Non-Teaching & Other Academic Posts including Research Posts

RECRUITMENT RULES

2026

बुद्धो भवेयं जगतो हिताय

CENTRAL INSTITUTE OF HIGHER TIBETAN STUDIES

(A DEEMED TO BE UNIVERSITY UNDER SECTION 3 OF THE UGC ACT 1957)

SARNATH, VARANASI – 221007

1. SHORT TITLE AND COMMENCEMENT

1.1 These Rules shall be called the **Non-Teaching and Other Academic Recruitment including Research Posts Rules, 2026**.

1.2 They shall come into force on the date of their notification by CIHTS.

2. DEFINITIONS

In these Rules, unless the context otherwise requires,—

(a) "Appendix" means an Appendix appended to the Schedule to these Rules.

(b) "Departmental Candidate" means an employee of the University appointed on a regular basis and serving in a sanctioned post, but does not include persons engaged on ad-hoc, contractual, daily-wage, casual or any other non-regular basis.

(c) "Government" means the Central Government.

(d) "Departmental Examination" or **"Test"** means a competitive examination or test, as the case may be, conducted by the University and restricted to such category or categories of departmental candidates as specified in the Schedule, for the purpose of promotion to a higher post under these Rules.

(e) "Non-Teaching and Other Academic Employees" means the employees of the University other than teachers as defined under the applicable University Grants Commission regulations.

(f) "On Probation", in relation to a person, means a person appointed to a post on probation for the period specified in these Rules or in the order of appointment.

(g) "Regular Service" means service rendered by an employee on a regular basis against a sanctioned post and does not include service rendered on ad-hoc, contractual, daily-wage, casual or stop-gap basis.

(h) "Schedule" means the Schedule appended to these Rules.

(i) "Selection Committee" means the Selection Committee or Departmental Selection Committee, as the case may be, constituted in accordance with Appendix-I appended to the Schedule to these Rules.

(j) "University" means the Central Institute of Higher Tibetan Studies (Deemed to be University), Sarnath, Varanasi.

(k) Words and expressions used but not defined in these Rules shall have the same meaning as assigned to them in the UGC Model Recruitment Rules /DoPT Model Recruitment Rules, or the relevant Government of India instructions, as applicable.

3. FUTURE MAINTENANCE OF CADRE / POSTS

3.1 All appointments to the posts in the Institute made after the notification of these Rules shall be governed exclusively by the provisions contained herein.

3.2 The Board of Governors (BoG) may, with the prior approval of the Ministry of Culture and / or in consultation with the University Grants Commission, wherever applicable or required, add, modify or include any post(s) and/or cadre(s) in the Schedule to these Rules subsequent to their notification, subject to availability of sanctioned strength and financial approval.

3.3 The seniority of employees borne in each group of posts shall be maintained by the establishment of the University in accordance with the applicable Government of India rules and instructions issued from time to time.

Provided that, notwithstanding anything contained in these Rules, any class or category of posts and the incumbents thereof may, for administrative exigencies, be posted or placed in any office, department or establishment of the University by general or special order of the Vice-Chancellor or the Registrar, as the case may be.

3.4 Reservation in appointments to the posts in favour of the Scheduled Castes, Scheduled Tribes, Other Backward Classes, Persons with Benchmark Disabilities and Economically Weaker Sections shall be made in accordance with the instructions, orders and guidelines issued by the Government of India and/or the University Grants Commission, as applicable, from time to time.

4. CLASSIFICATION AND SCALES OF PAY

4.1 In accordance with the directions and guidelines issued by the Government of India and the University Grants Commission from time to time, the non-teaching posts of the University shall be classified into the following Groups, namely: —

(a) **Group 'A'** – Pay Level 10 and above;

(b) **Group 'B'** – Pay Level 6 to Pay Level 9; and

(c) **Group 'C'** – Pay Level 1 to Pay Level 5, including Multi-Tasking Staff (MTS).

4.2 The scales of pay and pay levels attached to the posts specified in the Schedule to these Rules shall be as per the applicable Central Government pay structure, as adopted by the University, and as revised by the Government of India and/or the University Grants Commission from time to time.

4.3 Any reclassification of posts or revision of pay scales consequent upon orders or directions issued by the Government of India or the University Grants Commission shall automatically apply to the posts governed by these Rules, unless specifically provided otherwise.

5. METHOD OF RECRUITMENT, AGE LIMIT AND OTHER QUALIFICATIONS

5.1 The method of recruitment, age limit, qualifications and other conditions of service in respect of each post shall be as specified in the Schedule appended to these Rules.

Age Limit and Relaxation

5.2 The upper age limit prescribed for direct recruitment shall be relaxable in favour of candidates belonging to the Scheduled Castes, Scheduled Tribes, Other Backward Classes (Central List), Persons with Benchmark Disabilities, Ex-Servicemen and such other categories as admissible, in accordance with the instructions and orders issued by the Government of India and/or the University Grants Commission from time to time.

5.3 Age relaxation to departmental candidates applying for direct recruitment through open advertisement shall be admissible only to the extent and in the manner prescribed under the extant Government of India/DoPT instructions, and no blanket or automatic relaxation shall be admissible unless specifically so provided therein.

5.4 Age relaxation in respect of persons engaged on contract, ad-hoc, daily-wage or casual basis shall be admissible only as a one-time measure, similar to the Departmental Candidates as specified in Government of India, DoPT OM No. DOPT-1667569393892 dated 6th September, 2022, subject to the condition that such persons were within the prescribed age limit at the time of their initial engagement.

5.5 Any age relaxation on account of experience gained in Government Departments, statutory or autonomous bodies, Universities or Public Sector Undertakings shall be governed strictly by the instructions issued by the Government of India/DoPT (DOPT-1667569393892 dated 6th September, 2022) and subsequently issued / to be issued from time to time.

5.6 The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India, and not the closing date prescribed for candidates residing in remote areas, in accordance with Government of India norms.

Direct Recruitment

5.7 Appointments by direct recruitment or open selection shall be made only after issuing an open advertisement through the Institute's website and leading newspapers having wide circulation, including English, Hindi and Bhoti, in accordance with Government norms.

5.8 The composition of the Selection Committee for direct recruitment shall be as prescribed in these Rules and the relevant Appendices appended to the Schedule.

Promotion

5.9 Promotions, including those through Departmental Examination or Test, shall be made in accordance with the method and eligibility criteria specified in the Schedule.

5.10 The recruitment year for promotions shall be the calendar year. Eligibility for promotion shall be determined with reference to completion of the prescribed qualifying service as on the 1st day of January of the recruitment year.

5.11 The Departmental Promotion Committee shall meet at least once in a year. Promotions shall be made on the basis of seniority-cum-fitness/ departmental selection taking into account:

(a) vigilance clearance;

(b) Annual Performance Assessment Reports for the preceding five years;

(c) written test and/or interview, wherever prescribed.

5.12 For promotion to Group 'A' posts, the benchmark shall be "Very Good" in at least three out of the preceding five years, and the employee should not have been awarded any major penalty during the said period.

Deputation / Short-Term Contract

5.13 Notwithstanding anything contained in these Rules, appointment on deputation or short-term contract may be made against the vacancies pertaining to Direct Recruitment / Promotion only as a stop-gap arrangement in cases of urgent administrative necessity, for a limited period, and strictly in accordance with Government of India instructions.

5.14 Wherever deputation is prescribed as a mode of recruitment, the terms and conditions governing deputation under Government of India rules or UGC rules shall apply *mutatis mutandis*.

Tests, Evaluation and Pay

5.15 Wherever written tests or skill tests are prescribed, the Vice-Chancellor shall be the competent authority to approve the syllabus, modalities of examination, evaluation procedure and related matters.

5.16 Wherever qualifications are prescribed under the UGC seven-point grading scale, the equivalent grading and percentage conversion shall be as follows and as notified by the University Grants Commission from time to time:

GRADE	GRADE POINT	EQUIVALENT PERCENTAGE
'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

5.17 Allowances attached to the posts shall be regulated in accordance with the Government of India rules / UGC guidelines as adopted by the University.

Interview, Selection and Appointment

5.18 Candidates shall be called for interview on the basis of merit in written and/or skill tests, as the case may be, in the ratio of **10:1** against the number of vacancies.

5.19 The recommendations of the Selection Committee shall be made strictly in order of merit, while maintaining the reservation roster in accordance with Government of India instructions.

5.20 In the event of a tie in written test marks, inter-se merit shall be determined in the following order:

(a) higher marks in the main component of the written test;

(b) higher academic qualification;

(c) higher age.

5.21 Recommendations of the Selection Committee for Group 'A' and Group 'B' posts shall be placed before the Board of Governors for approval, and appointments shall be issued only after such approval.

5.22 No recommendation shall be made subject to any condition.

5.23 Where the Selection Committee recommends a higher initial pay or advance increments, reasons for such recommendation shall be recorded in writing keeping in view the Government of India, DoPT instructions (DOPT- 1667548160160 dated 14 September, 2022) as amended from time to time regarding pay fixation.

5.24 The number of posts advertised shall be indicative and may be increased or decreased at the time of selection, subject to availability of sanctioned posts and approval of the competent authority.

5.25 Prescribed qualifications and experience shall be the minimum and shall not confer any right on a candidate to be called for selection. The University may restrict the number of candidates for selection to a reasonable number, including by applying higher standards.

5.26 In-service candidates shall apply through proper channel.

5.27 Canvassing in any form shall disqualify the candidate.

5.28 The panel approved by the competent authority shall remain valid for **one year** from the date of approval, unless otherwise decided by the Board of Governors.

5.29 In respect of any matter not specifically provided for in these Rules, the procedure shall be regulated in accordance with the instructions issued by the Government of India / UGC Rules, and where necessary, by a decision of the Board of Governors.

6. RETENTION OF EXISTING ELIGIBILITY SERVICE FOR PROMOTION

6.1 Where the eligibility service for promotion prescribed under these Rules is enhanced in comparison to that prescribed under the existing recruitment rules, and such enhancement is likely to adversely affect the promotional prospects of employees holding the feeder grade on a regular basis, the eligibility service requirement for such employees shall continue to be governed by the provisions of the recruitment rules in force prior to the commencement of these Rules.

6.2 The benefit of the provisions contained in sub-rule (6.1) shall be available only to those employees who were holding the feeder grade post on a regular basis on or before the date of commencement of these Rules.

6.3 For employees appointed to the feeder grade after the commencement of these Rules, the eligibility service for promotion shall be governed exclusively by the provisions of these Rules.

7. PROBATION

7.1 Every person appointed to a post in the University by direct recruitment or open selection shall be placed on probation for such period as may be specified in the Cadre Recruitment Rules applicable to the post concerned.

7.2 A person appointed by promotion shall be placed on probation only where such promotion involves a change in Group, and the period of probation in such cases shall be as specified in the applicable Cadre Recruitment Rules.

7.3 The conditions governing probation, including extension, confirmation and discharge during the period of probation, shall be regulated in accordance with the Cadre Recruitment Rules of the post concerned and the applicable instructions issued by the Government of India from time to time.

8. RESIDUARY MATTERS

8.1 In respect of matters not specifically provided for in these Rules, the posts specified in the Schedule shall be governed by the applicable rules, orders and instructions issued by the UGC / Government of India / or the rules / provisions adopted by the University for its non-teaching and other academic employees including Research posts, as amended from time to time.

9. POWER TO RELAX

9.1 The Board of Governors may, for reasons to be recorded in writing, relax any of the provisions of these Rules in respect of any class or category of persons or posts, where it is considered necessary or expedient to do so, in a manner consistent with the applicable instructions issued by the Government of India and/or the University Grants Commission, as the case may be.

9.2 All administrative orders or instructions providing for relaxation, exemption or dispensation from the provisions of the recruitment rules, issued with the approval of the Board of Governors prior to the commencement of these Rules, shall stand superseded to the extent they are inconsistent with these Rules.

