20-35 years
7	Educational and other qualifications required for direct recruitment	<p>Essential Qualification:</p> <ul style="list-style-type: none"> i. Bachelor's degree from a recognized university ii. Typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi or bilingual on computer. iii. Proficiency in computer operation, noting and drafting. iv. At least Two years' experience as LDC in the grade of Rs. 5200-20200 + GP Rs. 1900/- OR equivalent Post of any Central/State Govt./University/Public Sector Undertakings and other Central or State autonomous Bodies. <p>OR</p> <ul style="list-style-type: none"> i. Master's Degree in any discipline from a recognized university ii. Typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi or bilingual on computer. iii. Proficiency in computer operation, noting and drafting.
8	Whether the age and qualification prescribed for direct recruitment will apply in case of promotees	Age - N.A. Qualification - Yes
9	Period of probation, if any	Two years
10	Method of recruitment. Whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods.	50% by Direct recruitment 50% by promotion failing which by Deputation

Sanjay Gupta *Jain* *DR*

11	In case of recruitments by promotion/deputation/absorption, grades from which promotion /deputation absorption to be made.	<p>Promotion:</p> <ul style="list-style-type: none"> i) 8 years of regular service as LDC in the pay scale of Rs. 5200-20200 + GP Rs. 1900/- ii) Typing speed of 30 w.p.m. in English or 25 w.p.m. in Hindi on computer. iii) Proficiency in computer operation, noting and drafting. <p>Deputation:</p> <ul style="list-style-type: none"> i) Persons holding analogous posts on regular basis, or ii) With 5 years regular service as LDC in the grade of Rs. 5200-20200 + GP Rs. 1900/- in Central or State Govt./University/Public Sector Undertakings and other Central or State Autonomous Bodies and fulfilling the educational qualification and other professional requirements as prescribed at column 7 above. <p>Age limit: 54 years</p>
12	Composition of Selection Committee	Annexure - 7
13	Remarks	<ul style="list-style-type: none"> i. The period of Deputation including the period of deputation in another Ex. cadre post held immediately preceding this appointment in the same or some other organization/department shall ordinarily not exceed 5 years. ii. The ratio of 1:1 shall be followed between the recruitment by promotion and the direct recruitment i.e. the 1st appointment shall be done by promotion and the 2nd appointment shall be done by direct recruitment.

Sanjay kumar

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1	Name of the Post	L. D. C.
2	No. of post(s)	10 (Ten)
3	Classification	Group 'C'
4	Scale of Pay (Revised)	PB-2-Rs. 5200-20200+GP Rs. 1900/-
5	Whether Selection Post or Non-Selection Post	N. A.
6	Age limit for direct recruitment	18-35 years
7	Educational and other qualifications required for direct recruitment	Essential Qualifications: 1. 10+2 from any recognized Board/University. 2. Typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi or bilingual on computer followed by a written test. 3. Proficiency in computer operation, noting and drafting. Desirable Qualifications: Diploma in Computer Application from a recognized Institution.
8	Whether the age and qualification prescribed for direct recruitment will apply in case of promotees	Age - N. A. Qualification - Yes
9	Period of probation, if any	Two years
10	Method of recruitment: Whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods.	i. 80% by direct recruitment. ii. 20% by promotion from the existing MTS and isolated cadre posts such as Cook, Driver, Library Attendant and any other technical service staff.
11	In case of recruitments by promotion/deputation/absorption, grades from which promotion /deputation absorption to be made.	Promotion: 5 years of regular service as Cook, Driver, Library Attendant, MTS or any other technical post in the grade of Rs. 5200-20200+GP Rs. 1800/- and above having the requisite qualification and other prescribed requirements of the post mentioned at column 7 above.

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12	Composition of Selection Committee	Annexure - I
13	Remarks	Nil

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1	Name of the Post	PRIVATE SECRETARY
2	No. of post(s)	1 (One)
3	Classification	Group 'B'
4	Scale of Pay (Revised)	PB-2-Rs. 9300-34800+GP Rs. 4600/-
5	Whether Selection Post or Non-Selection Post	N. A.
6	Age limit for direct recruitment	45 years
7	Educational and other qualifications required for direct recruitment	<p>Essential Qualifications:</p> <ul style="list-style-type: none"> i) Graduate from a recognized University with at least 50% marks ii) Experience of 3 years as Sr. P.A. or 8 years as Stenographer. iii) Minimum speed of 120/100 w.p.m. in English/Hindi shorthand and 40/30 w.p.m. in English/Hindi Typewriting on computer or bilingual iv) Proficiency in computer operation, noting and drafting. <p>Desirable Qualifications:</p> <ul style="list-style-type: none"> i) Post Graduate. ii) Well conversant in Hindi and English. iii) Diploma in Computer Application from a recognized Institution. iv) At least three year experience in the secretarial/ministerial cadre posts (Personal Assistant/Stenographer/Assistant/UDC or equivalent posts in the pay scale of Rs. 9300-34800+GP Rs. 4200 in Central/State Govt./University/Public Sector Undertakings and other Central or State Autonomous bodies
8	Whether the age and qualification prescribed for direct recruitment will apply in case of promotees	N.A.
9	Period of probation, if any	One year which is extendable for another year as the case may be.
10	Method of recruitment: Whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods.	Direct recruitment failing which Deputation

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11	In case of recruitments by promotion/deputation/absorption, grades from which promotion /deputation absorption to be made.	<p>Deputation:</p> <p>i) Persons holding analogous posts on regular basis, or</p> <p>ii) With 3 years regular service as PA/Senior Stenographer in the scale of pay of Rs. 9300-34800 + GP Rs. 4200/- <u>OR</u> eight years of regular service as Stenographer in the pay scale of Rs. 5200-20200+GP Rs. 2400/- in Central/State Govt./University/Public Sector Undertakings and other Central or State Autonomous Bodies and fulfilling the educational qualifications and other professional requirements as prescribed at column 7 above.</p> <p>iii) Proficiency in computer operation, noting and drafting.</p> <p>Age limit: 54 years</p>
12	Composition of Selection Committee	Annexure - I
13	Remarks	The period of Deputation including the period of deputation in another Ex. cadre post held immediately preceding this appointment in the same or some other organization/department shall ordinarily not exceed 5 years.

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1	Name of the Post	STENO TYPIST
2	No. of post(s)	1 (one)
3	Classification	Group 'C'
4	Scale of Pay (Revised)	PB-2-Rs. 5200-20200+GP Rs. 2400/-
5	Whether Selection Post or Non-Selection Post	NA
6	Age limit for direct recruitment	18- 35 years
7	Educational and other qualifications required for direct recruitment	Essential Qualifications: 1. Graduate from a recognized university. 2. Candidate must have the speed of 80 w.p.m. in English/Hindi shorthand and 40/30 w.p.m. in English/Hindi Typewriting on computer. 3. Proficiency in computer operation, noting and drafting.
8	Whether the age and qualification prescribed for direct recruitment will apply in case of promotees	N. A.
9	Period of probation, if any	2 years
10	Method of recruitment: Whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods.	Direct recruitment
11	In case of recruitments by promotion/deputation/absorption, grades from which promotion /deputation absorption to be made.	N. A.
12	Composition of Selection Committee	Annexure - I
13	Remarks	Nil

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1	Name of the Post	ESTATE OFFICER
2	No. of post(s)	1 (One)
3	Classification	Group 'B'
4	Scale of Pay (Revised)	PB-2-Rs. 9300-34800+GP Rs. 4200/-
5	Whether Selection Post or Non-Selection Post	NA
6	Age limit for direct recruitment	35 years
7	Educational and other qualifications required for direct recruitment	Master's Degree with at least 55% marks from a recognized University having at least five years' experience of management of property including Asset management, Estate man power management of any big Institution, knowledge of legal provision related to Estate. Tax laws, Constitution and liaison with local authorities is must.
8	Whether the age and qualification prescribed for direct recruitment will apply in case of promotees	N. A.
9	Period of probation, if any	One year which may be extended for another year, if required.
10	Method of recruitment: Whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods.	Direct recruitment
11	In case of recruitments by promotion/deputation/absorption, grades from which promotion /deputation absorption to be made.	N. A.
12	Composition of Selection Committee	Annexure - I
13	Remarks	

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1	Name of the Post	PUBLIC RELATION OFFICER
2	No. of post(s)	1 (One)
3	Classification	Group 'A'
4	Scale of Pay (Revised)	P8-2-Rs. 15600-39100+GP Rs. 5400/-
5	Whether Selection Post or Non-Selection Post	NA
6	Age limit for direct recruitment	45 years
7	Educational and other qualifications required for direct recruitment	<p>Essential Qualifications:</p> <p>i) Master's Degree with at least 55% of marks or its equivalent grade of B in the UGC seven point scale and Degree/Diploma in Public Relations/Journalism & Mass Communication</p> <p>ii) At least 3 years' experience in the editorial department of, which at least two years as a pay Roll Staffer of any National established English or Hindi newspaper /periodical at the time of submission of application with excellent command over Hindi and English; or</p> <p>A person with at least 5 years of experience in public relations in Educational Institute/Government Department/Public Sector Undertakings/Autonomous Bodies/Private Sector Company.</p>
8	Whether the age and qualification prescribed for direct recruitment will apply in case of promotees	N. A.
9	Period of probation, if any	One year which is extendable for another year as the case may be.
10	Method of recruitment: Whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods.	Direct recruitment/ Deputation
11	In case of recruitments by promotion/deputation/absorption, grades from which promotion /deputation absorption to be made.	<p>Deputation:</p> <p>I Holding analogous posts on regular basis; or</p> <p>with 5 years regular service in the scale of pay of Rs.9300-34800 + GP Rs. 4600/- in Central/State Govt./University/Public Sector Undertakings and other Central or State Autonomous</p> <p>II Essential Qualifications: As prescribed for Direct Recruitment</p>

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12	Composition of Selection Committee	Annexure - I
13	Remarks	The period of Deputation including the period of deputation in another Ex. cadre post held immediately preceding this appointment in the same or some other organization/department shall ordinarily not exceed 5 years.

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1	Name of the Post	STAFF CAR DRIVER
2	No. of post(s)	2 (Two)
3	Classification	Group 'C'
4	Scale of Pay (Revised)	PB-2-Rs. 5200-20200+GP Rs. 1900/-
5	Whether Selection Post or Non-Selection Post	N. A.
6	Age limit for direct recruitment	18-35 years
7	Educational and other qualifications required for direct recruitment	<p>Essential Qualifications:</p> <ol style="list-style-type: none"> 1. 10th class pass from a recognized Board/Institute with valid Driving License of LMV (commercial). 2. 5 years experience of driving of LMV. <p>Desirable Qualifications:</p> <ol style="list-style-type: none"> i) Knowledge of mechanism of motor engine. ii) Trade certificate of Motor Mechanic Trade from a Govt. recognized Institute.
8	Whether the age and qualification prescribed for direct recruitment will apply in case of promotees	N. A.
9	Period of probation, if any	2 years
10	Method of recruitment: Whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods.	Direct recruitment
11	In case of recruitments by promotion/deputation/absorption, grades from which promotion /deputation absorption to be made.	N. A.
12	Composition of Selection Committee	Annexure - I
13	Remarks	Test of driving skill will be conducted by the University through the authorized government workshop or reputed agency.

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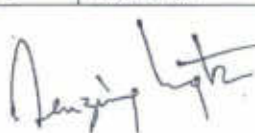
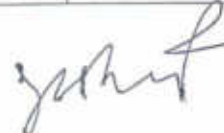
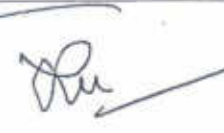
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1	Name of the Post	COMPOUNDER
2	No. of post(s)	1 (One)
3	Classification	Group 'C'
4	Scale of Pay (Revised)	PB-2-Rs. 5200-20200+GP Rs. 1900/-
5	Whether Selection Post or Non-Selection Post	NA
6	Age limit for direct recruitment	18-35 years
7	Educational and other qualifications required for direct recruitment	<ul style="list-style-type: none"> i. 10+2 (Biology) with at least 60% marks from any recognized Board. ii. B.Pharm/Nursing training from any recognized Institution/University. iii. 2 years' experience in Pharmacy/Nursing as a compounder/nurse in a recognised hospital.
8	Whether the age and qualification prescribed for direct recruitment will apply in case of promotees	N. A.
9	Period of probation, if any	2 years
10	Method of recruitment: Whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods.	Direct recruitment
11	In case of recruitments by promotion/deputation/absorption, grades from which promotion /deputation absorption to be made.	N. A.
12	Composition of Selection Committee	Annexure - I
13	Remarks	

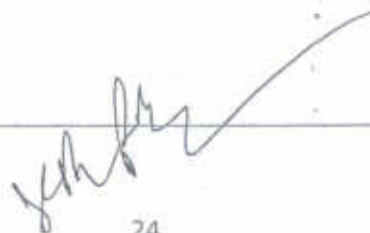
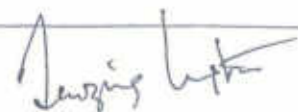
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1	Name of the Post	COOK
2	No. of post(s)	2 (Two)
3	Classification	Group 'C'
4	Scale of Pay (Revised)	PB-2-Rs. 5200-20200+GP Rs. 1900/-
5	Whether Selection Post or Non-Selection Post	NA
6	Age limit for direct recruitment	18-35 years
7	Educational and other qualifications required for direct recruitment	<p>Essential Qualifications:</p> <p>i) 10+2 from a recognized Board/Institution.</p> <p>ii) Three years' experience as a Cook in a Canteen run by an establishment under the Government/Autonomous Body/Public Sector Undertaking or similar work experience in 3 star Hotel.</p> <p>Desirable Qualifications:</p> <p>i) Diploma in Hotel Management or any other specialized course.</p>
8	Whether the age and qualification prescribed for direct recruitment will apply in case of promotees	N. A.
9	Period of probation, if any	2 years.
10	Method of recruitment: Whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods.	Direct recruitment
11	In case of recruitments by promotion/deputation/absorption, grades from which promotion /deputation absorption to be made.	N. A.
12	Composition of Selection Committee	Annexure - I
13	Remarks	

1	Name of the Post	MULTI TASKING STAFF (MTS)
2	No. of post(s)	34 (Thirty four)
3	Classification	Group 'C'
4	Scale of Pay (Revised)	PB-2-Rs. 5200-20200+GP Rs. 1800/-
5	Whether Selection Post or Non-Selection Post	Not applicable
6	Age limit for direct recruitment	18-35 years
7	Educational and other qualifications required for direct recruitment	<p>Essential Qualifications:</p> <p>i) 10th class pass from a recognized Board/Institute or equivalent.</p> <p>ii) At least two years' experience on the post of MTS or equivalent or having two years' of experience in one of the following fields such as Driving of staff car/heavy vehicles, electrical or electronics works, pump-operation & plumbing works, carpentering, mason, farm labour, lift operation, medical attendant services, watch and ward duties, upkeep of parks, lawns, potted plants, house-keeping, cooking of food, kitchen attendant, sweeping etc., subject to production of Trade Certificate or experience certificate from a reputed institute/organization/department.</p> <p>iii) Knowledge of computer.</p> <p>Desirable Qualifications:</p> <p>i) Adequate experience of working in the University administration with knowledge of data-feeding/typewriting on computer, record maintenance, operation and maintenance of photocopier/lamination machines etc. or having adequate experience in some other technical/professional fields..</p>
8	Whether the age and qualification prescribed for direct recruitment will apply in case of promotees	N. A.
9	Period of probation, if any	2 years
10	Method of recruitment: Whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods.	Direct recruitment.

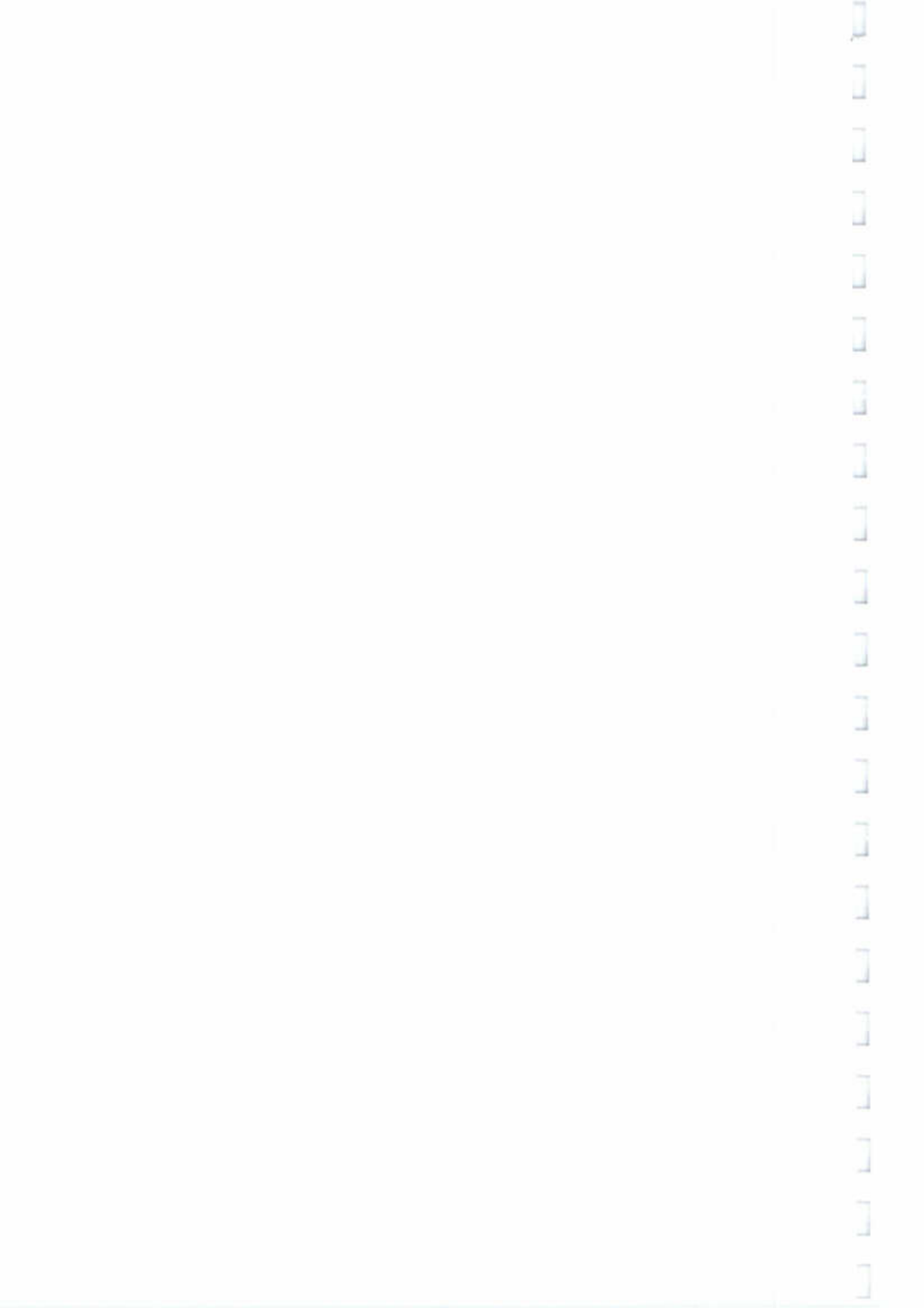




11	In case of recruitments by promotion/deputation/absorption, grades from which promotion /deputation absorption to be made.	N. A.
12	Composition of Selection Committee	Annexure - I
13	Remarks	

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Central University of Tibetan Studies

"Deemed to be University"

Sarnath,
Varanasi.

NOTIFICATION

The Board of Governors of the Central University of Tibetan Studies(CUTS), "Deemed to be University", Sarnath, Varansi in its meeting held on January 10, 2015 unanimously approved the Recruitment Rules for the various posts of non-teaching disciplines including library's posts subject to the condition that UGC norms prescribed for the post of Librarian etc. should be followed. For the post of Technical Officer-Cum-Programme Officer Grade I, MCA may also be included in the qualification besides B.Tech. The Degree in Tibetan wherever proposed may not be made Essential Qualification. Rather it can be Desirable Qualification.

Accordingly, the copy of the approved Recruitment Rules (non-teaching employees including Library) has been uploaded on University Web site (www.cuts.ac.in) for information.


(Dr. D. R. Singh)
Registrar

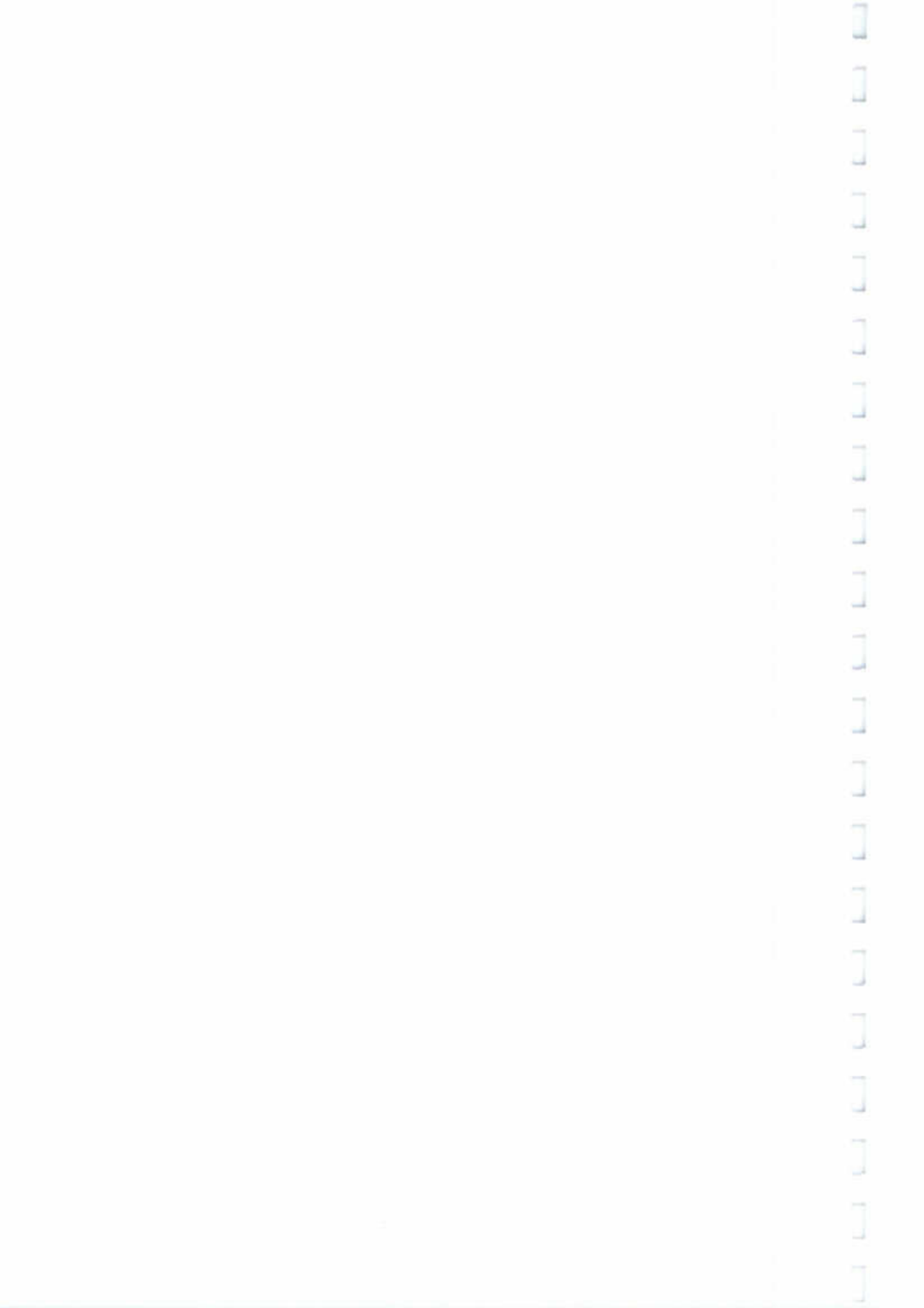
Dated: 15-6-2015

Place: Sarnath

Cc: to

Cc: to

1. P.S. to Director for information of Hon'ble Director
2. Heads of all the Departments(teaching, research and non-teaching)
3. All Deans
4. Dean of Students Welfare
5. I/c. Library /with request to get the approved Recruitment Rules uploaded on University Web site including the NOTIFICATION caption.
6. Dy. Registrar(Adm-I)
7. Wardens (both)
8. A.R. (Adm-II)
9. E.O.
10. S.O. In-charge (Adm-I)
11. I/c. Examination
12. I/c. Account
13. S.O.In-Incharge (Adm-II)
14. Record file.



Central University of Tibetan Studies
(Deemed University)
Sarnath, Varanasi - 221007

Recruitment Rules For Library Posts

1	Name of the Post	LIBRARIAN
2	No. of post(s)	1 (One)
3	Classification	Group 'A'
4	PB+GP/Scale of Pay	PB-4-Rs. 37400-67000+AGP Rs. 10,000/-
5	Whether Selection Post or Non-Selection Post	NA
6	Age limit for direct recruitment	Upper Age Limit 56 Years
7	Educational and other qualifications required for direct recruitment	<p>Essential</p> <ol style="list-style-type: none">1. A Master's Degree in <u>Tibetan Buddhist Studies</u> with Master's Degree in Library Science/Information Science/Documentation with at least 55% marks or its equivalent grade of B in the UGC Seven Point Scale and consistently good academic record.2. At least 13 years as a Deputy Librarian in a University Library or eighteen years' experience as College Librarian/Assistant University Librarian/Documentation Officer. Or Dy. Librarian completing service of three years in AGP of Rs. 9000 and otherwise eligible as per the API scoring system and PBAS methodology developed in UGC Regulations, 2010 with a Ph.D. qualification.3. Evidence of innovative library service and organization of published work and professional commitment.4. Knowledge and/or experience of managing/working in a computerized library system. <p>Desirable</p> <ol style="list-style-type: none">i. M. Phil / Ph.D. Degree in Library Science / Information Science / Documentation / archives and Manuscript keeping.ii. Knowledge of Tibetan /Sanskrit Languageiii. Experience of working in a library having Tibetan Language Collection. <p>Age Limit</p> <ol style="list-style-type: none">1. 55 years (for deputation)

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8	Whether the age and qualification prescribed for direct recruitment will apply in case of promotees	N. A.
9	Period of probation, if any	As per UGC/GOI Guidelines.
10	Method of recruitment: Whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods.	Direct/Deputation/Short Term Contract
11	In case of recruitments by promotion/deputation/absorption, grades from which promotion /deputation absorption to be made.	Deputation/Short Term Contract Qualifications: As indicated at column -7 Upper Age Limit: 56 Years
12	Composition of Selection Committee	Annexure - I
13	Remarks	The minimum requirement of 55% shall not be insisted upon for the existing incumbents who are already in the University system. However, it should be insisted upon for those entering the system afresh as per the UGC letter No. F.3-2/99 (PS) dated 23.6.1999. <i>Note: The Pay Scale and AGP of Librarian can only be applicable as and when it is approved by the Government, Ministry of Culture.</i>

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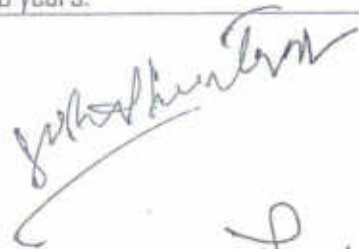


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1	Name of the Post	DEPUTY LIBRARIAN
2	No. of post(s)	1 (One)
3	Classification	Group 'A'
4	PB+GP/Scale of Pay	PB-3-Rs. 15600-39100+AGP Rs.8000/-
5	Whether Selection Post or Non-Selection Post	NA
6	Age limit for direct recruitment	Upper Age Limit 45 years
7	Educational and other qualifications required for direct recruitment	<p>Essential Qualification</p> <ol style="list-style-type: none"> 1. A Master's Degree in Library Science/ Information Science/Documentation with at least 55% of the marks or its equivalent grade of B in the UGC Seven Point Scale and consistently good academic record. 2. At least 5 years of experience as Assistant University Librarian / College Librarian / Documentation Officer. 3. Evidence of innovative library service and organization of published work and professional commitment. 4. API as per UGC Regulations, 2010 as amended from time to time. <p>Desirable Qualification</p> <ol style="list-style-type: none"> i. M. Phil / Ph.D. Degree in Library Science / Information Science / Documentation / archives and Manuscript keeping. ii. Knowledge and/or experience of managing/working in a computerized library system. iii. Knowledge of Tibetan /Sanskrit Language iv. Experience of working in a library having Tibetan Language Collection.
8	Whether the age and qualification prescribed for direct recruitment will apply in case of promotees	N. A.
9	Period of probation, if any	One year.