9.3 Any relaxation granted under these Rules shall not be construed as a precedent and shall be confined to the specific case for which it is granted.

10. REPEAL AND SAVING

10.1 Upon the commencement of these Rules, all guidelines, decisions, orders or instructions issued by the Board of Governors or any other authority of the University, insofar as they relate to the method of appointment and recruitment to the posts specified in the Schedule to these Rules, shall stand repealed to the extent of their inconsistency with these Rules.

10.2 Notwithstanding such repeal, any appointment made, action taken, decision issued, selection conducted or process initiated in accordance with the guidelines, decisions or orders so repealed, and which was validly in force at the time such action was taken, shall be deemed to have been done or taken under the corresponding provisions of these Rules and shall not be affected by such repeal.

10.3. Nothing contained in these Rules shall affect the operation of any provision relating to reservation, relaxation in age limit or other concessions required to be provided to the Scheduled Castes, Scheduled Tribes, Other Backward Classes, Persons with Benchmark Disabilities, Economically Weaker Sections, Ex-Servicemen and such other categories, in accordance with the orders, instructions and guidelines issued by the Government of India and/or the University Grants Commission from time to time, as the case may be.

11. INTERPRETATION

11.1 If any question arises relating to the interpretation of any provision of these Rules, the matter shall be referred to the Board of Governors, whose decision thereon shall be final, in keeping with the provisions of the applicable Act, Statutes, Ordinances, Regulations or the instructions issued by the Government of India and/or the University Grants Commission from time to time.

12. REMOVAL OF DIFFICULTY

12.1 If any difficulty arises in giving effect to, or in the implementation of, any of the provisions of these Rules, the Vice-Chancellor may issue such general or special orders or directions, not inconsistent with the provisions of these Rules, as may appear necessary for the purpose of removing such difficulty. Every such order or direction shall be placed before the Board of Governors for ratification at its next meeting.

12.2 No order or direction issued under sub-rule (12.1) shall have the effect of amending, altering or overriding any provision of these Rules.

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Non-Teaching & Other Academic Posts including Research Posts

Schedule to the

RECRUITMENT RULES

2026

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CENTRAL INSTITUTE OF HIGHER TIBETAN STUDIES

(A DEEMED TO BE UNIVERSITY UNDER SECTION 3 OF THE UGC ACT 1957)

SARNATH, VARANASI - 221007

SCHEDULE

CENTRAL INSTITUTE OF HIGHER TIBETAN STUDIES

(Deemed to be University)

Sarnath, Varanasi 221007

REGISTRAR

Sl. No.	Particular	Criteria
1.	Name of the Post	Registrar
2.	No. of post(s)	1 (One)
3.	Classification	Group 'A'
4.	Scale of Pay (Revised)	Level–14 (₹1,44,200 – ₹2,18,200)
5.	Whether Selection Post or Non-Selection Post	Not Applicable
6.	Age limit for direct recruitment	Preferably below **57 years**
7.	Educational and other qualifications required for direct recruitment	**Essential Qualifications:** i) Master's Degree with at least 55% marks or an equivalent grade in a point scale wherever grading system is followed. ii) At least 15 years' experience as Assistant Professor in Academic Level-11 and above, or 8 years' service in Academic Level-12 and above, including experience as Associate Professor along with experience in educational administration; **OR** Comparable experience in research establishment and/or other institutions of higher education; **OR** 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.
8.	Whether the age and qualification prescribed for direct recruitment will apply in case of promotions	Not Applicable

Sl. No.	Particular	Criteria
9.	Period of probation, if any	Not Applicable
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.	Direct Recruitment / Deputation for a tenure of five (5) years or till attaining the age of 62 years, whichever is earlier. (Eligible for re-appointment after following due selection process)
11.	In case of recruitment by deputation/ short term contract, grades from which deputation/ short term contract to be made	**Deputation:** Officers holding analogous posts on regular basis or having eight years' experience in Pay Level-12, subject to fulfilment of qualifications and experience as prescribed in Column-7 above.
12.	Composition of DPC or Selection Committee	As specified in **Appendix-I** to these Rules.

DEPUTY REGISTRAR

Sl. No.	Particular	Criteria
1.	Name of the Post	Deputy Registrar
2.	No. of post(s)	2 (Two)
3.	Classification	Group 'A'
4.	Scale of Pay (Revised)	Level–12 (₹78,800 – ₹2,09,200)
5.	Whether Selection Post or Non-Selection Post	Selection (applicable to promotion) Not applicable in case of Direct Recruitment/ Deputation
6.	Age limit for direct recruitment	Not exceeding 50 years
7.	Educational and other qualifications required for direct recruitment	**Essential Qualifications:** i) Master's Degree with at least 55% marks or an equivalent grade in a point scale wherever grading system is followed; ii) Five (5) years' experience as Assistant Registrar or in an equivalent post in Pay Level–10 and above; **OR** At least nine (9) years' experience as Assistant Professor in Academic Level–10 or above with experience in educational administration; **OR** Comparable experience in research establishment and/or other institutions of higher education. **Desirable Qualifications:** a) MBA / LLB / Ph.D.; b) Knowledge of Bhoti Language.
8.	Whether the age and qualification prescribed for direct recruitment will apply in case of promotions	**Age:** No **Educational Qualification:** No
9.	Period of probation, if any	**Direct Recruitment:** One (1) year, extendable by one (1) year, if required. **Promotion:** Not applicable
10.	Method of recruitment: Whether by direct recruitment or by promotion or by deputation and	(i) 75% by Direct Recruitment, failing which by Deputation; (ii) 25% by Promotion, failing which by Deputation.

Sl. No.	Particular	Criteria
	percentage of the vacancies to be filled by various methods.	
11.	In case of recruitment by deputation/ short term contract, grades from which deputation/ short term contract to be made	**Promotion:** Assistant Registrar with five (5) years' regular service in Pay Level–11. **Deputation:** Officers holding analogous posts on regular basis or with five (5) years' regular service in Pay Level–11 or eight (8) years' regular service in Pay Level–10 in Central/State Government, Universities, PSUs or other Central/State Autonomous Bodies, subject to fulfilment of qualifications prescribed in Column 7.
12.	Composition of DPC or Selection Committee	As specified in **Appendix-I** to these Rules.

ASSISTANT REGISTRAR

Sl. No.	Particular	Criteria
1.	Name of the Post	Assistant Registrar
2.	No. of post(s)	2 (Two)
3.	Classification	Group 'A'
4.	Scale of Pay (Revised)	Level–10 (₹56,100 – ₹1,77,500)
5.	Whether Selection Post or Non-Selection Post	**Selection** (applicable to promotion) Not applicable in case of Direct Recruitment/ Deputation
6.	Age limit for direct recruitment	Not exceeding 40 years
7.	Educational and other qualifications required for direct recruitment	**Essential Qualification:** Master's Degree in any discipline with at least 55% marks or its equivalent grade of B in the UGC Seven-Point Scale with a good academic record. **Desirable Qualifications:** a) Minimum two (2) years' experience in administration / finance / establishment / examination in a Central/State University or other organisation under Central/State Government; b) Knowledge of computer applications; c) Knowledge of Bhoti language.
8.	Whether the age and qualification prescribed for direct recruitment will apply in case of promotions	**Age:** No **Educational Qualification:** No, however the promotee must possess at least a Bachelor's Degree from a recognised University / Institution.
9.	Period of probation, if any	**Direct Recruitment:** two years **Promotion:** One Year
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.	(i) 50 % by Direct Recruitment; (ii) 50 % by Promotion, failing which by Deputation.
11.	In case of recruitment by deputation/ short term contract, grades from which deputation/ short term contract to be made	**Promotion:** Section Officer / Private Secretary with five (5) years' regular service in Pay Level–7 or above. **Deputation:** Officers holding analogous posts on regular basis or with five (5) years' regular service in Pay Level–7 or above in Central/State Government, Universities, PSUs or other Central/State Autonomous Bodies, subject to fulfilment of qualifications prescribed in Column 7.
12.	Composition of DPC or Selection Committee	As specified in **Appendix-I** to these Rules.

SECTION OFFICER

Sl. No.	Particular	Criteria
1.	Name of the Post	Section Officer
2.	No. of post(s)	2 (Two)
3.	Classification	Group 'B'
4.	Scale of Pay (Revised)	Level–7 (₹44,900 – ₹1,42,400)
5.	Whether Selection Post or Non-Selection Post	**Selection** (applicable only in the case of promotion) Not applicable in case of Direct Recruitment/ Deputation
6.	Age limit for direct recruitment	Not exceeding 40 years
7.	Educational and other qualifications required for direct recruitment	**Essential Qualifications:** (i) Bachelor's Degree from a recognised University / Institution; (ii) Three (3) years' experience as Senior Assistant in Pay Level–6 or eight (8) years' experience as Upper Division Clerk or equivalent in Pay Level–4 in Central/State Government, University, PSU or other Central/State Autonomous Institutions; (iii) Proficiency in computer applications.
8.	Whether the age and qualification prescribed for direct recruitment will apply in case of promotions	**No**
9.	Period of probation, if any	**Direct Recruitment:** Two years. **Promotion:** Not applicable
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.	(i) 75% by Promotion, failing which by Deputation. (ii) 25% by Direct Recruitment through written test and skill test;
11.	In case of recruitment by deputation/ short term contract, grades from which deputation/ short term contract to be made	**Promotion:** Senior Assistant with five (5) years' regular service in Pay Level–6. **Deputation:** (i) Officers holding analogous posts on regular basis or with three (3) years' regular service in Pay Level–6 or equivalent, with a good record of service, in Central/State Government, Universities, PSUs or other Central/State Autonomous Bodies, and possessing the educational qualifications prescribed for direct recruitment under Column 7. (ii) Proficiency in computer operation, noting and drafting.
12.	Composition of DPC or Selection Committee	As specified in **Appendix-I** to these Rules.

SENIOR ASSISTANT

Sl. No.	Particular	Criteria
1.	Name of the Post	Senior Assistant
2.	No. of post(s)	4 (Four)
3.	Classification	Group 'B'
4.	Scale of Pay (Revised)	Level–6 (₹35,400 – ₹1,12,400)
5.	Whether Selection Post or Non-Selection Post	Non-Selection
6.	Age limit for direct recruitment	Not exceeding 40 years
7.	Educational and other qualifications required for direct recruitment	**Essential Qualifications:** (i) Bachelor's Degree from a recognised University / Institution; (ii) Three (3) years' experience as Upper Division Clerk / Senior Clerk or equivalent in Pay Level–4 in Central/State Government, University, PSU or other Central/State Autonomous Organisation; (iii) Proficiency in typing, computer applications, noting and drafting.
8.	Whether the age and qualification prescribed for direct recruitment will apply in case of promotions	No
9.	Period of probation, if any	**Direct Recruitment:** One (1) year, extendable by one (1) year, if required. **Promotion:** Two (2) years
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.	(i) 75% by Promotion, failing which by Deputation; (ii) 25% by Direct Recruitment through written test and skill test.
11.	In case of recruitment by deputation/ short term contract, grades from which deputation/ short term contract to be made	**Promotion:** Upper Division Clerk / Steno-Typist with five (5) years' regular service in Pay Level–4. **Deputation:** (a) Persons holding analogous posts on regular basis; or (b) Persons with five (5) years' regular service as UDC / Senior Clerk or equivalent in Pay Level–4 in Central/State Government, Universities, PSUs or other Central/State Autonomous Bodies, subject to fulfilment of educational qualifications and other requirements prescribed for direct recruitment under Column 7.
12.	Composition of DPC or Selection Committee	As specified in **Appendix-I** to these Rules.