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10	Method of recruitment: Whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods.	Direct Recruitment/ Deputation
11	In case of recruitments by promotion/deputation/absorption, grades from which promotion /deputation absorption to be made.	Deputation: Officers holding analogous post on regular basis or with 5 years continuous regular service as Assistant Librarian or its equivalent in the pay scale of Rs.15600-39100+AGP-7000/- with experience in the relevant field of any Central/State Govt./University/Public Sector Undertakings and other Central or State Autonomous Bodies subject to fulfillment of educational qualifications as mentioned at column-7 above. Age limit: 56 years (for deputation)
12	Composition of Selection Committee	Annexure - I
13	Remarks	The period of Deputation including the period of deputation in another Ex. cadre post held immediately preceding this appointment in the same or some other organization/department shall ordinarily not exceed 5 years.

1	Name of the Post	ASSISTANT LIBRARIAN
2	No. of post(s)	2 (Two)
3	Classification	Group 'A'
4	PB+GP/Scale of Pay	PB-3-Rs. 15600-39100+AGP Rs.6000/-
5	Whether Selection Post or Non-Selection Post	NA
6	Age limit for direct recruitment	Upper Age Limit 40 years
7	Educational and other qualifications required for direct recruitment	<p>Essential Qualification</p> <ol style="list-style-type: none"> 1. Master's Degree in Library Science/Information Science/Documentation Science or an equivalent professional degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC Seven Point Scale and a consistently good academic record with knowledge of computerization of library. 2. Qualified in the National Level Test conducted for the purpose by the UGC or any other agency approved by the UGC, New Delhi. 3. However, candidates, who are, or have been awarded Ph.D degree in accordance with the UGC (Minimum standard and procedure for award of Ph.D degree) Regulation 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of Assistant Librarian / Documentation Officer. (Page No. 30 of the regulation, 2010). <p>Desirable Qualification</p> <ol style="list-style-type: none"> i. Knowledge of Sanskrit/Tibetan Language. ii. Knowledge and/or experience of working in a computerized library system.
8	Whether the age and qualification prescribed for direct recruitment will apply in case of promotes	N. A.
9	Period of probation, if any	One year, which may be extended for another year, if required.





10	Method of recruitment: Whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods.	Direct/Deputation
11	In case of recruitments by promotion/deputation/absorption, grades from which promotion /deputation/absorption to be made.	Deputation: Persons holding analogous post in the library sector or 5 years of regular service as Professional Assistant of any Central/State Govt./University/Public Sector Undertakings and other Central or State Autonomous Bodies and fulfilling the educational qualifications and other professional requirements as mentioned at column-7 above. Age limit: 50 years (for deputation)
12	Composition of Selection Committee	Annexure - I
13	Remarks	The period of Deputation including the period of deputation in another Ex. cadre post held immediately preceding this appointment in the same or some other organization/department shall ordinarily not exceed 5 years.

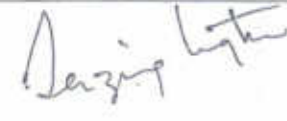

Subhash Chandra *Deputy Director*

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1	Name of the Post	DOCUMENTATION OFFICER
2	No. of post(s)	1 (One)
3	Classification	Group 'A'
4	PB+GP/Scale of Pay	PB-3-Rs. 15600-39100+AGP Rs.5400/-
5	Whether Selection Post or Non-Selection Post	NA
6	Age limit for direct recruitment	Upper Age Limit 40 years
7	Educational and other qualifications required for direct recruitment	<p>Essential Qualification</p> <ol style="list-style-type: none"> 1. Master's Degree in Library Science/Information Science/Documentation Science or an equivalent professional degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC Seven Point Scale and a consistently good academic record with knowledge of computerization of library. 2. Qualified in the National Level Test conducted for the purpose by the UGC or any other agency approved by the UGC, New Delhi. 3. However, candidates, who are, or have been awarded Ph.D degree in accordance with the UGC (Minimum standard and procedure for award of Ph.D degree) Regulation 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of Assistant Librarian / Documentation Officer. (Page No. 30 of the regulation, 2010). <p>Desirable Qualification</p> <ol style="list-style-type: none"> i. Knowledge of Sanskrit/Tibetan Language. ii Knowledge and/or experience of working in a computerized library system.
8	Whether the age and qualification prescribed for direct recruitment will apply in case of promotes	N. A.
9	Period of probation, if any	One year, which may be extended for another year, if required.

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10	Method of recruitment: Whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods.	Direct/Deputation
11	In case of recruitments by promotion/deputation/absorption, grades from which promotion /deputation absorption to be made.	Deputation: Persons holding analogous post in the library sector or 5 years of regular service as Professional Assistant of any Central/State Govt./University/Public Sector Undertakings and other Central or State Autonomous Bodies and fulfilling the educational qualifications and other professional requirements as mentioned at column-7 above. Age limit: 50 years (for deputation)
12	Composition of Selection Committee	Annexure - I
13	Remarks	The period of Deputation including the period of deputation in another Ex. cadre post held immediately preceding this appointment in the same or some other organization/department shall ordinarily not exceed 5 years.

1	Name of the Post	TECHNICAL OFFICER CUM COMPUTER PROGRAMMER Grade-I
2	No. of post(s)	1 (One)
3	Classification	Group 'A'
4	PB+GP/Scale of Pay	PB-3-Rs. 15600-39100+GP Rs.5400/-
5	Whether Selection Post or Non-Selection Post	NA
6	Age limit for direct recruitment	Upper Age Limit 40 Years
7	Educational and other qualifications required for direct recruitment	<p><u>Essential Qualification</u></p> <p>i. B.E./Tech. (I division) in Computer Science/Engineering/ <small>MCA</small> Technology or M.Sc. (Computer Science/Computer Software) (I division).</p> <p><u>Experience</u></p> <p>i. One years' experience of teaching or working in concerned field.</p>
8	Whether the age and qualification prescribed for direct recruitment will apply in case of promotees	NA
9	Period of probation, if any	1 year, which is extendable for another one year as the case may be.
10	Method of recruitment: Whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods.	Direct Recruitment/ Deputation
11	In case of recruitments by promotion/deputation/absorption, grades from which promotion /deputation absorption to be made.	<u>Deputation:</u> Persons holding analogous posts on regular basis from the Central/State Govt./University/Public Sector Undertakings and other Central or State Autonomous Bodies and fulfilling the educational qualifications and other professional requirements as prescribed at column 7 above.
12	Composition of Selection Committee	Annexure - I
13	Remarks	

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1	Name of the Post	SENIOR COMPUTER OPERATOR Grade-II
2	No. of post(s)	1 (One)
3	Classification	Group 'B'
4	PB+GP/Scale of Pay	PB-2-Rs.9300-34800+GP Rs.4200/-
5	Whether Selection Post or Non-Selection Post	NA
6	Age limit for direct recruitment	Upper Age Limit 35 Years
7	Educational and other qualifications required for direct recruitment	^{A. Tech} 1. MCA/ from a recognized University / Institution. Or B.Sc. and PGDCA or equivalent course from a recognized University / Institution. 2. 2 years' experience in Hardware/software management and Networking.
8	Whether the age and qualification prescribed for direct recruitment will apply in case of promotees	N. A.
9	Period of probation, if any	Two years
10	Method of recruitment: Whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods.	Direct
11	In case of recruitments by promotion/deputation/absorption, grades from which promotion /deputation absorption to be made.	N. A.
12	Composition of the Selection Committee	Annexure - I
13	Remarks	-

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1	Name of the Post	PROFESSIONAL ASSISTANT
2	No. of post(s)	6 (Six)
3	Classification	Group 'B'
4	PB+GP/Scale of Pay	PB-2-Rs.9300-34800+GP Rs.4200/-
5	Whether Selection Post or Non-Selection Post	NA
6	Age limit for direct recruitment	Upper Age Limit 35 years (for direct recruitment)
7	Educational and other qualifications required for direct recruitment	<p>Essential</p> <ol style="list-style-type: none"> 1. Master's Degree in Library Science/Library & Information Science / Documentation with 50% marks. 2. Knowledge of computer application in Library and Information Services. <p>Desirable</p> <ol style="list-style-type: none"> i. Knowledge of Tibetan/Sanskrit and English or Hindi. ii. 5 years' experience as Semi Professional Assistant.
8	Whether the age and qualification prescribed for direct recruitment will apply in case of promotion	N. A.
9	Period of probation, if any	For Direct Recruits: 1 year which is extendable for another one year. For Promotion: N. A.
10	Method of recruitment: Whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods.	50% - by direct recruitment 50% - by promotion failing which by deputation

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11	In case of recruitments by promotion/deputation/absorption, grades from which promotion /deputation absorption to be made.	Promotion: i) 6 years regular service as Semi Professional Assistant in the grade of Rs.5200-20200 + G.P. Rs.2800/- Deputation: Persons from the Central/State Govt./University/Public Sector Undertakings and other Central or State Autonomous Bodies: i. holding analogous post on regular basis, or 6 years regular service as Semi Professional Assistant in the grade of Rs.5200-20200 + G.P. Rs.2800 ii possessing the educational qualifications and other professional requirements as prescribed at column 7 above.
12	Composition of selection Committee	Annexure - I
13	Remarks	The period of Deputation including the period of deputation in another Ex. cadre post held immediately preceding this appointment in the same or some other organization/department shall ordinarily not exceed 5 years.

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1	Name of the Post	PROFESSIONAL ASSISTANT (SPECIAL)
2	No. of post(s)	2 (Two)
3	Classification	Group 'B'
4	PB+GP/Scale of Pay	PB-2-Rs.9300-34800+GP Rs.4200/-
5	Whether Selection Post or Non-Selection Post	NA
6	Age limit for direct recruitment	Upper Age Limit 35 years (for direct recruitment)
7	Educational and other qualifications required for direct recruitment	<p><u>Essential</u></p> <ol style="list-style-type: none"> 1. Acharya or Master's Degree in Tibetan Buddhist Studies. 2. Master's Degree in Library Science/Library & Information Science / Documentation with 50% marks. 3. Knowledge of computer application in Library and Information Services. <p><u>Desirable</u></p> <ol style="list-style-type: none"> i. Knowledge of Sanskrit/English or Hindi. ii. 5 years' experience as Semi Professional Assistant.
8	Whether the age and qualification prescribed for direct recruitment will apply in case of promotion	N. A.
9	Period of probation, if any	For Direct Recruits: 1 year which is extendable for another one year. For Promotion: N. A.
10	Method of recruitment: Whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods.	50% - by direct recruitment 50% - by promotion failing which by deputation

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11	In case of recruitments by promotion/deputation/absorption, grades from which promotion /deputation absorption to be made.	<p>Promotion: ii) 6 years regular service as Semi Professional Assistant in the grade of Rs.5200-20200 + G.P. Rs.2800/-</p> <p>Deputation: Persons from the Central/State Govt./University/Public Sector Undertakings and other Central or State Autonomous Bodies; i. holding analogous post on regular basis, or 6 years regular service as Semi Professional Assistant in the grade of Rs.5200-20200 + G.P. Rs.2800 ii possessing the educational qualifications and other professional requirements as prescribed at column 7 above.</p>
12	Composition of selection Committee	Annexure - I
13	Remarks	The period of Deputation including the period of deputation in another Ex. cadre post held immediately preceding this appointment in the same or some other organization/department shall ordinarily not exceed 5 years.

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1	Name of the Post	SEMI PROFESSIONAL ASSISTANT
2	No. of post(s)	06 (Six)
3	Classification	Group 'C'
4	PB+GP/Scale of Pay	PB-2- Rs.5200-20200+GP Rs.2800/-
5	Whether Selection Post or Non-Selection Post	NA
6	Age limit for direct recruitment	18-30 years
7	Educational and other qualifications required for direct recruitment.	<p>Essential Qualifications:</p> <ol style="list-style-type: none"> 1. Graduate in Arts/Science/Commerce or any other discipline or any other higher qualification with 50% Marks. 2. B. Lib. Sc. / B. Lib. I. Sc. with 50% Marks. 3. Proficiency in computer operation. <p>Desirable Qualifications:</p> <ol style="list-style-type: none"> i. M. Lib. SC / M. Lib. I. Sc. ii. PG Diploma in Library Automation and Networking or PGDCA iii. Knowledge of Sanskrit/English or Hindi language.
8	Whether the age and qualification prescribed for direct recruitment will apply in case of promotees	Age - N.A. Qualification - Yes
9	Period of probation, if any	2 years
10	Method of recruitment: Whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods.	50% - by direct recruitment 50% - by promotion failing which by deputation

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11	In case of recruitments by promotion/deputation/absorption, grades from which promotion /deputation absorption to be made.	<p>Promotion:</p> <p>i) 10 years regular service as Senior Library Attendant in the grade of Rs.5200-20200 + G.P. Rs.1900/- subject to fulfillment of educational qualification and professional requirements mentioned at column 7.</p> <p>ii) Adequate knowledge of computer application for which a separate test shall be conducted.</p> <p>Deputation:</p> <p>Persons from the Central/State Govt./University/Public Sector Undertakings and other Central or State Autonomous Bodies:</p> <p>i. holding analogous post on regular basis, or 7 years regular service as Senior Library Attendant in the grade of Rs.5200-20200 + G.P. Rs.1900</p> <p>ii possessing the educational qualifications and other professional requirements as prescribed at column 7 above.</p>
12	Composition of selection Committee	Annexure - I
13	Remarks	The period of Deputation including the period of deputation in another Ex. cadre post held immediately preceding this appointment in the same or some other organization/department shall ordinarily not exceed 5 years.

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1	Name of the Post	SEMI PROFESSIONAL ASSISTANT (SPECIAL)
2	No. of post(s)	07 (Seven)
3	Classification	Group 'C'
4	PB+GP/Scale of Pay	PB-2- Rs.5200-20200+GP Rs.2800/-
5	Whether Selection Post or Non-Selection Post	NA
6	Age limit for direct recruitment	18-30 years
7	Educational and other qualifications required for direct recruitment	<p>Essential Qualifications:</p> <ol style="list-style-type: none"> 1. Shastri/M.A. in Tibetan Buddhist Studies with 50% marks. 2. B. Lib. Sc. / B. Lib. I. Sc. with 50% Marks. 3. Proficiency in Computer applications. <p>Desirable Qualifications:</p> <ol style="list-style-type: none"> i. M. Lib. SC / M. Lib. I. Sc. ii. PG Diploma in Library Automation and Networking or PGDCA iii. Knowledge of Sanskrit and English language.
8	Whether the age and qualification prescribed for direct recruitment will apply in case of promotees	Age - N.A. Qualification - Yes
9	Period of probation, if any	2 years
10	Method of recruitment: Whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods.	50% - by direct recruitment 50% - by promotion failing which by deputation

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11	In case of recruitments by promotion/deputation/absorption, grades from which promotion /deputation absorption to be made.	<p>Promotion:</p> <p>iii) 10 years regular service as Senior Library Attendant in the grade of Rs.5200-20200 + G.P. Rs.1900/- subject to fulfillment of educational qualification and professional requirements mentioned at column 7.</p> <p>iv) Adequate knowledge of computer application for which a separate test shall be conducted.</p> <p>Deputation:</p> <p>Persons from the Central/State Govt./University/Public Sector Undertakings and other Central or State Autonomous Bodies;</p> <p>i. holding analogous post on regular basis, or 7 years regular service as Senior Library Attendant in the grade of Rs.5200-20200 + G.P. Rs.1900</p> <p>ii possessing the educational qualifications and other professional requirements as prescribed at column 7 above.</p>
12	Composition of selection Committee	Annexure - I
13	Remarks	The period of Deputation including the period of deputation in another Ex. cadre post held immediately preceding this appointment in the same or some other organization/department shall ordinarily not exceed 5 years.

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1	Name of the Post	SENIOR LIBRARY ATTENDANT
2	No. of post(s)	2 (Two)
3	Classification	Group 'C'
4	PB+GP/Scale of Pay	PB-2- Rs.5200-20200+GP Rs.1900/-
5	Whether Selection Post or Non-Selection Post	NA
6	Age limit for direct recruitment	18-30 years
7	Educational and other qualifications required for direct recruitment	<p>Essential Qualification</p> <ol style="list-style-type: none"> 1. Bachelor's Degree in any discipline with certificate course in Library Science (C.Lib.)/C.Lib.I.Sc. from recognized University/Institution. 2. Typing speed of 30 w.p.m. in English or 25 w.p.m. in Hindi or bilingual on computer. 3. Proficiency in computer operation, noting and drafting. <p>Desirable Qualification</p> <ol style="list-style-type: none"> i) B.Lib.Sc /B.Lib.I.Sc ii) Experience of Data entry in a computerized library. iii) Knowledge of Tibetan/Sanskrit and English.
8	Whether the age and qualification prescribed for direct recruitment will apply in case of promotion	NA
9	Period of probation, if any	2 years
10	Method of recruitment: Whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods.	50% - by direct recruitment 50% - by promotion failing which by direct recruitment
11	In case of recruitments by promotion/deputation/absorption, grades from which promotion /deputation absorption to be made.	<p>Promotion:</p> <p>At least 3 years regular service as Library Attendant in the grade of Rs.5200-20200 + G.P. Rs.1800/- as Library Attendant subject to fulfillment of educational qualifications and other professional requirements as mentioned at Col. 7 above.</p>
12	Composition of selection Committee	Annexure - I
15	Remarks.	

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1	Name of the Post	LIBRARY ATTENDANT
2	No. of post(s)	6 (Six)
3	Classification	Group 'C'
4	PB+GP/Scale of Pay	PB-2- Rs.5200-20200+GP Rs.1800/-
5	Whether Selection Post or Non-Selection Post	NA
6	Age limit for direct recruitment	18-30 years
7	Educational and other qualifications required for direct recruitment	<p>Essential</p> <ol style="list-style-type: none"> 1. Passed 12th or equivalent examination from any State Education Board or Govt. recognized Institution. 2. Having Certificate in Library Science/Library & Inf. Science or one Years' working experience in any reputed library of the recognized educational Institute. <p>Desirable</p> <ol style="list-style-type: none"> i. B.Lib.Sc /B.Lib.I.Sc ii. Knowledge of Tibetan/Sanskrit and English.
8	Whether the age and qualification prescribed for direct recruitment will apply in case of promotes	NA
9	Period of probation, if any	2 years
10	Method of recruitment: Whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods.	Direct recruitment
11	In case of recruitments by promotion/deputation/absorption, grades from which promotion /deputation absorption to be made.	NA
12	Composition of the Selection Committee	Annexure - I
13	Remarks	The age of casual workers of CUTS may be relaxed only if at the time of initial recruitment as a casual worker, he had not crossed the upper age limit for the same post.

Central University of Tibetan Studies
(Deemed University)
Sarnath, Varanasi - 221007

Recruitment Rules for Technical posts

1	Name of the Post	ASSISTANT ENGINEER (CIVIL)
2	No. of post(s)	1 (One)
3	Classification	Group B
4	Scale of Pay (Revised)	PB-3-Rs. 9300-34800+GP Rs. 4600/-
5	Whether Selection Post or Non-Selection Post	NA
6	Age limit for direct recruitment	20-35 years
7	Educational and other qualifications required for direct recruitment	<p>Essential Qualifications:</p> <ol style="list-style-type: none"> 1. Degree in Civil Engineering from a recognized University /Institute with not less than 55% marks. 2. Three years' experience as Junior Engineer in maintenance works of building in any autonomous body/Govt. Department <p>Desirable Qualifications:</p> <p>Good working knowledge of computer applications.</p>
8	Whether the age and qualification prescribed for direct recruitment will apply in case of promotees	N.A
9	Period of probation, if any	Two years
10	Method of recruitment: Whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods.	Direct/Deputation
11	In case of recruitments by promotion/deputation/absorption, grades from which promotion /deputation absorption to be made.	<p>Deputation:</p> <ol style="list-style-type: none"> I. Holding analogous post on regular basis in Central/State Govt./University/Public Sector Undertakings and other Central or State Autonomous; OR Holding the post of Junior Engineer (Civil) in the Grade Pay of Rs.4200 with three years regular service. II Age limit: 45 years

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12	Composition of Selection Committee	Annexure - I
13	Remarks	The period of Deputation including the period of deputation in another Ex. cadre post held immediately preceding this appointment in the same or some other organization/department shall ordinarily not exceed 5 years.

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1	Name of the Post	JUNIOR ENGINEER (ELECTRICAL)
2	No. of post(s)	1 (One)
3	Classification	Group 'B'
4	Scale of Pay (Revised)	PB-2-Rs. 9300-34800+GP Rs. 4200/- or as per the guidelines of the UGC
5	Whether Selection Post or Non-Selection Post	NA
6	Age limit for direct recruitment	18- 35 years
7	Educational and other qualifications required for direct recruitment	EQ 1. Degree in Electrical Engineering with at least 55% marks and 3 years' experience. Or 2. Diploma in electrical Engineering with 60% marks and 5 years' experience. DQ Maintenance of electrical equipment and operation of HT Sub Station, Pump Houses, Tube wells, D.G. Sets, fire pump etc., of the buildings of ay Autonomous body/Govt. department/University/Reputed Institution.
8	Whether the age and qualification prescribed for direct recruitment will apply in case of promotees	N.A.
9	Period of probation, if any	Two years.
10	Method of recruitment: Whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods.	Direct recruitment
11	In case of recruitments by promotion/deputation/absorption, grades from which promotion /deputation absorption to be made.	NA
12	Composition of Selection committee	Annexure - I.
13	Remarks	Nil

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1	Name of the Post	ELECTRICIAN
2	No. of post(s)	1 (One)
3	Classification	Group 'C'
4	Scale of Pay (Revised)	PB-2-Rs. 5200-20200+GP Rs. 1900/-
5	Whether Selection Post or Non-Selection Post	NA
6	Age limit for direct recruitment	18-35 years
7	Educational and other qualifications required for direct recruitment	Certificate in the electrical trade from recognized institution with 3 years' experience and Certificate of Competency Class II. OR High School from any recognized board with 10 years' experience in electrical work and Certificate of competency class-II
8	Whether the age and qualification prescribed for direct recruitment will apply in case of promotees	N. A.
9	Period of probation, if any	2 years
10	Method of recruitment: Whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods.	Direct recruitment
11	In case of recruitments by promotion/deputation/absorption, grades from which promotion /deputation absorption to be made.	N. A.
12	Composition of Selection Committee	Annexure - I
13	Remarks	

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1	Name of the Post	PUMP OPERATOR
2	No. of post(s)	1 (One)
3	Classification	Group 'C'
4	Scale of Pay (Revised)	PB-2-Rs. 5200-20200+GP Rs. 1900/-
5	Whether Selection Post or Non-Selection Post	NA
6	Age limit for direct recruitment	18-35 years
7	Educational and other qualifications required for direct recruitment	Certificate in the trade of Electrician/Wireman/Fitter/Farm Equipment Operator from recognized institute with three years' experience in operation, repair and maintenance of Pump/tube-well. OR Matriculation with 5 years' experience in the above trades. Must be able to read simple drawings and follow up instructions given in the manual/catalogue.
8	Whether the age and qualification prescribed for direct recruitment will apply in case of promotees	N. A.
9	Period of probation, if any	2 years
10	Method of recruitment: Whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods.	Direct recruitment
11	In case of recruitments by promotion/deputation/absorption, grades from which promotion /deputation absorption to be made.	N. A.
12	Composition of Selection Committee	Annexure - I
13	Remarks	

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1	Name of the Post	PLUMBER
2	No. of post(s)	1 (One)
3	Classification	Group 'C'
4	Scale of Pay (Revised)	PB-2-Rs. 5200-20200+GP Rs. 1900/-
5	Whether Selection Post or Non-Selection Post	NA
6	Age limit for direct recruitment	18-35 years
7	Educational and other qualifications required for direct recruitment	Certificate in the trade of Plumbing with three years' experience in operation, repair and maintenance of such works. OR Matriculation with 5 years' experience in the above trades. Must be able to read simple drawings and follow up instructions given in the manual/catalogue.
8	Whether the age and qualification prescribed for direct recruitment will apply in case of promotees	N. A.
9	Period of probation, if any	2 years
10	Method of recruitment: Whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods.	Direct recruitment
11	In case of recruitments by promotion/deputation/absorption, grades from which promotion /deputation/absorption to be made.	N. A.
12	Composition of Selection Committee	Annexure - I
13	Remarks	

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1	Name of the Post	CARPENTER
2	No. of post(s)	1 (One)
3	Classification	Group 'C'
4	Scale of Pay (Revised)	PB-2-Rs. 5200-20200+GP Rs. 1900/-
5	Whether Selection Post or Non-Selection Post	NA
6	Age limit for direct recruitment	18- 35 years
7	Educational and other qualifications required for direct recruitment	Certificate in the trade of Carpentering with three years' experience in operation, repair and maintenance of such works. OR Matriculation with 5 years' experience in the above trades. Must be able to read simple drawings and follow up instructions given in the manual/catalogue.
8	Whether the age and qualification prescribed for direct recruitment will apply in case of promotees	N. A.
9	Period of probation, if any	2 years
10	Method of recruitment: Whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods.	Direct recruitment
11	In case of recruitments by promotion/deputation/absorption, grades from which promotion /deputation/absorption to be made.	N. A.
12	Composition of Selection Committee	Annexure - I
13	Remarks	

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ANNEXURE - I

COMPOSITION OF SELECTION COMMITTEE FOR ADMINISTRATIVE POSTS

Sr. No.	Name of the Post	Composition	
1	REGISTRAR	As per the UGC (Institutions Deemed to be Universities) Regulations, 2010 and Memorandum of association of the CUTS as amended from time to time.	
		Vice Chancellor	Chairperson
		One expert in the relevant field nominated by the Chancellor	Member
		One expert in the relevant field appointed by the Board of Governors who is not connected with the CUTS	Member
		One nominee of the Board of Governors	Member
		Any other member/members to be included as per the directives of the GOI/UGC issued from time to time.	Member
		Note: (i) The Quorum should be of four including Chairperson, expert members in the relevant field and any other members(s) whose presence shall be mandatory as per rules. (ii) In addition, the nominee of the SC/ST community to be nominated by the Vice Chancellor shall be included in the Selection Committee in case SC/ST candidates are to be interviewed.	
2	DEPUTY REGISTRAR	Vice Chancellor	Chairperson
		One nominee of the Chancellor	Member
		At least three outside experts in the relevant field to be nominated by the Vice Chancellor out of the panel of names approved by the Board of Governors.	Member
		Registrar	Member
		Note: (i) The Quorum should be of four out of which at least two outside experts in the relevant field and the nominee of the Chancellor must be present. (ii) In addition, the nominee of the SC/ST community to be nominated by the Vice Chancellor shall be included in the Selection Committee in case SC/ST candidates are to be interviewed. (iii) Any other member/members to be included as per the directives of the GOI/UGC issued from time to time.	