SENIOR ASSISTANT (Special)

Sl. No.	Particular	Criteria
1.	Name of the Post	**SENIOR ASSISTANT (Special)**
2.	No. of post(s)	3 (Three)
3.	Classification	Group 'B'
4.	Scale of Pay (Revised)	Level-6 (35400-112400)
5.	Whether Selection Post or Non-Selection Post	Non Selection Not applicable in case of Direct Recruitment/ Deputation
6.	Age limit for direct recruitment	40 years
7.	Educational and other qualifications required for direct recruitment	**Essential Qualifications:** 1. Bachelor Degree in Tibetan/ Buddhist Philosophy from a recognized university. 2. At least Three years' experience as Sr. Clerk/UDC in the Pay Level-4 or equivalent post of any Central / State Govt. / University / Public Sector Undertakings and other Central or State Autonomous Organisation. 3. Proficiency in typing, computer applications, noting and drafting.
8.	Whether the age and qualification prescribed for direct recruitment will apply in case of promotions	No
9.	Period of probation, if any	One year, which is extendable for another year, If required. **Promotion:** Two Years
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.	25% by Direct recruitment. through Written Test and Skill Test 75% by promotion failing which by Deputation.
11.	In case of recruitment by deputation/ short term contract, grades from which deputation/ short term contract to be made	**For Promotion:** Five years' regular service as UDC (Special) in the Level-4. **Deputation:** (i) Persons holding analogous posts on regular basis **OR** (ii) With 5 years regular service as Upper Division Clerk/Sr. Clerk or equivalent in the Pay Level-4 in Central or State Govt./University/Public Sector Undertakings and other Central or State Autonomous organisation and fulfilling the educational qualification and other professional requirements as prescribed at column 7 above. **Age limit:** 54 years
12.	Composition of DPC or Selection Committee	As specified in **Appendix-I** to these Rules.

UPPER DIVISION CLERK (U.D.C.)

Sl. No.	Particular	Criteria
1.	Name of the Post	Upper Division Clerk (UDC)
2.	No. of post(s)	5 (Five)
3.	Classification	Group 'C'
4.	Scale of Pay (Revised)	Level–4 (₹25,500 – ₹81,100)
5.	Whether Selection Post or Non-Selection Post	Non-Selection
6.	Age limit for direct recruitment	Not exceeding 35 years
7.	Educational and other qualifications required for direct recruitment	**Essential Qualifications:** **Option–I:** (i) Bachelor's Degree from a recognised University / Institution; (ii) Two (2) years' experience as Lower Division Clerk / Junior Clerk or equivalent in Pay Level–2 in Central/State Government, University, PSU or other Central/State Autonomous Bodies; (iii) Typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi or bilingual on computer; (iv) Proficiency in computer operation, noting and drafting. **OR** **Option–II:** (i) Master's Degree in any discipline from a recognised 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 promotions	**No**
9.	Period of probation, if any	**Direct Recruitment:** Two years **Promotion:** Not applicable
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.	(i) 75% by Promotion, failing which by Deputation; (ii) 25% by Direct Recruitment through written test and skill test.
11.	In case of recruitment by deputation/ short term contract, grades from which deputation/ short term contract to be made	**Promotion:** Lower Division Clerk with five (5) years' regular service in Pay Level–2. **Deputation:** Officers holding analogous posts on regular basis or with five (5) years' regular service as Lower Division Clerk or equivalent in Pay Level–2 in Central/State Government, Universities, PSUs or other Central/State Autonomous Bodies, subject to fulfilment of qualifications prescribed for direct recruitment under Column 7.
12.	Composition of DPC or Selection Committee	As specified in **Appendix-I** to these Rules.

Upper Division Clerk (U.D.C.) (Special)

Sl.No.	Particular	Criteria
1.	Name of the Post	**Upper Division Clerk (U.D.C.) (Special)**
2.	No. of post(s)	4(Four)
3.	Classification	Group 'C'
4.	Scale of Pay (Revised)	Level-4 (25500-81100)
5.	Whether Selection Post or Non-Selection Post	Non- Selection
6.	Age limit for direct recruitment	Not Applicable
7.	Educational and other qualifications required for direct recruitment	Not Applicable
8.	Whether the age and qualification prescribed for direct recruitment will apply in case of promotions	Not Applicable
9.	Period of probation, if any	Not Applicable
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.	100% by promotion failing which by Deputation.
11.	In case of recruitment by deputation/ short term contract, grades from which deputation/ short term contract to be made	**Promotion:** Five years of regular service as LDC (Special) in the Level-2.
12.	Composition of DPC or Selection Committee	As specified in **Appendix-I** to these Rules.

LOWER DIVISION CLERK (L.D.C.)

Sl. No.	Particular	Criteria
1.	Name of the Post	Lower Division Clerk (LDC)
2.	No. of post(s)	5 (Five)
3.	Classification	Group 'C'
4.	Scale of Pay (Revised)	Level–2 (₹19,900 – ₹63,200)
5.	Whether Selection Post or Non-Selection Post	Non-Selection
6.	Age limit for direct recruitment	Not exceeding 35 years
7.	Educational and other qualifications required for direct recruitment	**Essential Qualifications:** (i) Bachelor's Degree from a recognised University / Institution; (ii) Typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi (Unicode) or bilingual on computer; (iii) Proficiency in computer operation; (iv) Selection shall be through written examination and skill/typing test, as prescribed. **Desirable Qualifications:** (i) Diploma / Certificate in Computer Application from a recognized Institution; (ii) Proficiency in noting and drafting.
8.	Whether the age and qualification prescribed for direct recruitment will apply in case of promotions	**Age:** Not applicable. **Educational Qualifications for Promotion:** (i) 10+2 or equivalent from a recognized Board; (ii) Typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi (Unicode) or bilingual on computer; (iii) Proficiency in basic computer operation.
9.	Period of probation, if any	**Direct Recruitment:** Two years. **Promotion:** Not applicable.
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.	(i) 80% by Direct Recruitment through written test and skill/typing test; (ii) 20% by Promotion from eligible Group 'C' employees in Pay Level–1, failing which by Direct Recruitment.
11.	In case of recruitment by deputation/ short term contract, grades from which deputation/ short term contract to be made	**Promotion:** Multi-Tasking Staff (MTS) or other Group 'C' (Pay Level–1) employees of the Institute with five (5) years' regular service, possessing the educational and skill qualifications prescribed under Column 8. **Note:** Relaxation of typing/skill test for promotion from MTS to LDC shall be governed by DoPT O.M. No. 14020/1/2014-Estt(D) dated 22.04.2015, amended from time to time.
12.	Composition of DPC or Selection Committee	As specified in **Appendix-I** to these Rules.

Lower Division Clerk (L.D.C.) (Special)

Sl.No.	Particular	Criteria
1.	Name of the Post	**Lower Division Clerk (L.D.C.) (Special)**
2.	No. of post(s)	5(Five)
3.	Classification	Group 'C'
4.	Scale of Pay (Revised)	Level 2(19900-63200)
5.	Whether Selection Post or Non-Selection Post	Not Applicable
6.	Age limit for direct recruitment	Not exceeding 35 years
7.	Educational and other qualifications required for direct recruitment	**Essential Qualifications:** 1. Graduate from Tibetan Buddhist Philosophy from any recognized Institute/University. 2. Typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi (Unicode) or bilingual on computer followed by a written test. 3. Proficiency in computer operation. **Desirable Qualifications:** (i) Diploma in Computer Application from a recognized Institution. (ii) Proficiency in noting and drafting.
8.	Whether the age and qualification prescribed for direct recruitment will apply in case of promotions	Age: Not Applicable Qualification for promotion shall be as follows: (i) 10+2 from any recognized Board / University. (ii) Typing speed of 35 w.p.m. in English or 30 w.p.m. in Bhoti/ Hindi (Unicode) or bilingual on computer.
9.	Period of probation, if any	One year, extendable for another year, If required. **Promotion:** Not Applicable
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.	100% **Direct Recruitment:** through written test and skill test in various components of MS Office particularly in MS Word and MS Excel etc.
11.	In case of recruitment by deputation/ short term contract, grades from which deputation/ short term contract to be made	**Not Applicable**
12.	Composition of DPC or Selection Committee	As specified in **Appendix-I** to these Rules.

PRIVATE SECRETARY

Sl.No.	Particular	Criteria
1.	Name of the Post	**PRIVATE SECRETARY**
2.	No. of post(s)	1 (One)
3.	Classification	Group 'B'
4.	Scale of Pay (Revised)	Level-7 (44900-142400)
5.	Whether Selection Post or Non-Selection Post	Not applicable
6.	Age limit for direct recruitment	Not exceeding 40 years
7.	Educational and other qualifications required for direct recruitment	**Essential Qualifications:** i. Bachelor's Degree from a recognized University/Institute. ii. Experience of 3 years as Personal Assistant in Pay Level-6 or experience of 5 years as Steno Typist/Stenographer in Pay Level-5. iii. Minimum speed of 120/100 w.p.m. within 10 Minute dictation in English/Hindi shorthand and 40/30 w.p.m.in English/Hindi Unicode) /bilingual Typewriting on computer respectively. **Desirable Qualifications:** i. Master's Degree from a recognized University. ii. Knowledge of Hindi, English and Bhoti language. iii. Diploma in Computer Application from a recognized Institution. iv. Proficiency in computer operation, noting and drafting.
8.	Whether the age and qualification prescribed for direct recruitment will apply in case of promotions	**Age:** No **Academic Qualification:** No
9.	Period of probation, if any	Two years.
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.	Direct recruitment through written test and skill test (if required) failing which by Deputation.
11.	In case of recruitment by deputation/ short term contract, grades from	**Deputation:** i. Persons holding analogous post on regular basis or with 3 years regular services as Personal

Sl.No.	Particular	Criteria
	which deputation/ short term contract to be made	Assistant in the Pay Level-6 or 5 years regular services as Steno Typist in Pay Level-4 or equivalent 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 prescribed at column 7 above. ii. Proficiency in computer operation and noting, drafting.
12.	Composition of DPC or Selection Committee	As specified in **Appendix-I** to these Rules.

STENO TYPIST

Sl.No.	Particular	Criteria
1.	Name of the Post	**STENO TYPIST**
2.	No. of post(s)	1 (one)
3.	Classification	Group 'C'
4.	Scale of Pay (Revised)	Level-4 (25500 - 81100)
5.	Whether Selection Post or Non-Selection Post	Not applicable
6.	Age limit for direct recruitment	35 years
7.	Educational and other qualifications required for direct recruitment	**Essential Qualifications:** (i) Bachelor's Degree from a recognized University /Institute. (ii) Candidate must have the speed of 80/70 w.p.m. in English/Hindi shorthand and 40/30 w.p.m. in English/Hindi (Unicode)/bilingual Typewriting on computer. (iii) Proficiency in computer operation. **Desirable Qualifications:** (i) Proficiency in noting and drafting. (ii) Knowledge of Bhoti language.
8.	Whether the age and qualification prescribed for direct recruitment will apply in case of promotions	Not applicable
9.	Period of probation, if any	Two years.
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.	Direct recruitment through written test and skill test.
11.	In case of recruitments by promotion/deputation/absorption, grades from which promotion/deputation absorption to be made.	Not Applicable
12.	Composition of DPC or Selection Committee	As specified in **Appendix-I** to these Rules.

ESTATE OFFICER

Sl.No.	Particular	Criteria
1.	Name of the Post	**ESTATE OFFICER**
2.	No. of post(s)	1 (one)
3.	Classification	Group 'B'
4.	Scale of Pay (Revised)	Level-7 (44900 - 142400)
5.	Whether Selection Post or Non-Selection Post	Not applicable
6.	Age limit for direct recruitment	Not exceeding 40 years
7.	Educational and other qualifications required for direct recruitment	Bachelor's Degree in Civil Engineering with a minimum of 5 years' experience in construction and maintenance of Building, Transport and Estate management.
8.	Whether the age and qualification prescribed for direct recruitment will apply in case of promotions	Not applicable
9.	Period of probation, if any	Two years.
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.	Direct recruitment through written test and skill test (if required).
11.	In case of recruitments by promotion/deputation/absorption, grades from which promotion/deputation absorption to be made.	Not Applicable
12.	Composition of DPC or Selection Committee	As specified in **Appendix-I** to these Rules.

PUBLIC RELATION OFFICER

Sl.No.	Particular	Criteria
1.	Name of the Post	**PUBLIC RELATION OFFICER**
2.	No. of post(s)	1 (one)
3.	Classification	Group 'A'
4.	Scale of Pay (Revised)	Level-10 (56100-177500)
5.	Whether Selection Post or Non-Selection Post	Not applicable
6.	Age limit for direct recruitment	Not exceeding 40 years
7.	Educational and other qualifications required for direct recruitment	**Essential Qualifications:** (i) Master's degree in Journalism and Mass communication with at least 55 % of marks or its equivalent grade of B in UGC 7-point scale from recognized University/Institute. (ii) At least Five years' experience in the Editorial Dept./Centre of any Central/State Govt./PSU/ Central State Educational Institutions/established English or regional newspaper accredited with ABC, National news agency, radio or television, film media, reputed advertising agencies with excellent command of speaking in English and Hindi language. (iii) Experience of Working with International media. **Desirable Qualifications:** i. Good working knowledge of computer applications. ii. Knowledge of Bhoti language.
8.	Whether the age and qualification prescribed for direct recruitment will apply in case of promotions	Not applicable
9.	Period of probation, if any	Two years.
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.	Direct recruitment, failing which by Deputation
11.	In case of recruitments by promotion/deputation/absorption, grades from which promotion/deputation absorption to be made.	**Deputation:** i. Persons holding analogous posts on regular basis; **or** with 5 years regular service as APRO in Pay Level-7 or above in Central/State Govt./University/Public Sector Undertakings and other Central or State Autonomous Bodies. ii. Possessing the qualifications prescribed for direct recruitment under Column No. 7.
12.	Composition of DPC or Selection Committee	As specified in **Appendix-I** to these Rules.

LIBRARIAN

Sl.No.	Particular	Criteria
1.	Name of the Post	**LIBRARIAN**
2.	No. of post(s)	1 (One)
3.	Classification	Group 'A'
4.	Scale of Pay (Revised)	Academic Level 14 (1,44,200-2,18,200)
5.	Whether Selection Post or Non-Selection Post	Not Applicable
6.	Age limit for direct recruitment	Preferably below 57 years
7.	Educational and other qualifications required for direct recruitment	**Essential Qualification:** - 1. A Master's Degree in Library Science/Information Science / Documentation Science with at least 55% marks or an equivalent grade in a point scale wherever the grading system is followed. **OR** A Master's Degree in Tibetan Buddhist Studies with Bachelor'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. Experience of at least 10 years as a Librarian at any level in University Library or ten years of teaching as Assistant/Associate Professor in Tibetan Buddhist studies or ten years' experience as a Librarian in College/ traditional Library. 3. A Ph.D. Degree in Tibetan Buddhist studies. 4. Erudition in Bhoti/Sanskrit with knowledge of Hindi and English Language. **Desirable Qualification:** Experience of working in a traditional Library having collections related to Bhoti language.
8.	Whether the age and qualification prescribed for direct recruitment will apply in case of promotions	Not Applicable
9.	Period of probation, if any	One Year

Sl.No.	Particular	Criteria
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.	Direct Recruitment/Deputation/Short Term Contract
11.	In case of recruitment by deputation/ short term contract, grades from which deputation/ short term contract to be made	**Deputation/Short Term Contract** **Qualifications**: Officers of Central/State Government, Universities and other Autonomous Organisations holding analogous post on regular basis subject to possessing educational qualification and experience as prescribed in Column 7 above.
12.	Composition of DPC or Selection Committee	As specified in **Appendix-I** to these Rules.

Sl.No.	Particular	Criteria
1.	Name of the Post	**DEPUTY LIBRARIAN**
2.	No. of post(s)	1 (One)
3.	Classification	Group 'A'
4.	Scale of Pay (Revised)	Academic Level-12 (79,800-2,11,500)
5.	Whether Selection Post or Non-Selection Post	Not Applicable
6.	Age limit for direct recruitment	50 years
7.	Educational and other qualifications required for direct recruitment	**Essential Qualification** 1. A Master's Degree in Library Science/Information Science/Documentation Science with at least 55% marks or an equivalent grade in a point scale wherever the grading system is followed. **OR** A Master's Degree in Tibetan Buddhist Studies with Bachelor'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. Eight years' experience as an Assistant Professor in Tibetan Buddhist studies. 3. Evidence of innovative library services, including the integration of ICT in a library. 4. A Ph.D. Degree in Tibetan Buddhist studies. 5. Erudition in Bhoti/Sanskrit with knowledge of Hindi and English Language. **Desirable Qualification** i. Knowledge and/or experience of managing/working in a computerized library system. ii. Knowledge of Bhoti/Sanskrit Language iii. Experience of working in a library having Tibetan Language Collection.
8.	Whether the age and qualification prescribed for	Not Applicable

Sl.No.	Particular	Criteria
	direct recruitment will apply in case of promotions	
9.	Period of probation, if any	One year
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.	Direct Recruitment/Deputation
11.	In case of recruitment by deputation/ short term contract, grades from which deputation/ short term contract 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 of Academic level-11 with experience in the relevant field of any Central/State Govt./University/Public Sector Undertakings and other Central or State Autonomous Bodies subject to fulfilment of educational qualifications as mentioned at column-7 above.
12.	Composition of DPC or Selection Committee	As specified in **Appendix-I** to these Rules.

ASSISTANT LIBRARIAN

Sl.No.	Particular	Criteria
1.	Name of the Post	**ASSISTANT LIBRARIAN**
2.	No. of post(s)	2 (Two)
3.	Classification	Group 'A'
4.	Scale of Pay (Revised)	Academic Level-10 (57,700-1,82,400)
5.	Whether Selection Post or Non-Selection Post	Not Applicable
6.	Age limit for direct recruitment	40 years
7.	Educational and other qualifications required for direct recruitment	**Essential Qualification** 1. Master's Degree in Library Science, Information Science or Documentation Science or an equivalent professional degree, with at least 55% marks or an equivalent grade in a point-scale, wherever the grading system is followed. **OR** Master's Degree in Tibetan Buddhist Studies with Bachelor'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. A consistently good academic record, with knowledge of computerization of a library. 3. A Ph.D. Degree in Tibetan Buddhist studies. **Desirable Qualification:** 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 promotions	Not applicable.
9.	Period of probation, if any	One year.
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.	Direct Recruitment/Deputation
11.	In case of recruitment by deputation/ short term contract, grades from which deputation/ short term contract to be made	**Deputation**: Persons holding analogous post in the library sector or 5 years of regular service as Professional Assistant or equivalent of any Central/State Govt. University and other Central or State Autonomous Bodies and fulfilling the educational qualifications and other professional requirements as mentioned at column-7 above.
12.	Composition of DPC or Selection Committee	As specified in **Appendix-I** to these Rules.

DOCUMENTATION OFFICER

Sl.No.	Particular	Criteria
1.	Name of the Post	**DOCUMENTATION OFFICER**
2.	No. of post(s)	1 (One)
3.	Classification	Group 'A'
4.	Scale of Pay (Revised)	Academic Level-10 (57,700-1,82,400)
5.	Whether Selection Post or Non-Selection Post	Not Applicable
6.	Age limit for direct recruitment	40 years
7.	Educational and other qualifications required for direct recruitment	**Essential Qualification** 1. A Master's Degree in Library Science, Information Science or Documentation Science or an equivalent professional degree, with at least 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed). 2. A consistently good academic record, with knowledge of computerization of a library. 3. A Ph.D. Degree in Library & Information Science/Documentation Science. **Desirable Qualification:** 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 promotions	Not Applicable
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 and percentage of the vacancies to be filled by various methods.	Direct Recruitment/Deputation
11.	In case of recruitment by deputation/ short term contract, grades from which deputation/ short term contract to be made	**Deputation**: Persons holding analogous post in the library sector or 5 years of regular service as Professional Assistant or equivalent of any Central/State Govt. University and other Central or State Autonomous Bodies and fulfilling the educational qualifications and other professional requirements as mentioned at column-7 above.
12.	Composition of DPC or Selection Committee	As specified in **Appendix-I** to these Rules.

TECHNICAL OFFICER-CUM-COMPUTER PROGRAMMER Grade-I

Sl.No.	Particular	Criteria
1.	Name of the Post	**TECHNICAL OFFICER-CUM- COMPUTER PROGRAMMER Grade-I**
2.	No. of post(s)	1 (One)
3.	Classification	Group 'A'
4.	Scale of Pay (Revised)	Level-10 (56100-177500)
5.	Whether Selection Post or Non-Selection Post	Not Applicable
6.	Age limit for direct recruitment	40 Years
7.	Educational and other qualifications required for direct recruitment	**Essential Qualification** First Class M.E. / M.Tech. (Computer Science / Information Technology) or equivalent. **OR** First Class B.E. / B. Tech (Computer Science / Information Technology) or equivalent with two years of relevant experience. **OR** First Class Master in Computer Applications (MCA) or equivalent with two years of relevant experience. **OR** First Class M.Sc. (Computer Science/ Information Technology) from a recognized University/ Institute with three years of relevant experience. OR First Class Master's Degree in Library and Information Science (M.Lib. or M.LIS) and Post Graduate Diploma in Computer Applications or MCA or M.Sc. (Computer Science/Information Technology) **Desirable Qualification:** i. Relevant experience in Library/office automation/server configuration/maintenance of e-resource/data base management/ content management/ programming/ development of website/ portals/information systems/gateway and networking. ii. Knowledge of Bhoti language.
8.	Whether the age and qualification prescribed for direct recruitment will apply in case of promotions	Not applicable.
9.	Period of probation, if any	One year, extendable for another one year, if required.
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.	Direct Recruitment/Deputation

Sl.No.	Particular	Criteria
11.	In case of recruitment by deputation/ short term contract, grades from which deputation/ short term contract to be made	**Deputation:** 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 DPC or Selection Committee	As specified in **Appendix-I** to these Rules.

SENIOR COMPUTER OPERATOR Grade-II

Sl.No.	Particular	Criteria
1.	Name of the Post	**SENIOR COMPUTER OPERATOR Grade-II**
2.	No. of post(s)	1 (One)
3.	Classification	Group 'B'
4.	Scale of Pay (Revised)	Level-6 (35400-112400)
5.	Whether Selection Post or Non-Selection Post	Not Applicable
6.	Age limit for direct recruitment	40 Years
7.	Educational and other qualifications required for direct recruitment	**Essential Qualifications:** 1. B.E./B.Tech/MCA in Computer Science from a recognized University / Institution. **OR** B.Sc. and PGDCA or equivalent course from a recognized University /Institution. 2. Two years' experience in Hardware/ Software management and Networking
8.	Whether the age and qualification prescribed for direct recruitment will apply in case of promotions	Not Applicable
9.	Period of probation, if any	One year which is extendable for another one year, if required.
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.	Direct Recruitment through written and skill test.
11.	In case of recruitment by deputation/ short term contract, grades from which deputation/ short term contract to be made	Not Applicable
12.	Composition of DPC or Selection Committee	As specified in **Appendix-I** to these Rules.