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3	ASSISTANT REGISTRAR	Vice Chancellor	Chairperson	
		One nominee of the Chancellor	Member	
		At least three outside experts in the relevant field to be nominated by the Vice Chancellor out of the panel of names approved by the Board of Governors.	Member	
		Registrar	Member	
		<p>Note:</p> <p>(i) The Quorum should be of four out of which at least two outside experts in the relevant field and the nominee of the Chancellor must be present.</p> <p>(ii) In addition, the nominee of the SC/ST community to be nominated by the Vice Chancellor shall be included in the Selection Committee in case SC/ST candidates are to be interviewed.</p> <p>(iii) Any other member/members to be included as per the directives of the GOI/UGC issued from time to time.</p>		
4	SECTION OFFICER		Direct/Deputation/ contract	DPC
		Chairman	Vice Chancellor	Vice Chancellor
		Member	Two outside experts in the relevant field to be nominated by the Vice Chancellor	One nominee of the Vice Chancellor - Member
		Member	SC/ST nominee to be nominated by the Vice Chancellor (if SC/ST candidates are called for interview)	SC/ST nominee to be nominated by the Vice Chancellor - Member
		Member	Registrar	Registrar
		<p>Note :</p> <p>i) The quorum should be of three out of which at least one outside expert must be present.</p> <p>ii) Any other member/members to be included as per the directives of the GOI/UGC issued from time to time.</p>		Any other member to be nominated by the Vice Chancellor depending upon the professional requirements - Member


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5	SR. ASSISTANT		Direct/Deputation/ contract	DPC	
		Chairman	Vice Chancellor	Vice Chancellor	
		Member	Two outside experts in the relevant field to be nominated by the Vice Chancellor	One nominee of the Vice Chancellor - Member	
		Member	SC/ST nominee to be nominated by the Vice Chancellor (if SC/ST candidates are called for interview)	SC/ST nominee to be nominated by the Vice Chancellor - Member	
		Member	Registrar	Registrar	
		Note : i) The quorum should be of three out of which at least one outside expert must be present. ii) Any other member/members to be included as per the directives of the GOI/UGC issued from time to time.		Any other member to be nominated by the Vice Chancellor depending upon the professional requirements - Member	
6	U. D. C.		Direct/Deputation/ contract	DPC	
		Chairman	Registrar	Registrar - Chairman	
		Member	Two external experts to be nominated by the Vice Chancellor	Nominee of the Vice Chancellor - Member	
		Member	SC/ST nominee to be nominated by the Vice Chancellor (if SC/ST candidates are called for interview)	SC/ST nominee to be nominated by the Vice Chancellor - Member	
		Note : i) The quorum should be of three out of which at least one outside expert must be present. ii) Any other member/members to be included as per the directives of the GOI/UGC issued from time to time.		Any other member to be nominated by the Vice Chancellor depending upon the professional requirements - Member	





7	L. D. C.		Direct	DPC
		Chairman	Registrar	Registrar - Chairman
		Member	Two outside experts in the relevant field to be nominated by the Vice Chancellor	Nominee of the Vice Chancellor - Member
		Member	SC/ST nominee to be nominated by the Vice Chancellor (if SC/ST candidates are called for interview)	SC/ST nominee to be nominated by the Vice Chancellor - Member
		Note : i) The quorum should be of three out of which at least one outside expert must be present. ii) Any other member/members to be included as per the directives of the GOI/UGC issued from time to time.		Any other member to be nominated by the Vice Chancellor depending upon the professional requirements - Member
8	PRIVATE SECRETARY		Direct/Deputation/ contract	DPC
		Chairman	Vice Chancellor	Vice Chancellor
		Member	Two outside experts in the relevant field to be nominated by the Vice Chancellor	One nominee of the Vice Chancellor - Member
		Member	SC/ST nominee to be nominated by the Vice Chancellor (if SC/ST candidates are called for interview)	SC/ST nominee to be nominated by the Vice Chancellor - Member
		Member	Registrar	Registrar
		Note : i) The quorum should be of three out of which at least one outside expert must be present. ii) Any other member/members to be included as per the directives of the GOI/UGC issued from time to time.		Any other member to be nominated by the Vice Chancellor depending upon the professional requirements - Member

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9	STENO TYPIST	Composition		Direct/Deputation/contract
		Chairman	Registrar	
		Member	Two external experts to be nominated by the Vice Chancellor	
		Member	SC/ST nominee to be nominated by the Vice Chancellor (if SC/ST candidates are called for interview)	
		Note :		
i) The quorum should be of three out of which at least one outside expert must be present.				
ii) Any other member/members to be included as per the directives of the GOI/UGC issued from time to time.				
10	ESTATE MANAGER/OFFICER		Direct/Deputation/contract	DPC
		Chairman	Vice Chancellor	Vice Chancellor
		Member	Two outside experts in the relevant field to be nominated by the Vice Chancellor	One nominee of the Vice Chancellor - Member
		Member	SC/ST nominee to be nominated by the Vice Chancellor (if SC/ST candidates are called for interview)	SC/ST nominee to be nominated by the Vice Chancellor - Member
		Member	Registrar	Registrar
		Note :		
i) The quorum should be of three out of which at least one outside expert must be present.				Any other member to be nominated by the Vice Chancellor depending upon the professional requirements - Member
ii) Any other member/members to be included as per the directives of the GOI/UGC issued from time to time.				

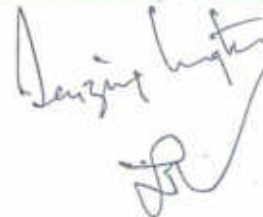
Sanjay Gupta

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11	PUBLIC RELATION OFFICER	Vice Chancellor	Chairperson
		One nominee of the Chancellor	Member
		At least three outside experts in the relevant field to be nominated by the Vice Chancellor out of the panel of names approved by the Board of Governors.	Member
		Registrar	Member
		<p>Note:</p> <p>(i) The Quorum should be of four out of which at least two outside experts in the relevant field and the nominee of the Chancellor must be present.</p> <p>(ii) In addition, the nominee of the SC/ST community to be nominated by the Vice Chancellor shall be included in the Selection Committee in case SC/ST candidates are to be interviewed.</p> <p>(iii) Any other member/members to be included as per the directives of the GOI/UGC issued from time to time.</p>	
12	STAFF CAR DRIVER	Composition	Direct/Deputation/contract
		Chairman	Registrar
		Member	Two external experts in the relevant field to be nominated by the Vice Chancellor
		Member	SC/ST nominee to be nominated by the Vice Chancellor (if SC/ST candidates are called for interview)
		<p>Note :</p> <p>i) The quorum should be of three out of which at least one outside expert must be present.</p> <p>ii) Any other member/members to be included as per the directives of the GOI/UGC issued from time to time.</p>	
13	COMPOUNDER	Composition	Direct/Deputation/contract
		Chairman	Registrar
		Member	Two external experts in the relevant field to be nominated by the Vice Chancellor
		Member	SC/ST nominee to be nominated by the Vice Chancellor (if SC/ST candidates are called for interview)
		<p>Note :</p> <p>i) The quorum should be of three out of which at least one outside expert must be present.</p> <p>ii) Any other member/members to be included as per the directives of the GOI/UGC issued from time to time.</p>	

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14	COOK	Composition		Direct/Deputation/contract
		Chairman		Registrar
		Member		Two external experts in the relevant field to be nominated by the Vice Chancellor
		Member		SC/ST nominee to be nominated by the Vice Chancellor (if SC/ST candidates are called for interview)
		Note :		
		i) The quorum should be of three out of which at least one outside expert must be present.		
		ii) Any other member/members to be included as per the directives of the GOI/UGC issued from time to time.		
15	MULTI TASKING STAFF (MTS)	Composition		Direct
		Chairman		Registrar
		Member		One outside experts in the relevant field to be nominated by the Vice Chancellor
		Member		One SC/ST nominee to be nominated by the Vice Chancellor (if SC/ST candidates are called for interview)
		Note :		
		i) The quorum should be of three out of which at least one outside expert must be present.		
		ii) Any other member/members to be included as per the directives of the GOI/UGC issued from time to time.		

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COMPOSITION OF SELECTION COMMITTEE FOR TECHNICAL POSTS

Sr. No.	Name of the Post	Composition
1	ASSISTANT ENGINEER (CIVIL)	Direct/Deputation/Contract
		Chairman Vice Chancellor
		Member Two outside experts in the relevant field to be nominated by the Vice Chancellor
		Member SC/ST nominee to be nominated by the Vice Chancellor (if SC/ST candidates are called for interview)
		Member Registrar
		Note : i) The quorum should be of three out of which at least one outside expert must be present. ii) Any other member/members to be included as per the directives of the GOI/UGC issued from time to time.
2	JUNIOR ENGINEER (ELECTRICAL)	Direct
		Chairman Vice Chancellor
		Member Two outside experts in the relevant field to be nominated by the Vice Chancellor
		Member SC/ST nominee to be nominated by the Vice Chancellor (if SC/ST candidates are called for interview)
		Note : i) The quorum should be of three out of which at least one outside expert must be present. ii) Any other member/members to be included as per the directives of the GOI/UGC issued from time to time.
		Member Registrar
3	ELECTRICIAN	Composition Direct/Deputation/contract
		Chairman Registrar
		Member Two external experts to be nominated by the Vice Chancellor
		Member SC/ST nominee to be nominated by the Vice Chancellor (if SC/ST candidates are called for interview)
		Note : i) The quorum should be of three out of which at least one outside expert must be present. ii) Any other member/members to be included as per the directives of the GOI/UGC issued from time to time.

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4	PUMP OPERATOR	Composition	Direct/Deputation/contract
		Chairman	Registrar
		Member	Two external experts to be nominated by the Vice Chancellor
		Member	SC/ST nominee to be nominated by the Vice Chancellor (if SC/ST candidates are called for interview)
		Note : i) The quorum should be of three out of which at least one outside expert must be present. ii) Any other member/members to be included as per the directives of the GOI/UGC issued from time to time.	
5	PLUMBER	Composition	Direct/Deputation/contract
		Chairman	Registrar
		Member	Two external experts to be nominated by the Vice Chancellor
		Member	SC/ST nominee to be nominated by the Vice Chancellor (if SC/ST candidates are called for interview)
		Note : i) The quorum should be of three out of which at least one outside expert must be present. ii) Any other member/members to be included as per the directives of the GOI/UGC issued from time to time.	
6	CARPENTER	Composition	Direct/Deputation/contract
		Chairman	Registrar
		Member	Two external experts to be nominated by the Vice Chancellor
		Member	SC/ST nominee to be nominated by the Vice Chancellor (if SC/ST candidates are called for interview)
		Note : i) The quorum should be of three out of which at least one outside expert must be present. ii) Any other member/members to be included as per the directives of the GOI/UGC issued from time to time.	

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COMPOSITION OF SELECTION COMMITTEE FOR LIBRARY POSTS

Sr. No.	Name of the Post	Composition		
1	PROFESSIONAL ASSISTANT		Direct/Deputation/Contract	DPC
		Chairman	Vice Chancellor	Vice Chancellor
		Member	Two outside experts in the relevant field to be nominated by the Vice Chancellor	One nominee of the Vice Chancellor - Member
		Member	SC/ST nominee to be nominated by the Vice Chancellor (if SC/ST candidates are called for interview)	SC/ST nominee to be nominated by the Vice Chancellor - Member
		Member	Registrar	Registrar
		Note :		
2	SEMI PROFESSIONAL ASSISTANT		Direct/Deputation/Contract	DPC
		Chairman	Librarian/Professor-in-charge, if available	Librarian/Professor-in-charge, if available
		Member	Two outside experts in the relevant field to be nominated by the Vice Chancellor	One nominee of the Vice Chancellor - Member
		Member	SC/ST nominee to be nominated by the Vice Chancellor (if SC/ST candidates are called for interview)	SC/ST nominee to be nominated by the Vice Chancellor - Member
		Member	---	Any other member to be nominated by the Vice Chancellor depending upon the professional requirements
		Note :		
i) The quorum should be of three out of which at least one outside expert must be present.				
ii) Any other member/members to be included as per the directives of the GOI/UGC issued from time to time.				