PROFESSIONAL ASSISTANT

Sl.No.	Particular	Criteria
1.	Name of the Post	**PROFESSIONAL ASSISTANT**
2.	No. of post(s)	4 (Four)
3.	Classification	Group 'B'
4.	Scale of Pay (Revised)	Level-6 (35400-112400)
5.	Whether Selection Post or Non-Selection Post	Selection Not applicable in case of Direct Recruitment/ Deputation
6.	Age limit for direct recruitment	40 years
7.	Educational and other qualifications required for direct recruitment	**Essential Qualifications:** 1. Master's Degree in Library & Information Science from any recognised University /Institution with 02 years experience in the relevant field in a University/Research establishment / Central / State Govt. / PSU and Library of other autonomous Institutions. **OR** Bachelor's Degree in Library / Library and Information Science from any recognised Institute/ University with three (3) years' experience in the relevant field in a University / Research Establishment / Central / State Govt. / PSU and Library of other autonomous Institutions. 2. Knowledge of Computer Applications. **Desirable Qualifications:** i. Knowledge of Tibetan Language/ Sanskrit.
8.	Whether the age and qualification prescribed for direct recruitment will apply in case of promotions	Not Applicable
9.	Period of probation, if any	Two Years
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.	25% - by direct recruitment through written and skill test (if required). 75% - by promotion failing which by deputation
11.	In case of recruitment by deputation/ short term contract, grades from which deputation/ short term contract to be made	**Promotion:** i. Five years regular service as Semi Professional Assistant in the Level-5 **Deputation:** Persons holding analogous post on regular basis, or 5 years regular service as Semi Professional Assistant in the Level-5 in Central/State Govt./University/Public Sector Undertakings and other Central or State Autonomous Bodies and possessing the educational qualifications and other professional requirements as prescribed at column 7 above.
12.	Composition of DPC or Selection Committee	As specified in **Appendix-I** to these Rules.

PROFESSIONAL ASSISTANT (SPECIAL)

Sl.No.	Particular	Criteria
1.	Name of the Post	**PROFESSIONAL ASSISTANT (SPECIAL)**
2.	No. of post(s)	4 (Four)
3.	Classification	Group 'B'
4.	Scale of Pay (Revised)	Level-6 (35400-112400)
5.	Whether Selection Post or Non-Selection Post	Non-Selection
6.	Age limit for direct recruitment	40 years
7.	Educational and other qualifications required for direct recruitment	**Essential** 1. Acharya or Master's Degree in Tibetan Buddhist Studies. **2.** Master's Degree in Library & Information Science from any recognised University /Institution with 02 years experience in the relevant field in a University/Research establishment / Central / State Govt. / PSU and Library of other autonomous Institutions. **OR** Bachelor's Degree in Library / Library and Information Science from any recognised Institute/ University with 03 years experience in the relevant field in a University / Research Establishment / Central / State Govt. / PSU and Library of other autonomous Institutions. 3. Knowledge of Computer Applications. 4. Knowledge of Tibetan language.
8.	Whether the age and qualification prescribed for direct recruitment will apply in case of promotions	Not Applicable
9.	Period of probation, if any	Two Years
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.	50% - by direct recruitment through written test and skill test (if required) 50% - by promotion failing which by deputation
11.	In case of recruitment by deputation/ short term contract, grades from which deputation/ short term contract to be made	**Promotion:** Five years regular service as Semi Professional Assistant (Special) in the Pay Level-5 **Deputation:** Persons holding analogous post on regular basis, or 5 years regular service as Semi Professional Assistant in the Pay Level-5 in Central/State Govt./University/Public Sector Undertakings and other Central or State Autonomous Bodies and possessing the educational qualifications and other professional requirements as prescribed at column 7 above.
12.	Composition of DPC or Selection Committee	As specified in **Appendix-I** to these Rules.

SEMI PROFESSIONAL ASSISTANT

Sl.No.	Particular	Criteria
1.	Name of the Post	**SEMI PROFESSIONAL ASSISTANT**
2.	No. of post(s)	06 (Six)
3.	Classification	Group 'C'
4.	Scale of Pay (Revised)	Level-5 (29200-92300)
5.	Whether Selection Post or Non-Selection Post	Non-Selection Not applicable in case of Direct Recruitment/ Deputation
6.	Age limit for direct recruitment	35 years
7.	Educational and other qualifications required for direct recruitment	**Essential Qualifications:** i. Master's Degree in Library Science and Information Science from any recognised University/Institution **OR** Bachelor's Degree in Library/ Library and Information Science from a recognised Institute/ University with two years relevant experience in a University/ Research Establishment / Central / State Govt./ PSU Autonomous Institutions.
8.	Whether the age and qualification prescribed for direct recruitment will apply in case of promotions	**Age -** Not Applicable **Academic Qualification -** Yes
9.	Period of probation, if any	Two years.
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.	75% - by direct recruitment through written test and skill test (if required). 25% - by promotion failing which by deputation
11.	In case of recruitment by deputation/ short term contract, grades from which deputation/ short term contract to be made	**Promotion:** Eight years regular service as Senior Library Attendant in the Level-2. **Deputation:** Persons holding analogous post on regular basis, or 8 years regular service as Senior Library Attendant in the Pay Level-2 in Central/State Govt./University/Public Sector Undertakings and other Central or State Autonomous Bodies and possessing the educational qualifications and other professional requirements as prescribed at column 7 above.
12.	Composition of DPC or Selection Committee	As specified in **Appendix-I** to these Rules.

SEMI PROFESSIONAL ASSISTANT (SPECIAL)

Sl.No.	Particular	Criteria
1.	Name of the Post	**SEMI PROFESSIONAL ASSISTANT (SPECIAL)**
2.	No. of post(s)	07 (Seven)
3.	Classification	Group 'C'
4.	Scale of Pay (Revised)	Level-5 (29200-92300)
5.	Whether Selection Post or Non-Selection Post	Not Applicable
6.	Age limit for direct recruitment	35 years
7.	Educational and other qualifications required for direct recruitment	**Essential Qualifications:** 1. Shastri/Acharya in Tibetan Buddhist Studies. 2. Master's Degree in Library Science and Information Science from any recognised University/Institution **OR** Bachelor's Degree in Library/ Library and Information Science from a recognised Institute/ University with two years relevant experience in a University/ Research Establishment / Central / State Govt./ PSU Autonomous Institutions. 3. Knowledge of Tibetan, Sanskrit and English languages.
8.	Whether the age and qualification prescribed for direct recruitment will apply in case of promotions	Not Applicable
9.	Period of probation, if any	One year which is extendable for another one year, If required.
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.	100% - By direct recruitment through written test and skill test (if required)
11.	In case of recruitment by deputation/ short term contract, grades from which deputation/ short term contract to be made	Not Applicable
12.	Composition of DPC or Selection Committee	As specified in **Appendix-I** to these Rules.

SENIOR LIBRARY ATTENDANT

Sl.No.	Particular	Criteria
1.	Name of the Post	**SENIOR LIBRARY ATTENDANT**
2.	No. of post(s)	2 (Two)
3.	Classification	Group 'C'
4.	Scale of Pay (Revised)	Level-2 (19900-63200).
5.	Whether Selection Post or Non-Selection Post	Non-Selection
6.	Age limit for direct recruitment	35 years
7.	Educational and other qualifications required for direct recruitment	**Essential Qualification:** i) Bachelor's / Master's degree in Library & Information Science or equivalent from a recognized University. ii) Typing speed of 30 words per minute in English/ 25 words per minute Hindi. iii) Knowledge of Computer Applications. **Desirable Qualification:** Knowledge of Tibetan/ Sanskrit language.
8.	Whether the age and qualification prescribed for direct recruitment will apply in case of promotions	**Age-** Not Applicable **Educational Qualification-**Yes
9.	Period of probation, if any	One year, extendable for another one year, If required. **Promotion:** Not Applicable
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.	100% by promotion failing which by direct recruitment through written test and skill test.
11.	In case of recruitment by deputation/ short term contract, grades from which deputation/ short term contract to be made	**Promotion:** At least 5 years regular service as Library Attendant in the PayLevel-1.
12.	Composition of DPC or Selection Committee	As specified in **Appendix-I** to these Rules.

LIBRARY ATTENDANT

Sl.No.	Particular	Criteria
1.	Name of the Post	**LIBRARY ATTENDANT**
2.	No. of post(s)	6 (Six)
3.	Classification	Group 'C'
4.	Scale of Pay (Revised)	Level-1 (18000-56900)
5.	Whether Selection Post or Non-Selection Post	Not Applicable
6.	Age limit for direct recruitment	32 years
7.	Educational and other qualifications required for direct recruitment	**Essential Qualifications:** 1. Passed 12th or equivalent examination from any State Education Board or Govt. recognized Institution. 2. Having Certificate in Library Science/Library & Inf. Science. **Desirable Qualifications:** i. B.Lib.I.Sc ii. Knowledge of Tibetan/Sanskrit/English Language.
8.	Whether the age and qualification prescribed for direct recruitment will apply in case of promotions	Not Applicable
9.	Period of probation, if any	Two Years
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.	Direct recruitment through written test and skill test.
11.	In case of recruitment by deputation/ short term contract, grades from which deputation/ short term contract to be made	Not Applicable
12.	Composition of DPC or Selection Committee	As specified in **Appendix-I** to these Rules.

ASSISTANT ENGINEER (CIVIL)

Sl.No.	Particular	Criteria
1.	Name of the Post	**ASSISTANT ENGINEER (CIVIL)**
2.	No. of post(s)	1 (One)
3.	Classification	Group B
4.	Scale of Pay (Revised)	Level-7 (44900-142400)
5.	Whether Selection Post or Non-Selection Post	Not Applicable
6.	Age limit for direct recruitment	40 years
7.	Educational and other qualifications required for direct recruitment	**Essential Qualifications:** 1. Bachelor Degree/Three years Diploma in Civil Engineering from a recognized University /Institute. 2. Two years' experience with Bachelor Degree or Three years experience with Diploma as Junior Engineer (Civil) in any Autonomous Body/Govt. Organisation/PSUs. **Desirable Qualifications:** Good working knowledge of computer applications.
8.	Whether the age and qualification prescribed for direct recruitment will apply in case of promotions	Not Applicable
9.	Period of probation, if any	Two years.
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.	Direct through written test and skill test (if required) **OR** by Deputation
11.	In case of recruitment by deputation/ short term contract, grades from which deputation/ short term contract to be made	**Deputation**: Persons holding analogous post on regular basis or three years experience as Junior Engineer (Civil) in the Pay Level-6 in Central/State Govt./University/Public Sector Undertakings and other Central or State Autonomous Organization.
12.	Composition of DPC or Selection Committee	As specified in **Appendix-I** to these Rules.

JUNIOR ENGINEER (ELECTRICAL)

Sl.No.	Particular	Criteria
1.	Name of the Post	**JUNIOR ENGINEER (ELECTRICAL)**
2.	No. of post(s)	1 (One)
3.	Classification	Group 'B'
4.	Scale of Pay (Revised)	Level-6 (35400-112400)
5.	Whether Selection Post or Non-Selection Post	Not Applicable
6.	Age limit for direct recruitment	40 years
7.	Educational and other qualifications required for direct recruitment	**Essential Qualifications:** 1. Bachelor's Degree in Electrical Engineering with 2 years' relevant experience. **OR** Three years Diploma in Electrical Engineering with 3 years' relevant experience. **Desirable Experience:** Maintenance of electrical equipment and operation of HT Sub Station, Pump Houses, Tube wells, D.G. Sets, fire pump etc., of the buildings of any Autonomous organisation/ Govt. department/ University /Reputed Institution.
8.	Whether the age and qualification prescribed for direct recruitment will apply in case of promotions	Not Applicable
9.	Period of probation, if any	Two years.
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.	Direct recruitment through Written Test and Skill Test (if required)
11.	In case of recruitment by deputation/ short term contract, grades from which deputation/ short term contract to be made	Not Applicable
12.	Composition of DPC or Selection Committee	As specified in **Appendix-I** to these Rules.

COMPOUNDER

Sl.No.	Particular	Criteria
1.	Name of the Post	**COMPOUNDER**
2.	No. of post(s)	1 (One)
3.	Classification	Group 'C'
4.	Scale of Pay (Revised)	Level-2 (19900-63200)
5.	Whether Selection Post or Non-Selection Post	Not Applicable
6.	Age limit for direct recruitment	35 years
7.	Educational and other qualifications required for direct recruitment	**Educational qualifications:** B. Sc. Nursing /Diploma in GNM (General Nursing & Midwifery) from any recognized Institute with 2 years relevant experience in any Government Organisation. **OR** 10+2 (Biology) from any recognized Board with 5 years experience in relevant field in any Government Organisation.
8.	Whether the age and qualification prescribed for direct recruitment will apply in case of promotions	Not Applicable
9.	Period of probation, if any	One year, extendable for another one year, if required.
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.	Direct recruitment through Written Test and Skill Test
11.	In case of recruitment by deputation/ short term contract, grades from which deputation/ short term contract to be made	Not Applicable
12.	Composition of DPC or Selection Committee	As specified in **Appendix-I** to these Rules.

STAFF CAR DRIVER

Sl.No.	Particular	Criteria
1.	Name of the Post	**STAFF CAR DRIVER**
2.	No. of post(s)	2 (Two)
3.	Classification	Group 'C'
4.	Scale of Pay (Revised)	Level-2 (19900-63200)
5.	Whether Selection Post or Non-Selection Post	Not Applicable
6.	Age limit for direct recruitment	35 years
7.	Educational and other qualifications required for direct recruitment	**Essential Qualifications:** 1. 10+2 or equivalent class passed from a recognized Board/Institute with valid Driving License of LMV. 2. Three year's experience of driving of LMV. 3. Knowledge of motor mechanism, candidate should be able to remove minor-defects in the vehicle. **Desirable Qualifications:** 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 promotions	Not Applicable
9.	Period of probation, if any	Two years.
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.	Direct recruitment through Written Test and Skill Test
11.	In case of recruitment by deputation/ short term contract, grades from which deputation/ short term contract to be made	Not Applicable
12.	Composition of DPC or Selection Committee	As specified in **Appendix-I** to these Rules.

Schedule for newly created posts in Sowa-Rigpa Department and Centre for Teacher Education

(Creation of Posts: Approval received vide Govt. of India, Ministry of Culture, BTI Section No. 13/5/2024-BTI dated 27.05.2026)

Nursing Superintendent / Matron in Sowa-Rigpa Department

S.No.	Particular	Criteria
1.	Name of the Post	Nursing Superintendent / Matron (Sowa Rigpa)
2.	No. of Post(s)	01 (One)
3.	Classification	Group A
4.	Scale of Pay (Revised)	Level -10 (56100-177500)
5.	Whether Selection Post or Non-Selection Post	Not Applicable
6.	Age limit for direct recruitment	40 years
7.	Educational and other qualification required for direct recruitment	**Essential Qualifications**: 1.Graduate in Nursing or Diploma in General Nursing and Midwifery with 03 years of experience. 2. Registered Nurse and Midwife with State Nursing Council / Indian Nursing Council **Desirable Qualifications**: 1Diploma / Degree in Hospital Administration 2.05 years' experience in a teaching Sowa-Rigpa Hospital 3.Knowledge of Bhoti language 4.Knowledge of Computer Application
8.	Whether the age and qualification prescribed for direct recruitment will apply in case of promotions	Not Applicable
9.	Period of probation, if any	01 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 and percentage of the vacancies to be filled by various methods.	100% Direct Recruitment, failing which by Deputation
11.	In case of recruitment by promotion / deputation / short term contract, grades from which deputation / short term contract to be made	**Deputation-(including Short-Term Contract)** : Officers under Central / State Govt. / Universities / Autonomous Bodies holding analogous posts on regular basis or with 05 years regular service as Staff Nurse (Nursing Officer) in Level-8 and possessing prescribed qualifications prescribed under serial no. 7.
12.	Composition of DPC or Selection Committee	1.Vice-Chancellor – Chairperson 2.One nominee of the Chancellor – Member

S.No.	Particular	Criteria
		3.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 4.A representative of SC/ST/OBC/Minority/Women/PwBD, if any of the candidates belonging to these categories, to be nominated by the Vice-Chancellor, if any of the above members of the Selection Committee do not belong to the same category. 5.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)Any other member/members to be included as per the directives of GOI/UGC/NCISM issued from time to time

Deputy Medical Superintendent in Sowa-Rigpa Department

S.No.	Particular	Criteria
1.	Name of the Post	Deputy Medical Superintendent **(Sowa Rigpa)**
2.	No. of Post(s)	01 (One)
3.	Classification	Group A
4.	Scale of Pay (Revised)	Level -10 (56100-177500)
5.	Whether Selection Post or Non-Selection Post	Not Applicable
6.	Age limit for direct recruitment	40 years
7.	Educational and other qualification required for direct recruitment	**Essential Qualifications**: 1. Menpa Kachupa/ BTMS, BSMS (Sowa-Rigpa)/BSRMS graduate from a recognized University/Institution/College with minimum 02 years of clinical experience. 2. Registered with National or State ASUS Commission or Council **Desirable Qualifications**: 1. PG graduate in Sowa-Rigpa/Menrampa 2. MD (Hospital Administration) 3. Experience in managing NABH-accredited hospitals. 4. Knowledge of Government procurement, biomedical waste management, medico-legal procedures, and hospital quality systems. 5. Experience in hospital planning, budgeting, and administration. 6. Leadership and administrative skills. 7. Knowledge of digital hospital information systems. 8. Knowledge of Bhoti Language
8.	Whether the age and qualification prescribed for direct recruitment will apply in case of promotions	Not Applicable
9.	Period of probation, if any	01 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 and percentage of the vacancies to be filled by various methods.	100% Direct Recruitment, failing which by Deputation
11.	In case of recruitment by promotion / deputation / short term contract, grades from which deputation / short term contract to be made	**Deputation-(including Short-Term Contract)**: Officers under Central / State Govt. / Universities / Autonomous Bodies holding analogous posts on regular basis

S.No.	Particular	Criteria
12.	Composition of DPC or Selection Committee	1. Vice-Chancellor – Chairperson 2. One nominee of the Chancellor – Member 3. 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 4. A representative of SC / ST / OBC / Minority / Women /PwBD, if any of the candidates belonging to these categories, to be nominated by the Vice-Chancellor, if any of the above members of the Selection Committee do not belong to the same category. 5. 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)Any other member/members to be included as per the directives of GOI/UGC/NCISM issued from time to time

Medical Officer in Sowa-Rigpa Department

S.No.	Particular	Criteria
1.	Name of the Post	**Medical Officer (Sowa Rigpa)**
2.	No. of Post(s)	02 (Two)
3.	Classification	Group A
4.	Scale of Pay (Revised)	Level -10 (56100-177500)
5.	Whether Selection Post or Non-Selection Post	Not Applicable
6.	Age limit for direct recruitment	40 years
7.	Educational and other qualification required for direct recruitment	**Essential Qualifications:** 1.Menpa Kachupa/ BTMS, BSMS (Sowa-Rigpa)/BSRMS degree from a recognized University/Institution 2. Registered with NCISM or State Council. **Desirable Qualifications:** 1. PG graduate in Sowa-Rigpa/Menrampa in any clinical specialty 2. 05 years' experience in a teaching Hospital or University Health Centre. 3. Certification in Basic Life Support (BLS) and Advanced Cardiac Life Support (ACLS). 4. Experience in Emergency Medicine, ICU, or Trauma Care. 5. Experience in AYUSH-integrative healthcare and multidisciplinary hospitals. 6. Teaching, research, or hospital administration experience. 7. Good communication and patient counselling skills. 8. Working knowledge of basic computer applications and Hospital Management Information System (HMIS) 9. Knowledge of Bhoti language
8.	Whether the age and qualification prescribed for direct recruitment will apply in case of promotions	Not Applicable
9.	Period of probation, if any	01 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 and percentage of the vacancies to be filled by various methods.	100% Direct Recruitment, failing which by Deputation

S.No.	Particular	Criteria
11.	In case of recruitment by promotion / deputation / short term contract, grades from which deputation / short term contract to be made	**Deputation (including Short-Term Contract)** : Officers under Central / State Govt. / Universities / Autonomous Bodies holding analogous posts on regular basis
12.	Composition of DPC or Selection Committee	1.Vice-Chancellor – Chairperson 2.One nominee of the Chancellor – Member 3.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 4.A representative of SC / ST / OBC / Minority / Women /PwBD, if any of the candidates belonging to these categories, to be nominated by the Vice-Chancellor, if any of the above members of the Selection Committee do not belong to the same category. 5.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)Any other member / members to be included as per the directives of GOI / UGC / NCISM issued from time to time.

Assistant Librarian in Sowa-Rigpa Department

S.No.	Particular	Criteria
1.	Name of the Post	**Assistant Librarian (Sowa Rigpa)**
2.	No. of Post(s)	01 (One)
3.	Classification	Group A
4.	Scale of Pay (Revised)	Level -10 (56100-177500)
5.	Whether Selection Post or Non-Selection Post	Not Applicable
6.	Age limit for direct recruitment	40 years
7.	Educational and other qualification required for direct recruitment	Essential Qualifications: 1.Master's Degree in Library Science, Information Science or Documentation Sciences or an equivalent professional degree, with at least 55% marks or an equivalent grade in a point-scale, wherever the grading system is followed OR Master's Degree in Tibetan Buddhist Studies with Bachelor'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. A consistently good academic record with knowledge of computerization of a Library 3.A Ph.D Degree in Tibetan Buddhist Studies. **Desirable Qualification:** 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 promotions	As per UGC Regulation 2018 and as amended from time to time.
9.	Period of probation, if any	01 year, which is extendable for another year, if required
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.	100% Direct Recruitment / Deputation

S.No.	Particular	Criteria
11.	In case of recruitment by promotion / deputation / short term contract, grades from which deputation / short term contract to be made	**Deputation:** Persons holding analogous post in the library sector or 5 years of regular service as Professional Assistant or equivalent of any Central/State Govt. University and other Central or State Autonomous Bodies and fulfilling the educational qualifications and other professional requirements as mentioned in serial no. 7 above.
12.	Composition of DPC or Selection Committee	As per UGC Regulation 2018 and as amended from time to time.

Pharmacist in Sowa-Rigpa Department

S.No.	Particular	Criteria
1.	Name of the Post	**Pharmacist (Sowa Rigpa)**
2.	No. of Post(s)	01 (One)
3.	Classification	Group B
4.	Scale of Pay (Revised)	Level -6 (35400-112400)
5.	Whether Selection Post or Non-Selection Post	Not Applicable
6.	Age limit for direct recruitment	40 years
7.	Educational and other qualification required for direct recruitment	**Essential Qualifications:** 1.Diploma in Pharmacy or Dhuerawa or 10+2 with orientation in dispensing Sowa-Rigpa Medicines **Desirable Qualifications:** 1. Diploma in Pharmacy course (two years and five hundred hours practical training after 10+2 with science subject) from a University or Institute approved by the Pharmacy Council of India OR Bachelor of Pharmacy Course (four years course after 10+2 with science subject) from a University/Institute approved by the Pharmacy Council of India 2. Registration with State Pharmacy Council. 3. Knowledge of Bhoti language 4.Proficiency of Computer Application
8.	Whether the age and qualification prescribed for direct recruitment will apply in case of promotions	Not Applicable
9.	Period of probation, if any	01 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 and percentage of the vacancies to be filled by various methods.	100% Direct Recruitment, failing which by Deputation
11.	In case of recruitment by promotion / deputation / short term contract, grades from which deputation / short term contract to be made	**Deputation-(including Short-Term Contract) :** Officers under Central / State Govt. / Universities / Autonomous Bodies holding analogous posts on regular basis or regular service as Pharmacist in Level-6 and possessing qualifications prescribed under serial no. 7

S.No.	Particular	Criteria
12.	Composition of DPC or Selection Committee	1.Vice-Chancellor – Chairperson 2.One member nominated by the Vice Chancellor – Member 3. One member from the Ministry of Culture 4. A representative of SC / ST / OBC / Minority / Women / PwBD, if any of the candidates belonging to these categories, to be nominated by the Vice-Chancellor, if any of the above members of the Selection Committee do not belong to the same category. 5.Registrar – Member **Note:** Any other member to be nominated by the Vice-Chancellor depending upon the professional requirements.