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3	SEMI PROFESSIONAL ASSISTANT (SPECIAL)		Direct/Deputation/Contract	DPC
		Chairman	Librarian/Professor-in-charge, if available	Librarian/Professor-in-charge, if available
		Member	Two outside experts in the relevant field to be nominated by the Vice Chancellor	One nominee of the Vice Chancellor - Member
		Member	SC/ST nominee to be nominated by the Vice Chancellor (if SC/ST candidates are called for interview)	SC/ST nominee to be nominated by the Vice Chancellor - Member
		Member	---	Any other member to be nominated by the Vice Chancellor depending upon the professional requirements
<p>Note :</p> <p>i) The quorum should be of three out of which at least one outside expert must be present.</p> <p>ii) Any other member/members to be included as per the directives of the GOI/UGC issued from time to time.</p>				
4	SR. LIBRARY ATTENDANT		Direct/Deputation/ contract	DPC
		Chairman	Registrar	Registrar
		Member	Two outside experts in the relevant field to be nominated by the Vice Chancellor	One outside experts in the relevant field to be nominated by the Vice Chancellor
		Member	SC/ST nominee to be nominated by the Vice Chancellor (if SC/ST candidates are called for interview)	SC/ST nominee to be nominated by the Vice Chancellor
		Member	---	Any other member to be nominated by the Vice Chancellor depending upon the professional requirements - Member
<p>Note :</p> <p>i) The quorum should be of three out of which at least one outside expert must be present.</p> <p>ii) Any other member/members to be included as per the directives of the GOI/UGC issued from time to time.</p>				

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5	JR. LIBRARY ATTENDANT	Composition	Direct
		Chairman	Registrar
		Member	One outside experts in the relevant field to be nominated by the Vice Chancellor
		Member	One SC/ST nominee to be nominated by the Vice Chancellor (if SC/ST candidates are called for interview)
		Note : i) The quorum should be of three out of which at least one outside expert must be present. ii) Any other member/members to be included as per the directives of the GOI/UGC issued from time to time.	Any other member to be nominated by the Vice Chancellor depending upon the professional requirements - Member

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NON-TEACHING POSITIONS:

1. REGISTRAR:

The Registrar shall be a whole time salaried officer of the University and shall be appointed by the Board of Governors on the recommendation of the Selection Committee. He shall be required to perform the following duties:

- i) To be custodian of the records and the funds and such other property of the University as the Board of Governors may commit to his/her charge.
- ii) To conduct the official correspondence on behalf of the authorities of the University.
- iii) To issue notices convening the meetings and shall make the official correspondence of the authorities of the University and all Committees, Boards and Sub-Committees appointed by any of these authorities.
- iv) To maintain the minutes of the meetings of all the authorities of the University and of all the Committees and Sub-committees and Boards appointed by any of these authorities.
- v) To make arrangements for and supervise the examinations conducted by the University.
- vi) To represent the University in suits or proceedings by or against the University, sign powers of attorney and perform pleadings or depute his/her representatives for this purpose.
- vii) To enter into agreement, sign documents and authenticate records on behalf of the University.
- viii) To make arrangements to safeguard and maintain the buildings, gardens, office, canteen, cars and other vehicles, laboratories, libraries, reading rooms, equipment and other properties of the University.
- ix) To make allotment of residential accommodation and temporary allotment of space on payment basis as per the bye-laws/guidelines duly approved by the Board of Governors.
- x) To be overall in-charge of the guest house, rest houses and may delegate any of his power to any subordinate officer as In-charge to assist him in discharging such duties.
- xi) To be the custodian of common seal and the movable and immovable property of the University.

The bottom of the page features three handwritten signatures or initials. The first is a cursive signature that appears to read 'Sanjay Singh'. The second is a stylized signature with a long horizontal stroke underneath, and a small number '1' is written below it. The third is a set of initials, possibly 'JL', written in a bold, cursive style.

- xii) To be disciplinary authority in respect of all Group B, C and Multi-Tasking Staff of the University and shall have the powers to suspend them. Appeal against the decision of the Registrar shall be made to the Vice-Chancellor.
- xiii) To make arrangements for outsourcing of work and hiring of skilled/semi-skilled/unskilled manpower through agencies against the vacant positions or as per the requirements of the University.
- xiv) In an emergency, when the Vice-Chancellor is not able to act, the Registrar shall convene a meeting of the Board of Governors forthwith and take its directions for carrying on the work of the University.
- xv) To perform such other duties as may be specified in the Rules and Bye-Laws or as may be assigned by the Board of Governors or the Vice-Chancellor from time to time.
- xvi) The Registrar shall be the Ex-officio Member-Secretary of the Society, Board of Governors, and the Planning and Monitoring Board, and ex-officio Secretary of the Academic Council and Boards of Faculties.
- xvii) The Registrar shall be directly responsible to the Vice-Chancellor and shall work under his direction. If the situation so demands, he shall be required to work under the direction of the Board of Governors/Chancellor as the case may be.
- xviii) The Registrar shall be head of the administrative, secretarial and ministerial staff of the University and the principal adjutant of the Vice-Chancellor in all matters pertaining to the administration of the University. He shall be the ex-officio Chairperson of the Selection Committees/Departmental Promotion Committees of the Group 'B', 'C' and multi-tasking staff of the University.
- xix) When the office of the Registrar is vacant or when the Registrar is absent by reason of illness or any other reason, the duties and functions of the Registrar shall be performed by such other person as the Vice-Chancellor may appoint for the purpose.


2. DEPUTY REGISTRAR:

- i) The Deputy Registrar shall be responsible to the Vice-Chancellor/Registrar. He shall assist the Registrar and broadly perform the duties as assigned to him from time to time. The following shall be the duties of the Deputy Registrar.
- ii) Administration and Establishment, Academic, Examination, Accounts, Development, Estates, Co-ordination, Faculty Affairs, Liasioning with the University Grants Commission, Ministry of Human Resource Development and other outside agencies/organizations, Research Management, Project Management, Manpower Planning, Recruitment, Attendance and Punctuality, Audit Paras, General Supervision of Non-teaching staff working under him, Allotment of Staff Quarters, Implementation of reservation policy, Hindi Raj Bhasha Policy, to attend to all legal cases in co-ordination with Standing Counsel of the University, providing the desired information sought under the RTI Act, 2005, verification of stores, to deal with the matters relating to the meetings of various Committees of the University, engagement of security agency, to deal with the matters relating to the day to day affairs relating to the academic activities of the University, to deal with the various committees constituted from time to time by the UGC/Govt., to prepare various important proposals/projects/agenda/minutes, to conduct the various programmes/functions of the University.
- iii) The Deputy Registrar shall be required to get initiated various proposals and prepare drafts on computer and submit the same to the higher authority for consideration and approval in time bound manner.
- iv) The Deputy Registrar shall exercise such other powers and perform such other duties as may be determined by the Competent Authority from time to time.
- v) The incumbent to the post may be transferred to any other sections as per the exigency of situation.

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3. ASSISTANT REGISTRAR:

- i) The Assistant Registrar shall be responsible to the Registrar/Vice-Chancellor through the Deputy Registrar. The Assistant Registrar shall be assigned the duties on the following sectors:
- a) Administration & Establishment, liaising with the Administrative Ministry i.e. MOC
 - b) Academic
 - c) Examination
 - d) Accounts/Works Accounts etc.
 - e) Development/Project Management/Research Management
 - f) Estate, Staff Quarters Allotments
 - g) Assisting the Deans of Faculties, Guest House, Hostel Management
 - h) Purchase matters
 - i) Matters related to RTI Act, 2005
 - j) Co-ordination
 - k) Legal Affairs
 - l) Recruitment cell
 - m) Implementation of various Policies/Schemes of the Govt. /UGC meant for the welfare of SC/ST/PH/OBC/Women/Minorities.
 - n) Raj Bhasha
- ii) The Assistant Registrar shall be required to initiate various proposals and prepare drafts on computer and submit the same to the higher authority for consideration and approval in time bound manner.
- iii) Any other duties as and when assigned by the Competent Authority from time to time.
- iv) The incumbent to the post may be transferred to any other section as per the exigency of situation.

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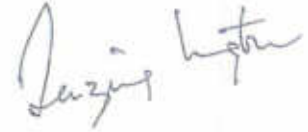
4. ASSISTANT ENGINEER (CIVIL)

The Assistant Engineer (Civil) who has been initially recruited on or after 1.1.2006 shall be required to perform duties six days in a week as per rule-36(xii) of the bye-laws. The following shall be the duties of the Assistant Engineer (Civil):

- i) The Assistant Engineer (Civil) is responsible to the Registrar/Vice-Chancellor for planning, estimation, progress reports, supervision and execution of the works according to the norms and standards laid down as prescribed by the CPWD and as per the provisions of Bye-Laws of the University.
- ii) The successful achievement of the targets fixed for completion of each project/works with due consideration to speed and economy or proper maintenance of building structures, etc.
- iii) Opening of quotations through committees duly constituted for the purpose. To examine/recommend the tenders or acceptance/rejection with proper justification/reasoning.
- iv) He has to see the functioning of stores and proper maintenance of accounts – quantity and value both. He is also required to inspect the buildings, structures and roads, etc. under his charge as often as necessary about their condition from safety and maintenance point of view and take/suggest necessary action.
- v) He is also required to test-check the measurements recorded by the Agency as per Bill of Quantities (BOQ).
- vi) He is required to initiate convening the meetings of the University Works Committee, Technical Works Committee or other Committees of the University Works Department of the University from time to time. He is also required to prepare Agenda/minutes of these meetings and submit it to the Registrar for approval of the Competent Authority.
- vii) He shall act as the In-charge of the Sanitation, Horticulture Units, Public Health and exercise control over the contract workers through other staff. While doing so he must ensure compliance of the all the provisions of the Labour Laws or guidelines of the regulatory authorities in respect of the workers engaged by the working contractors in the University or workers hired through approved agencies.
- viii) He is also expected to advise the Registrar/Vice-Chancellor in all technical matters and ensure that no work is executed without following the prescribed procedures as per the MoA/Bye-Laws/CPWD guidelines and without the authorization/approval of the Works Committee or Building Committee etc. as per the prescribed procedures.
- ix) To provide the desired information sought under the RTI Act, 2005.

- x) The Assistant Engineer shall be required to initiate various proposals and prepare drafts on computer and submit the same to the Registrar/higher authority for consideration and approval in time bound manner.
- xi) In addition to the above, he shall assist his superiors in performance of the above-mentioned works and perform such other duties as and when assigned to him by the Registrar/Vice-Chancellor of the University from time to time.



5. SECTION OFFICER:

The Section Officer shall be responsible to the Registrar and Vice-Chancellor and he/she shall assist and work under the guidance and supervision of the Deputy Registrar and Assistant Registrar and broadly perform the following duties as assigned to him from time to time.

- i) Watch dak and also pending cases and ensure timely disposal of the same.
- ii) It is absolutely necessary that on receipt of the daily dak, the Section Officer should himself see, initial and date all letters. He should on the margin of each letter, which is not purely of a routine nature, pass suitable instructions and will ensure prompt and proper attention being paid to it.
- iii) Reminders received from the UGC/Ministry or any other organization should be put up immediately to the Head of the Office together with the related documents/papers and any other information available for his perusal and orders. The submission of the reminders must not be delayed in the hope (often not realized) of putting-up final disposal soon.
- iv) Application of rules and maintenance of certain confidential records/files entrusted to him by the higher authorities.
- v) Allot/distribute works to dealing assistants of Section.
- vi) To undertake direct responsibility in respect of such important/confidential matters as may be assigned by the Competent Authority of the University. He/she is directly responsible for any note submitted by him to the higher authority.
- vii) The Section Officer shall be required to initiate various proposals and prepare drafts on computer and submit the same to the higher authority for consideration and approval in time bound manner. He/she should also assist the senior officer in drafting letters, putting up items with suitable notes, precedents, etc.
- viii) The Section Officer concerned is responsible for the correctness of any facts the Vice-Chancellor, the Registrar or any other officer may state, just as if the letter was drafted by the Section Officer himself. Section Officers are also responsible for bringing to notice any orders of the Government, University Grants Commission or any other authority which the vice-Chancellor or the Registrar or the Officer may have accidentally over-looked. Any draft, which is altered by the Vice-Chancellor/Registrar should be invariably returned to the department to which it belongs before it is handed over to the copying department.
- ix) A Section Officer, before passing a letter on to another section must take all action necessary on it in his own section, so that the Section Officer of the last Section receiving it, will be justified in assuming that it has been completely disposed of in the other section.





- x) He will supervise the work done by the dealing assistants of the Section and advise them regarding maintenance of discipline in the Section.
- xi) If the Section Officer is absent, it will then be the Senior Assistant's duty to send the files/letters/dak directly to the Assistant Registrar without further delay.
- xii) Providing the desired information sought under the RTI Act, 2005.
- xiii) Any other duties as and when assigned by the Registrar/Vice-Chancellor from time to time.
- xiv) The incumbent to the post may be transferred to any other section as section officer or equivalent as per the exigency of the situation.

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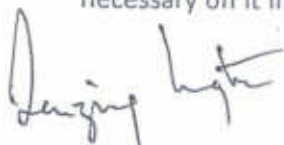
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6. SECTION OFFICER (ACCOUNTS):

The Section Officer (Accounts) shall be responsible to the Registrar and Vice-Chancellor and he/she shall assist and work under the guidance and supervision of the Registrar and Assistant Registrar (Admin) and broadly perform the following duties as assigned to him from time to time.

- i) Responsible for the maintenance of all the records of receipts, payments, amount realizable, amount payable as per the budget approved by the Competent Authority.
- ii) Watch dak and also pending cases and ensure timely disposal of pending work;
- iii) It is absolutely necessary that on receipt of the daily dak, the Section Officer of the Section should himself see, initial and date all letters. He should on the margin of each letter, which is not purely of a routine nature, pass suitable instructions and will ensure prompt and proper attention being paid to it.
- iv) Reminders received from the UGC/Govt. or any other organization should be put up immediately to the Head of the Office together with the connected papers and any other information available for his perusal and orders. The submission of the reminders must not be delayed in the hope (often not realized) of putting up final disposal soon.
- v) Application of rules and maintenance of certain confidential records/files entrusted to him by the higher authorities.
- vi) Allot/distribute works to dealing assistants of Section.
- vii) To undertake direct responsibility in respect of such important/confidential matters as may be assigned by the Competent Authority of the University. He/she is directly responsible for any note submitted by him through Dealing Assistant to the higher authority.
- viii) The Section Officer shall be required to initiate various proposals and prepare drafts on computer and submit the same to the higher authority for consideration and approval in time bound manner. He/she should also assist the senior officer in drafting letters, putting up items with suitable notes, precedents, etc.
- ix) The Section Officer concerned is responsible for the correctness of any facts the Vice-Chancellor, the Registrar or any other officer may state, just as if the letter was drafted by the Section Officer himself. Section Officers are also responsible for bringing to notice any orders of the Government, University Grants Commission or any other authority which the Vice-Chancellor or the Registrar or the Officer may have accidentally over-looked. Any draft, which is altered by the Vice-Chancellor/Registrar should be invariably returned to the department to which it belongs before it is handed over to the copying department.
- x) A Section Officer, before passing a letter on to another section must take all action necessary on it in his own section, so that the Section Officer of the last Section receiving





it, will be justified in assuming that it has been completely disposed of in the other section.