Lab Technician in Sowa-Rigpa Department

S.No.	Particular	Criteria
1.	Name of the Post	**Lab Technician (Sowa Rigpa)**
2.	No. of Post(s)	01 (One)
3.	Classification	Group 'C'
4.	Scale of Pay (Revised)	Level 5 (29,200-92,300)
5.	Whether Selection Post or Non-Selection Post	Not Applicable
6.	Age limit for direct recruitment	35 years
7.	Educational and other qualification required for direct recruitment	**Essential Qualifications:** 1.Recognized Degree or Diploma in Medical Lab Technician **Desirable:** 1.Experience in computer based laboratory data management and maintenance of sophisticated instruments. 2.Knowledge of Bhoti Language 3.Knowledge of Computer Application
8.	Whether the age and qualification prescribed for direct recruitment will apply in case of promotions	Not Applicable
9.	Period of probation, if any	One year which is extendable for another one year, if required.
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.	100% Direct Recruitment, failing which by Deputation
11.	In case of recruitment by promotion / deputation / short term contract, grades from which deputation / short term contract to be made	Deputation-(including Short-Term Contract) : Officers under Central / State Govt. / Universities / Autonomous Bodies holding analogous posts on regular basis or regular service as Lab Technician in Level-5 and possessing qualifications prescribed under serial no. 7
12.	Composition of DPC or Selection Committee	1.Registrar – Chairperson 2.One member nominated by the Vice Chancellor – Member 3. One member from the Ministry of Culture - Member 4. A representative of SC / ST / OBC / Minority / Women / PwBD, if any of the candidates belonging to

S.No.	Particular	Criteria
		these categories, to be nominated by the Vice-Chancellor, if any of the above members of the Selection Committee do not belong to the same category. **Note:** Any other member to be nominated by the Vice-Chancellor depending upon the professional requirements

Junior Office Assistant (Account) in Sowa-Rigpa Department

S.No.	Particular	Criteria
1.	Name of the Post	**Junior Office Assistant (Account) (Sowa Rigpa)**
2.	No. of Post(s)	01 (One)
3.	Classification	Group 'C'
4.	Scale of Pay (Revised)	Level 4 (25,500-81,100)
5.	Whether Selection Post or Non-Selection Post	Not Applicable
6.	Age limit for direct recruitment	35 years
7.	Educational and other qualification required for direct recruitment	**Essential Qualifications:** 1.Bachelor's Degree in Commerce from a recognized University/Institute 2.Proficiency in Bhoti (Tibetan) Language 3.At least Two years' experience as Lower Division Clerk/ Jr. Clerk in the Pay Level-2 or equivalent post of any Central/State Govt./University/Public Sector Undertakings and other Central or State Autonomous Bodies 4.Typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi or bilingual on computer 5. Proficiency in computer operation, noting and drafting OR 1. Master's Degree in Commerce from a recognized University. 2. Proficiency in Bhoti (Tibetan) Language. 3. Typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi or bilingual on computer 4. Proficiency in computer operation, noting and drafting
8.	Whether the age and qualification prescribed for direct recruitment will apply in case of promotions	Not Applicable
9.	Period of probation, if any	**Direct -** One year which is extendable for another one year, if required.
10.	Method of recruitment : Whether by direct recruitment or by promotion or by deputation and	100% Direct Recruitment, failing which by Deputation

S.No.	Particular	Criteria
	percentage of the vacancies to be filled by various methods.	
11.	In case of recruitment by promotion / deputation / short term contract, grades from which deputation / short term contract to be made	**Deputation-(including Short-Term Contract) :** Officers under Central / State Govt. / Universities / Autonomous Bodies holding analogous posts on regular basis or 05 years of regular service as Lower Division Clerk/ Office Staff in the Level-2 and possessing qualifications prescribed under serial no. 7
12.	Composition of DPC or Selection Committee	1. Registrar – Chairperson 2. One member nominated by the Vice Chancellor – Member 3. One member from the Ministry of Culture - Member 4. A representative of SC / ST / OBC / Minority / Women / PwBD, if any of the candidates belonging to these categories, to be nominated by the Vice-Chancellor, if any of the above members of the Selection Committee do not belong to the same category. **Note:** Any other member to be nominated by the Vice-Chancellor depending upon the professional requirements

Junior Office Assistant (Account) is equivalent to Upper Division Clerk (U.D.C.)

Office Staff (Registration and Account) in Sowa-Rigpa Department

S.No.	Particular	Criteria
1.	Name of the Post	**Office Staff (Registration and Account) (Sowa Rigpa)**
2.	No. of Post(s)	01 (One)
3.	Classification	Group 'C'
4.	Scale of Pay (Revised)	Level 2 (19,900-63,200)
5.	Whether Selection Post or Non-Selection Post	Not Applicable
6.	Age limit for direct recruitment	35 years
7.	Educational and other qualification required for direct recruitment	**Essential Qualifications:** 1.Bachelor's Degree from a recognized University / Institute 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:** 1.Diploma in Computer Application from a recognized Institution. 2.Proficiency in noting and drafting.
8.	Whether the age and qualification prescribed for direct recruitment will apply in case of promotions	Not Applicable
9.	Period of probation, if any	**Direct** - One year which is extendable for another one year, if required.
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.	100% Direct Recruitment, failing which by Deputation
11.	In case of recruitment by promotion / deputation / short term contract, grades from which deputation / short term contract to be made	Not Applicable
12.	Composition of DPC or Selection Committee	1. Registrar – Chairperson 2. One member nominated by the Vice Chancellor – Member 3. One member from the Ministry of Culture - Member

S.No.	Particular	Criteria
		4. A representative of SC / ST / OBC / Minority / Women / PwBD, if any of the candidates belonging to these categories, to be nominated by the Vice-Chancellor, if any of the above members of the Selection Committee do not belong to the same category. **Note:** Any other member to be nominated by the Vice-Chancellor depending upon the professional requirements

Office Staff (registration and Account) is equivalent to Lower Division Clerk (L.D.C.)

Dresser in Sowa-Rigpa Department

S.No.	Particular	Criteria
1.	Name of the Post	**Dresser (Sowa Rigpa)**
2.	No. of Post(s)	01 (One)
3.	Classification	Group "C"
4.	Scale of Pay (Revised)	Level 1 (18000-56900)
5.	Whether Selection Post or Non-Selection Post	Not Applicable
6.	Age limit for direct recruitment	30 years
7.	Educational and other qualification required for direct recruitment	**Essential Qualifications:** 10th class pass from a recognized Board/Institute or equivalent **Desirable**: 1. Certificate in Dressing from a Government Hospital/Teaching Hospital/recognized hospital or 02 years' experience in Chad-Sbyong Therapy in Sowa-Rigpa Hospital 2.Knowledge of Bhoti Language 3.Knowledge of Computer Application
8.	Whether the age and qualification prescribed for direct recruitment will apply in case of promotions	Not Applicable
9.	Period of probation, if any	Two years
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.	100% Direct Recruitment
11.	In case of recruitment by promotion / deputation / short term contract, grades from which deputation / short term contract to be made	Not Applicable
12.	Composition of DPC or Selection Committee	1.Registrar – Chairperson 2.One member nominated by the Vice Chancellor – Member 3. One member from the Ministry of Culture - Member 4. A representative of SC / ST / OBC / Minority / Women / PwBD, if any of the candidates belonging to these categories, to be nominated by the Vice-Chancellor, if any of the above members of the Selection Committee do not belong to the same category. Note: Any other member to be nominated by the Vice-Chancellor depending upon the professional requirements

Office Assistant in Centre for Teacher Education (CTE)

S.No.	Particular	Criteria
1.	Name of the Post	**Office Assistant (CTE)**
2.	No. of Post(s)	01 (One)
3.	Classification	Group 'C'
4.	Scale of Pay (Revised)	Level 4 (25,500-81,100)
5.	Whether Selection Post or Non-Selection Post	Not Applicable
6.	Age limit for direct recruitment	35 years
7.	Educational and other qualification required for direct recruitment	**Essential Qualifications:** 1. Bachelor's Degree from a recognized University / Institute. 2. At least Two years' experience as Lower Division Clerk / Jr. Clerk in the Pay Level-2 or equivalent post of any Central/State Govt. / University / Public Sector Undertakings and other Central or State Autonomous Bodies 3.Typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi or bilingual on computer 4.Proficiency in computer operation, noting and drafting OR 1. Master's Degree in any discipline 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
8.	Whether the age and qualification prescribed for direct recruitment will apply in case of promotions	Not Applicable
9.	Period of probation, if any	**Direct -** One year which is extendable for another one year, if required.
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.	100% Direct Recruitment, failing which by Deputation
11.	In case of recruitment by promotion / deputation / short term contract, grades from which deputation / short term contract to be made	**Deputation- (including Short-Term Contract) :** Officers under Central / State Govt. / Universities / Autonomous Bodies holding analogous posts on regular basis or 05 years of regular service as Lower Division Clerk / Office Staff in the Level-2 and possessing qualifications prescribed under serial no. 7

S.No.	Particular	Criteria
12.	Composition of DPC or Selection Committee	1.Registrar – Chairperson 2.One member nominated by the Vice Chancellor – Member 3. One member from the Ministry of Culture - Member 4. A representative of SC / ST / OBC / Minority / Women / PwBD, if any of the candidates belonging to these categories, to be nominated by the Vice-Chancellor, if any of the above members of the Selection Committee do not belong to the same category. **Note:** Any other member to be nominated by the Vice-Chancellor depending upon the professional requirements

Office Assistant is equivalent to Upper Division Clerk (U.D.C.)

SCHEDULE FOR RESEARCH POSTS

DR. B. R. AMBEDKAR CHAIR RESEARCH PROFESSOR

Sl. No.	Particulars	Criteria (Suppressed / Concise Format)
1.	Name of the Post	**DR. B. R. AMBEDKAR CHAIR RESEARCH PROFESSOR**
2.	Number of Posts	1(One)
3.	Classification	Group A
4.	Pay Level (7th CPC)	Academic Level-14 (₹1,44,200 – ₹2,18,200)
5.	Selection / Non-Selection	Not Applicable
6.	Age Limit (Direct)	Below 65 years
7.	Essential Qualifications	**Essential Qualification:** (i) An eminent scholar having a Ph.D. OR equivalent degree in the Sanskrit Buddhist Studies or Tibetan Studies or Sanskrit and published work of high quality, actively engaged in research with evidence of published work with, a minimum of 10 research publications in the peer-reviewed or UGC- listed journals and a total research score of 120 as per the criteria given in Appendix II, Table 2 contained in UGC Regulations 2018 and amended from time to time. (ii) A minimum of 10 years of teaching / research experience in university / college as Assistant Professor / Associate Professor / Professor, and / or research experience at equivalent level at the University / National Level Institutions with evidence of having successfully guided doctoral candidate. (iii) Erudition in Sanskrit with knowledge of Bhoti and English.
8.	Whether the age and qualification prescribed for direct recruitment will apply in case of promotions	Not Applicable
9.	Period of Probation, if any	Not Applicable
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	Direct Recruitment or Deputation or Short Term Contract (for a tenure of 5 years)
11.	In case of recruitment by deputation/short-term contract, grades from which deputation/short-term contract to be made	Deputation / Short Term Contract **Qualifications:** As indicated at column -7 above. **Upper Age Limit:** 56 Years

Sl. No.	Particulars	Criteria (Suppressed / Concise Format)
12.	Composition of DPC or Selection Committee	As specified in **Appendix-I** to these Rules.