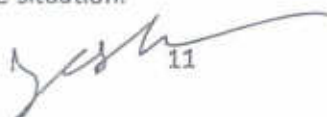
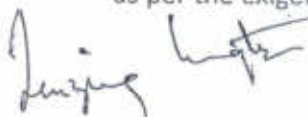
- xi) He will supervise the work done by the dealing assistants of the Section and advise them regarding maintenance of discipline in the Section.
- xii) If the Section Officer is absent, it will then be the Senior Assistant's duty to send the files/letters/dak directly to the Assistant Registrar without any delay.
- xiii) Providing the desired information sought under the RTI Act, 2005.
- xiv) Any other duties as and when assigned by the Registrar/Vice-Chancellor from time to time.
- xv) The incumbent to the post may be transferred to any other section as Section Officer or equivalent as per the exigency of situation.



7. PRIVATE SECRETARY:

The Private Secretary shall be responsible to the Registrar/Vice-Chancellor. The following shall be the duties of the Private Secretary.

- i) Taking dictation and typing from manuscripts/other types or printed matter; filing; maintaining all the files in the secretariat of the Officer on various matters; and retrieval of information and documents whenever required; attending to telephone calls and taking down messages; and promptly conveying them to the officer; accepting all letters, notices and other papers sent to the officer, works related to web-site/mail etc. on computer, duties on or beyond the working hours/holidays, holding the different meetings, maintenance of diary relating to priority works/engagement/programmes of the officer concerned, preparation of agendas/minutes/recommendations of the meetings of different committees, maintenance of office decorum, cleanliness of office furniture, equipment etc and such other works as amended in the service bye-laws of the University from time to time.
- ii) Organizing the work schedule; sorting out routine incoming and outgoing papers promptly, in order of priority and maintaining registers for the same.
- iii) Drafting letters/notes for the Officer and handling correspondence independently.
- iv) Maintaining excellent public relations and arranging meetings.
- v) Liaison and follow-up action on matters with internal faculty/officers/staff and outside persons/organizations.
- vi) Making travel arrangements for the Officer.
- vii) Summarizing from documents.
- viii) Preparing information for Annual Reports, Newsletters etc. pertaining to the Secretariat's activities.
- ix) Referring/directing callers (in person/telephone)/papers to appropriate persons in the University.
- x) Supervise the work of the subordinate staff in the Secretariat.
- xi) Be responsible for the safe custody of all the files in the Secretariat and maintain strict confidentiality on all matters related to the Officer's work on any nature.
- xii) Providing the desired information sought under the RTI Act, 2005.
- xiii) Any other duties as and when assigned by the Registrar/Vice-Chancellor from time to time.
- xiv) The incumbent to the post may be transferred to the office of any officer of the University as per the exigency of the situation.



8. TECHNICAL OFFICER-CUM- COMPUTER PROGRAMMER (GRADE-I):

The T.O.-cum-Computer Programmer (Grade-II) will be responsible to the Registrar/Vice-Chancellor through the In-charge of the Library. He/she will broadly perform the following duties as assigned to him from time to time.

- i) Maintenance of systems, UPS, EPABS system and other equipment installed in the Computer Centre and in all other departments of the University.
- ii) To update the web-site of the University in consultation with In-charge (Library) of the University.
- iii) Preparation of data-base relating to all activities/functioning of the University in consultation with the Asst. Registrar/Section and to design the desired programmes as per the requirements of the job.
- iv) To take computer class or assisting the computer faculties in conducting practical classes for students and imparting basic computer training to the teaching and non-teaching staff and students so as to make them computer –savvy.
- v) The Programmer shall be required to initiate various proposals and prepare drafts on computer himself and submit the same to the higher authority for consideration and approval in time bound manner. He/she should also assist the senior officer in drafting letters, putting up items with a suitable notes, precedents, etc.
- vi) The Programmer shall be required to perform other works relating to the Administration/Academic/Examination/Library and teaching and non-teaching activities, as and when assigned by the competent authority as per the requirement.
- vii) To provide the desired information sought under the RTI Act, 2005.
- viii) Any other duties as and when assigned by the Registrar/Vice-Chancellor from time to time.
- ix) The incumbent to the post may be transferred to any other Section/Office of the University as per the exigency of situation.



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9. ASSISTANT LIBRARIAN AND DOCUMENTATION OFFICER:

The Assistant Librarian and D.O. shall be responsible to the Registrar/Vice-Chancellor. He/she will work under the supervision of Dy. Librarian/Librarian and following shall be the duties of the Assistant Librarian and Documentation Officer.

- i) To plan and organize library service of the University.
- ii) To supervise, coordinate, control and manage the over-all functions of the Library through the Library staff.
- iii) To organize library support to instructional, research and publication programmes in coordination with the Faculty.
- iv) To work under the instructions of the Professor in-charge as and when appointed by the Vice-Chancellor for the purpose.
- v) To plan and bring out the publications to support the University Library service.
- vi) To provide bibliographical and reference service to the teachers, students and research scholars.
- vii) To develop library collection by selecting books and other materials from various sources with the recommendations of the Library Committee.
- viii) To act a Member Secretary to the Library Committee to be constituted by the Vice Chancellor and ensure effective governance of the Library including purchase of books and writing of books as per procedures.
- ix) To ensure verification of Library as per the prescribed guidelines through a Committee constituted for the purpose by the Vice-Chancellor.
- x) To provide the desired information sought under the RTI Act, 2005.
- xi) To allocate shift duties to the Library Staff.
- xii) To keep abreast of the new developments in Library and Information Science field and to apply those as far as possible.
- xiii) The Assistant Librarian shall be required to initiate various proposals and prepare drafts on computer and submit the same to the higher authority for consideration and approval in time bound manner.
- xiv) In addition to the responsibilities of the Library, he/she may also be assigned the training/teaching work in the relevant stream as per the requirement.
- xv) Any other duties as and when assigned by the Registrar/Vice-Chancellor/Professor-In-charge of the Library from time to time.



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10. PROFESSIONAL ASSISTANT:

The Professional Assistant shall be responsible to the Registrar/Vice-Chancellor. He/she shall assist and work under the guidance and supervision of the In-charge (Library)/Deputy Librarian/ Assistant Librarian and broadly perform the following duties as assigned to him from time to time.

- i) To handle acquisition routines of books and periodicals.
- ii) Classification of books.
- iii) Cataloguing of books.
- iv) Providing spport reference service.
- v) Preparing bibliographies and documentation lists
- vi) Circulation Work
- vii) Stack and maintenance work.
- viii) Assisting the In charge in the supervision of the Library.
- ix) Other professional work, Data feeding as and when required, Library automation etc.
- x) Correspondence with other universities /institutions.
- xi) Computerization of Library, use of software.
- xii) Any other duties as and when assigned by the Registrar/Vice-Chancellor/Unit In-charge of the Library from time to time.
- xiii) The Professional Assistant shall be required to initiate various proposals and prepare drafts on computer and submit the same to the higher authority for consideration and approval in time bound manner. He/she should also assist the senior officer in drafting letters, putting up items with suitable notes, precedents, etc.
- xiv) Professional Assistant shall be required to perform other works relating to the Administration/Academic/Examination and teaching and non-teaching activities, as and when assigned by the competent authority as per the requirement.
- xv) To provide the desired information sought under the RTI Act, 2005.
- xvi) The incumbent to the post may be transferred to any office of the University as per the exigency of situation.

gokul
for
Devising Gupta

11. JUNIOR ENGINEER (ELCTRICAL):

The following shall be the duties of the Junior Engineer (Electrical)

- i) The junior engineer (Electrical) shall be responsible to the Registrar/Vice-Chancellor and he/she shall assist and work under the guidance and supervision of the Officers of the University and broadly perform the following duties as assigned to him from time to time.
- ii) To carry out maintenance and repair, operation work of all electrical installations including HT/LT lines, sub-station equipment, air-conditioners, electric motors, pump sets. Etc.
- iii) To supervise and guide the work of junior skilled and unskilled personnel under their control.
- iv) To prepare estimates of materials required and help in purchase of materials required and keep proper account of materials issued.
- v) To keep all tools and other materials required in clean and working order.
- vi) To report any major fault to his superiors for necessary action.
- vii) To start and operate the electric generators for proper electric supply.
- viii) To keep proper records of consumption of various materials including Fuel Oil, lubricating oil and other spare parts etc.
- ix) To inform sufficiently in advance the requirements of all materials needed for satisfactory running of the Sub-Station/Generators etc. of the University.
- x) To make all payments of the Electricity Bills, Water Bill etc. of the University on or before the due date of payment.
- xi) The Junior Engineer (Electric) shall be required to initiate various proposals and prepare drafts on computer and submit the same to the higher authority for consideration and approval in time bound manner.
- xii) To make necessary arrangements for efficient consumption of the electricity.


 



12. SEMI PROFESSIONAL ASSISTANT:

The Semi Professional Assistant shall be responsible to the Registrar/Vice-Chancellor and he/she shall assist and work under the guidance and supervision of the Librarian/Library (In-charge)/Dy. Librarian/ Asst. Librarian. The incumbent shall broadly perform the following duties as assigned to him from time to time.

- i) Preparation for book selection slips, duplicate checking, accessioning, general typing work, cataloguing, transcribing, registration (Periodicals and News Papers) routine, binding routine, circulation work and connected routine, processing the bills for payment, other routine technical work as assigned.
- ii) In addition to this, he/she shall carryout the data feeding work, general typing work by computer and library automation works.
- iii) Semi Professional Assistant shall be required to perform other works relating to the Administration/Academic/Examination and teaching and non-teaching activities, as and when assigned by the competent authority as per the requirement.
- iv) Semi Professional Assistant shall be required to initiate various proposals and prepare drafts on computer and submit the same to the higher authority for consideration and approval in time bound manner.
- v) To provide the desired information sought under the RTI Act, 2005.
- vi) Any other work as and when assigned by the Competent Authority/Unit In-charge of the Library of the University.
- vii) The incumbent to the post may be transferred to any office of the University as per the discretion to the competent authority of the University.



13. UPPER DIVISION CLERK:

The Upper Division Clerk shall be responsible to the Registrar/Vice-Chancellor. He/she shall assist and work under the guidance and supervision of the Section Officer, Assistant Registrar/Deputy Registrar or any other unit In-charge and broadly perform the following duties as assigned to him from time to time.

- i) Maintenance of files, records, registers and any other classified/unclassified/regulatory documents.
- ii) Dairy & Dispatch as and when assigned.
- iii) Initiating proposals, dealing with files including noting, drafting for correspondence, maintenance of diary, data feeding/general typing work, store, cashier, pay bill, income tax, staff car maintenance, maintenance of equipment, to deal with the service/establishment/accounts matters, advertisements, field works and in other sectors as per requirements.
- iv) To provide the desired information sought under the RTI Act, 2005.
- v) Assist in holding of the meetings, preparation of agenda, minutes of the meetings of various Committees of the University.
- vi) Any other duties as and when assigned by the Controlling Officer/Competent Authority of the University.

Sanjay Singh

Sanjay Singh
20/11/20

Sanjay Singh →

14. STENOTYPIST:

The Stenotypist shall be responsible to the Registrar/Vice-Chancellor. He/she shall assist and work under the guidance and supervision of the Private Secretary/Assistant Registrar/Dy. Registrar and broadly perform the following duties as assigned to him from time to time.

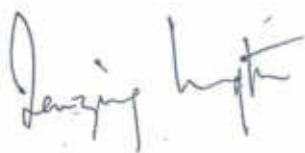
- i) Taking dictation and transcription of matters, computer typing, e-mailing, fax software downloading, attending to telephone calls, typing-data feeding, maintenance of confidential records, Telephone Register, Log Book, office equipment, fixing appointments and general supervision of cleanliness, hygiene and MTS staff attached to the office.
- ii) Stenographer shall be required to initiate various proposals and prepare drafts on computer himself and submit the same to the controlling officer for consideration and approval in time bound manner.
- iii) To provide the desired information sought under the RTI Act, 2005
- iv) Any other duties as and when assigned by the Controlling Authority/Competent Authority from time to time.



15. **ELECTRICIAN:**

The Electrician shall be responsible to the Registrar and Vice-Chancellor. He/she shall work under the guidance and supervision of the Junior Engineer/Assistant Engineer/Estate Manager and broadly perform the following duties as assigned to him from time to time.

- i) To carry out construction, maintenance and repair, operation work of all electrical installations including HT/LT lines, sub-station equipment, air-conditioners, electric motors, pump sets. etc.
- ii) To supervise and guide the work of junior skilled and unskilled personnel under their control.
- iii) To prepare indent of materials required and help in purchase of materials required as well as keep proper account of materials issued.
- iv) To keep all tools and other materials required in clean and working order.
- v) To report any major fault to his superiors for necessary action
- vi) To start and operate the electric generators for proper electric supply.
- vii) To keep proper records of consumption of various materials including Fuel Oil, lubricating oil and other spare parts etc.
- viii) To make necessary arrangements for efficient consumption of the electricity.
- ix) Any other work as and when assigned by the Competent Authority/Unit In-charge of the University.










16. SR. LIBRARY ATTENDANT:

The Library Assistant shall be responsible to the Registrar/Vice-Chancellor. He/she shall assist and work under the guidance and supervision of the Assistant Librarian/Deputy Librarian/Library (In-charge) and broadly perform the following duties as assigned to him from time to time.

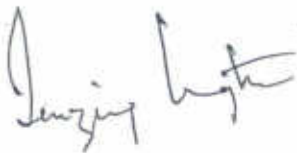
- i) Duplicate checking, preparation for book selection, accessioning, general typing work of the Library, cataloguing, transcribing, registration (Periodicals and News Papers) routine, binding routine, circulation work and connected routine, processing the bills for payment, field work, other routine technical work as assigned.
- ii) Library Assistant shall be required to perform other works relating to the administration/Academic/Examination and teaching and non-teaching activities, as and when assigned by competent authority as per the requirement.
- iii) Library Assistant shall be required to initiate various proposals and prepare drafts on computer and submit the same to the higher authority for consideration and approval in time bound manner.
- iv) To provide the desired information south under the RTI Act, 2005
- v) Any other work as and when assigned by the Competent Authority/Unit In-charge of the Library of the University.
- vi) The incumbent to the post may be transferred to any office of the University as per the discretion of the competent authority of the University.

17. LOWER DIVISION CLERK:

The Lower Division Clerk shall be responsible to the Registrar/Vice-Chancellor. He/she shall assist and work under the guidance and supervision of the Section Officer, Assistant Registrar/Deputy Registrar or any other unit In-charge and broadly perform the following duties as assigned to him from time to time.

- i) Diary, Dispatch and typing work.
- ii) Maintenance of files, records, registers and any other classified/unclassified/regulatory documents.
- iii) Dealing with files on different issues including noting, drafting, general typing and data feeding on computer etc.
- iv) To perform the duties of cashier, cash collection, counter-clerk, store-keeper, accounts clerk and field duties.
- v) To provide the desired information sought under RTI Act, 2005
- vi) Holding of the meetings, preparation of agenda, minutes of various Committees of the University
- vii) Any other duties as and when assigned by the Controlling Authority from time to time.







18. STAFF CAR DRIVER:

The Staff Car Driver shall be responsible to the Registrar and Vice-Chancellor and broadly perform the following duties as assigned to him from time to time.

- i) Driving of the vehicles; to keep the record of the petrol and record of mileage; to carry out minor repairs maintenance of the vehicles. To drive the light and heavy vehicles of the University as per the duties allotted by the Officer-in-Charge for time to time. The Driver will be responsible for the proper maintenance/safety and timely renewal of the insurance policy to the vehicle.
- ii) Driving of light and heavy vehicles.
- iii) Dusting/cleaning the seats and the vehicles as a whole and washing the vehicles periodically.
- iv) Carrying the bags and other items of officers and guests travelling in vehicle.
- v) He will be required to stay in campus as and when the Staff Quarters will be allotted to him under the essential categories of performing the duties of Staff Car Driver. In case he declines to stay in the staff quarters at any stage during his service due to whatever circumstances, he will not be entitled to House Rent Allowance and disciplinary proceedings will be initiated against him on ground of breach of contract.
- vi) He will also be required to perform duties before and after the office hours, shift duty in the night, Sunday and other holidays, as and when assigned by the Competent Authority keeping in view the exigency of the work.
- vii) He will also be required to perform the duties of the MTS i.e. the movement of official dak like letters, office orders, notifications etc. within the University outside the University, to clean tables/rack, chairs etc. and fetch drinking water etc. required by the staff; Shifting furniture, books, study material, examination documents/files and other Office equipment from one place to another, loading and unloading of such items from vehicles, carrying luggage/baggage of the office, to help keep files/office record in a tidy conditions to render assistance for all kinds of dispatch work; to lock and open rooms etc. as and when assigned by the competent authority keeping in view the administrative requirements. While performing the duties of MTS, he should also come to work place half-an-hour before the commencement of office hours and should leave the office after half-an-hour of the closure of the office or after all the officials leave the office.
- viii) Any other duties as and when assigned by the Controlling Authority/Competent Authority from time to time.

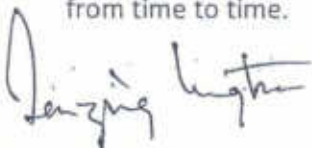




19. PUMP OPERATOR:

The Pump Operator shall be responsible to the Estate Manager/Registrar and Vice-Chancellor. He/she shall assist and work under the guidance and supervision of the Junior Engineer/ Assistant Engineer and broadly perform the following duties as assigned to him from time to time.

- i) To operate the pumps and ensure timely water supply in the Campus.
- ii) To ensure water supply for horticulture.
- iii) To attend the operational work of the pump-house during emergencies even before and after office hours.
- iv) To regularly operate the fountains, florals and other watering points installed for the campus beautification.
- v) To look after the pump house, make routine maintenance of the pumps and report the defects beyond his control to the in charge of the pump hose.
- vi) To supervise the leakages in the pipelines, fixing the float valves in the over-head tanks and prevent overflow of water.
- vii) To supervise the sanitation and hygienic of the campus by prevention of water logging or deposit of water for a long time.
- viii) To keep all tools and other materials required in clean and working order.
- ix) To inform sufficiently in advance the requirements of all materials needed for satisfactory running of the pump and repair/maintenance other section as per the discretion of the competent authority of the University.
- x) The incumbent to the post may be transferred to any other section as per the discretion of the competent authority of the University.
- xi) He will also be required to perform the duties of the MTS i.e. the movement of official dak like letters, office orders, notifications etc. within the University outside the University, to clean tables/rack, chairs etc. and fetch drinking water etc. required by the staff; Shifting furniture, books, study material, examination documents/files and other Office equipment from one place to another, loading and unloading of such items from vehicles, carrying luggage/baggage of the office, to help keep files/office record in a tidy conditions to render assistance for all kinds of dispatch work; to lock and open rooms etc. as and when assigned by the competent authority keeping in view the administrative requirements.
- xii) Any other duties as and when assigned by the Controlling Authority/~~Competent Authority~~ from time to time.

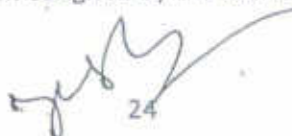


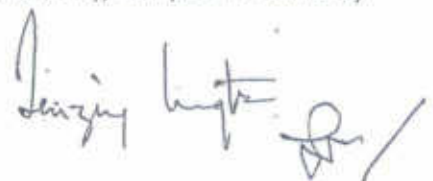

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20. **PLUMBER:**

The Plumber shall be responsible to the Estate Manager/Registrar and Vice-Chancellor. He/she shall assist and work under the guidance and supervision of the Junior Engineer/ Assistant Engineer and broadly perform the following duties as assigned to him from time to time.

- i) To operate the entire tap/water supply in the Campus.
- ii) To ensure water supply for horticulture.
- iii) To attend the operational work of the plumbing during emergencies even before and after office hours.
- iv) To regularly operate the fountains, floras and other watering points installed for the campus beautification.
- v) To look after the Water supply lines, make routine maintenance of the Pipes and report the defects beyond his control to the in charge.
- vi) To supervise the leakages in the pipelines, fixing the float valves in the over-head tanks and prevent overflow of water.
- vii) To supervise the sanitation and hygiene of the campus by prevention of water logging or deposit of water for a long time.
- viii) To keep all tools and other materials required in clean and working order.
- ix) To inform sufficiently in advance the requirements of all materials needed for satisfactory running of the Water supply and repair/maintenance other section as per the discretion of the competent authority of the University.
- x) The incumbent to the post may be transferred to any other section as per the discretion of the competent authority of the University.
- xi) He will also be required to perform the duties of the MTS i.e. the movement of official dak like letters, office orders, notifications etc. within the University outside the University, to clean tables/rack, chairs etc. and fetch drinking water etc. required by the staff; Shifting furniture, books, study material, examination documents/files and other Office equipment from one place to another, loading and unloading of such items from vehicles, carrying luggage/baggage of the office, to help keep files/office record in a tidy conditions to render assistance for all kinds of dispatch work; to lock and open rooms etc. as and when assigned by the competent authority keeping in view the administrative requirements.
- xii) Any other duties as and when assigned by the Controlling Authority/Competent Authority from time to time.

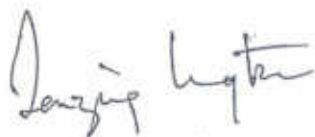

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21. CARPENTER:

The Carpenter shall be responsible to the Estate Manager/Registrar and Vice-Chancellor. He/she shall assist and work under the guidance and supervision of the Junior Engineer/ Assistant Engineer and broadly perform the following duties as assigned to him from time to time.

- i) To Maintain and look after wooden furniture, shelves, planks, windows, doors and all other wooden items inside the campus and staff quarters.
- ii) To repair wooden furniture, shelves, planks, windows, doors and all other wooden items inside the campus and staff quarters.
- iii) To attend the operational work during University functions and prepare wooden articles as suggested by the In-charge.
- iv) To regularly visit different offices and check for the faulty wooden items, wall hangings, framed pictures.
- v) To keep all tools and other materials required in clean and working order.
- vi) To inform sufficiently in advance the requirements of all materials needed for satisfactory maintenance and repair as per the discretion of the competent authority of the University.
- vii) The incumbent to the post may be transferred to any other section as per the discretion of the competent authority of the University.
- viii) He will also be required to perform the duties of the MTS i.e. the movement of official dak like letters, office orders, notifications etc. within the University outside the University, to clean tables/rack, chairs etc. and fetch drinking water etc. required by the staff; Shifting furniture, books, study material, examination documents/files and other Office equipment from one place to another, loading and unloading of such items from vehicles, carrying luggage/baggage of the office, to help keep files/office record in a tidy conditions to render assistance for all kinds of dispatch work; to lock and open rooms etc. as and when assigned by the competent authority keeping in view the administrative requirements.
- ix) Any other duties as and when assigned by the Controlling Authority/Competent Authority from time to time.







22. COOK

The Cook shall be responsible to the Registrar and Vice-Chancellor. He/she shall assist and work under the guidance and supervision of the Guest House In-charge or any other unit In-charge and broadly perform the following duties as assigned to him from time to time.

- i) Cooking of food items to the Guests as per the order/menu available in the guest house
- ii) He will store cooked food properly till distribution.
- iii) He will maintain the cooking ranges and other cooking appliances in good and hygienic conditions.
- iv) House-keeping, Maintenance of the Registrar of the visitors, attending telephones, purchase of raw materials form the market, cleaning of the kitchen, utensils, crockeries of the Mess/Guest House of the University.
- v) He will take safety precautions to prevent fire and injuries to those working in the kitchen.
- vi) To supervise the work of junior kitchen staff posted there.
- vii) He will be required to perform duties from Monday to Saturday (six days week) within the prescribed number of working hours per week and within the frame work of rules.
- viii) He will also be required to perform duties before and after the office hours, shift duty in the night, Sunday and other holidays, as and when assigned by the Guest House In-charge/Competent Authority keeping in view the exigency of the work.
- ix) When there is no mess duty, he will be required to perform the duties of the MTS i.e. the movement of official dak like letters, office orders, notifications etc. within the University outside the University, to clean tables/rack, chairs etc. and fetch drinking water etc. required by the staff; Shifting furniture, books, study material, examination documents/files and other Office equipment from one place to another, loading and unloading of such items from vehicles, carrying luggage/baggage of the office, to help keep files/office record in a tidy conditions to render assistance for all kinds of dispatch work; to lock and open rooms etc. as and when assigned by the competent authority keeping in view the administrative requirements.
- x) The incumbent to the post may be transferred to any other section as per the discretion of the competent authority of the University.
- xi) He will be required to perform any other duties as and when assigned by the In-charge Guest House/Competent Authority from time to time.

23. LIBRARY ATTENDANT:

The Library Attendant shall be responsible to the Registrar and Vice Chancellor. He/she shall assist and work under the guidance and supervision of the Assistant Librarian/In-charge (Library) and broadly perform the following duties as assigned to him from time to time.

- i) Shelving work and Dusting of books racks, table and furniture etc. duty at the Library entrance gate, checking of issued books, physical checking of the students, shift duty including night shift, duty in late hours in the reading room and on Saturday, entry of newspapers and magazines, operation Xerox machine, binding of books, lamination of cards/identity cards, field duty, obtaining quotations from book shop, stationary, typing work on computer etc. and such other works as amended in the service bye-laws of the University from time to time.
- ii) In addition to his/her responsibility in the Library, he/she will be required to perform other duties as and when assigned to him/her by the competent authority/In-charge of the Library.
- iii) The incumbent to the post may be transferred to any office of the University as per the discretion of the competent authority of the University.

A large, stylized handwritten signature in black ink, appearing to read 'Suzanne Light' followed by a long, sweeping flourish.A smaller, more compact handwritten signature in black ink, possibly reading 'Suzanne'.

24. MULTI TASKING STAFF (MTS):

The MTS shall be responsible to the Registrar and Vice-Chancellor. He/she shall assist and work under the guidance and supervision of the Section Officer/Assistant Registrar/Deputy Registrar or any other Unit In-charge and broadly perform the following duties as assigned to him from time to time.

- i) To take charge of the movement of official dak, letters, office orders, notifications etc. within and outside the University, to clean tables/rack, chairs, cleaning & dusting of office vehicles etc. and fetch drinking water etc. required by the staff; Shifting furniture, books, study material, examination documents/files and other Office equipment from one place to another, loading and unloading of such items from vehicles, carrying luggage/baggage of the office, to help keep files/office record in a tidy conditions to render assistance for all kinds of dispatch work; to lock and open rooms. He is required to perform any other suitability, operation of photocopier machine and typing work on computer etc. Dusting/cleaning the seat covers and the vehicles as a whole and washing the vehicles periodically. The duties may be given during holidays and in the night shift also in the exigency of services.
- ii) Further, he will also be required to drive staff car of the University (with valid professional license) as per his suitability as and when required. In case, he has no professional valid driving license at the time of appointment, he will be required to produce a copy of the valid professional driving license issued by the Government Licensing Authority as early as possible. This will be applicable for the appointment made on or after 1.1.2006
- iii) In addition to their responsibilities in the concerned unit/department, the appointees will be required to perform other duties as when assigned by the University Administration from time to time. He should come to the work place half-an-hour before the commencement of office hours and should leave the office half an hour after the closing hours of the office.
- iv) Any other duties as and when assigned by the Controlling Authority from time to time.

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Sanjay Kumar
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