Associate Professor (Research) in Restoration Department

Sl. No	Particulars	Criteria
1.	Name of the Post	**Associate Professor (Research) – Restoration**
2.	No. of Post(s)	1 (One)
3.	Classification	Group A
4.	Scale of Pay (Revised)	Academic Level-13A (1,31,400- 2,17,100)
5.	Whether Selection Post or Non-Selection Post	Not Applicable
6.	Age limit for direct recruitment	Below 65 years
7.	Education and other qualifications required for direct recruitment	**Essential Qualification:** a. A good academic record, with a Ph.D. Degree in the Bhot Bauddha Darshan / Tibetan Buddhist Philosophy. b. A Master's Degree with at least 55% marks in Bhot Bauddha Darshan or an equivalent grade in a point-scale, wherever the grading system is followed. c. Erudition in Tibetan and Sanskrit with Knowledge of Hindi and English. d. A Minimum of eight years of experience of editing and restoration of Buddhist text or teaching and / or research in an academic / research position equivalent to that of Assistant Professor in a University, College or Accredited Research Institution. **OR** 12 years' experience as Research Assistant in a University, College or Accredited Research Institution. e. A minimum of seven publications in peer-reviewed or UGC Listed Journals or other journals recognized by the Institute and a total research score of Seventy five (75) as per the criteria given in Appendix II, Table 2 contained in UGC Regulations 2018 and amended from time to time.
8.	Whether the age and qualification prescribed for direct recruitment will apply in case of promotions	Not Applicable
9.	Period of Probation, if any	One Year
10.	Method of recruitment: Whether by direct recruitment or by promotion or by deputation and	Direct recruitment

Sl. No	Particulars	Criteria
	percentage of the vacancies to be filled by various methods	
11.	In case of recruitment by deputation/short-term contract, grades from which deputation/short-term contract to be made	Not Applicable
12.	Composition of DPC or Selection Committee	As specified in **Appendix-I** to these Rules.

Assistant Professor (Research) in Restoration Department

S.No.	Particulars	Criteria
1.	Name of the Post	**Assistant Professor (Research) - Restoration**
2.	No. of Post(s)	2 (Two)
3.	Classification	Group A
4.	Scale of Pay (Revised)	Academic Level-10 (57,700-1,82,400)
5.	Whether Selection Post or Non-Selection Post	Not Applicable
6.	Age limit for direct recruitment	Below 65 years
7.	Education and other qualifications required for direct recruitment	**Essential Qualification:** a. A good academic record, with a Ph.D. Degree in the Bhot Bauddha Darshan/ Tibetan Buddhist Philosophy. b. A Master's Degree with at least 55% marks (or an equivalent grade in a point scale wherever the grading system is followed) in Bhot Bauddha Darshan/ Tibetan Buddhist Philosophy from an Indian University or an equivalent degree from an accredited foreign university. c. Erudition in Tibetan and Sanskrit with Knowledge of Hindi and English.
8.	Whether the age and qualification prescribed for direct recruitment will apply in case of promotions	Not Applicable
9.	Period of Probation, if any	One Year
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	Direct recruitment
11.	In case of recruitment by deputation/short-term contract, grades from which deputation /short-term contract to be made	Not Applicable
12.	Composition of DPC or Selection Committee	As specified in **Appendix-I** to these Rules.

Research Assistant in Restoration Department

S.No	Particulars	Criteria
1.	Name of the Post	**Research Assistant (Restoration)**
2.	No. of Post(s)	2 (Two)
3.	Classification	Group B
4.	Scale of Pay (Revised)	Level-7 (44900-1,42400)
5.	Whether Selection Post or Non-Selection Post	Not Applicable.
6.	Age limit for direct recruitment	40 years
7.	Education and other qualifications required for direct recruitment	**Essential Qualification:** a. Master's degree with 55% marks in Bhot Bauddha Darshan/ Tibetan Buddhist Philosophy or Sanskrit Bauddha Darshan. b. Erudition in Tibetan and Sanskrit language with knowledge of Hindi or English **Desirable Qualification:** 1. Proficiency in Computer Application.
8.	Whether the age and qualification prescribed for direct recruitment will apply in case of promotions	Not Applicable
9.	Period of Probation, if any	One Year which is extendable for another one year, if required.
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	Direct recruitment
11.	In case of recruitment by deputation/short-term contract, grades from which deputation/short-term contract to be made	Not Applicable
12.	Composition of DPC or Selection Committee	As specified in **Appendix-I** to these Rules.

Associate Professor (Research) in Translation Department

S.No.	Particulars	Criteria
1.	Name of the Post	**Associate Professor (Research) – Translation**
2.	No. of Post(s)	1 (One)
3.	Classification	Group A
4.	Scale of Pay (Revised)	Academic Level-13A (1,31,400-2,17,100)
5.	Whether Selection Post or Non-Selection Post	Not Applicable
6.	Age limit for direct recruitment	Below 65 years
7.	Education and other qualifications required for direct recruitment	**Essential Qualification:** a. A good academic record, with a Ph.D. Degree in the Bhot Bauddha Darshan/ Tibetan Buddhist Philosophy. b. A Master's Degree with at least 55% marks in Bhot Bauddha Darshan/ Tibetan Buddhist Philosophy or an equivalent grade in a point-scale, wherever the grading system is followed. c. Erudition in Tibetan with knowledge of Sanskrit, Hindi or English. d. A Minimum of eight years of experience of Translation of Buddhist Philosophical texts, teaching and/or research in an academic/research position equivalent to that of Assistant Professor in a University, College or Accredited Research Institution. **OR** 12 years' experience as Research Assistant in a University, College or Accredited Research Institution. e. A minimum of seven publications in peer-reviewed or UGC Listed Journals or other journals recognized by the Institute and a total research score of Seventy five (75) as per the criteria given in Appendix II, Table 2 contained in UGC Regulations 2018 and amended from time to time.
8.	Whether the age and qualification prescribed for direct recruitment will apply in case of promotions	Not Applicable
9.	Period of Probation, if any	One Year
10.	Method of recruitment: Whether by direct recruitment or by promotion or by deputation and	Direct recruitment

S.No.	Particulars	Criteria
	percentage of the vacancies to be filled by various methods	
11.	In case of recruitment by deputation / short-term contract, grades from which deputation / short-term contract to be made	Not Applicable
12.	Composition of DPC or Selection Committee	As specified in **Appendix-I** to these Rules.

Assistant Professor (Research) in Translation Department

S.No.	Particulars	Criteria
1.	Name of the Post	**Assistant Professor (Research) - Translation**
2.	No. of Post(s)	2 (Two)
3.	Classification	Group A
4.	Scale of Pay (Revised)	Academic Level-10 (57,700-1,82,400)
5.	Whether Selection Post or Non-Selection Post	Not Applicable
6.	Age limit for direct recruitment	Below 65 years
7.	Education and other qualifications required for direct recruitment	**Essential Qualification:** a. A good academic record, with a Ph.D. Degree in the Bhot Bauddha Darshan/ Tibetan Buddhist Philosophy. b. A Master's Degree with at least 55% marks in Bhot Bauddha Darshan or an equivalent grade in a point-scale, wherever the grading system is followed. c. Erudition in Tibetan with knowledge of Sanskrit, Hindi or English.
8.	Whether the age and qualification prescribed for direct recruitment will apply in case of promotions	Not Applicable
9.	Period of Probation, if any	One Year
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	Direct recruitment
11.	In case of recruitment by deputation/short-term contract, grades from which deputation/short-term contract to be made	N.A.
12.	Composition of DPC or Selection Committee	As specified in **Appendix-I** to these Rules.

Research Assistant in Translation Department

S.No.	Particulars	Criteria
1.	Name of the Post	**Research Assistant (Translation)**
2.	No. of Post(s)	2 (Two)
3.	Classification	Group B
4.	Scale of Pay (Revised)	Level-7 (44,900-1,42400)
5.	Whether Selection Post or Non-Selection Post	Not Applicable
6.	Age limit for direct recruitment	40 Years
7.	Education and other qualifications required for direct recruitment	**Essential Qualification:** a. Master's Degree with at least 55% marks in Bhot Bauddha Darshan/ Tibetan Buddhist Philosophy or Sanskrit Bauddha Darshan. b. Erudition in Tibetan and Sanskrit with knowledge of Hindi or English. **Desirable Qualification:** 1. Proficiency in Computer application.
8.	Whether the age and qualification prescribed for direct recruitment will apply in case of promotions	Not Applicable
9.	Period of Probation, if any	One year which is extendable for another one year, if required.
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	Direct recruitment
11.	In case of recruitment by deputation/short-term contract, grades from which deputation/short-term contract to be made	Not Applicable
12.	Composition of DPC or Selection Committee	As specified in **Appendix-I** to these Rules.

Professor (Research) in Dictionary Department

S. No.	Particulars	Criteria
1.	Name of the Post	**Professor (Research) - Dictionary**
2.	No. of Post(s)	1 (One)
3.	Classification	Group A
4.	Scale of Pay (Revised)	Academic Level-14 (1,44,200-2,18,200)
5.	Whether Selection Post or Non-Selection Post	Not Applicable
6.	Age limit for direct recruitment	Below 65 years
7.	Education and other qualifications required for direct recruitment	**Essential Qualification:** a. An eminent scholar having a Ph.D. degree in the Bhot Bauddha Darshan/ Tibetan Buddhist Philosophy or Sanskrit Bauddha Darshan and published work of high quality, actively engaged in research with evidence of published work with, a minimum of 10 research publications in the peer-reviewed or UGC- listed journals and a total research score of 120 as per the criteria given in Appendix II, Table 2 contained in UGC Regulations 2018 and amended from time to time. b. A minimum of 10 years of teaching/research experience in university / college as Assistant Professor/Associate Professor / Professor, and / or research experience at equivalent level at the University / National Level Institutions. c. Erudition in Tibetan / Sanskrit with knowledge of Hindi and English Language
8.	Whether the age and qualification prescribed for direct recruitment will apply in case of promotions	Not Applicable
9.	Period of Probation, if any	One Year
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	Direct/Deputation / Short Term Contract
11.	In case of recruitment by deputation / short-term contract, grades from which deputation / short-term contract to be made	**Deputation/Short Term Contract** **Qualifications:** As indicated at column-7 **Upper Age Limit:** 56 years
12.	Composition of DPC or Selection Committee	As specified in **Appendix-I** to these Rules.

Associate Professor (Research) in Dictionary Department

S.No.	Particulars	Criteria
1.	Name of the Post	**Associate Professor (Research) – Dictionary**
2.	No. of Post(s)	1 (One)
3.	Classification	Group A
4.	Scale of Pay (Revised)	Academic Level-13A (1,31,400-2,17,100)
5.	Whether Selection Post or Non-Selection Post	Not Applicable
6.	Age limit for direct recruitment	Below 65 years
7.	Education and other qualifications required for direct recruitment	**Essential Qualification:** a. A good academic record, with a Ph.D. Degree in the Bhot Bauddha Darshan/ Tibetan Buddhist Philosophy. b. A Master's Degree with at least 55% marks in Bhot Bauddha Darshan/ Tibetan Buddhist Philosophy or an equivalent grade in a point-scale, wherever the grading system is followed. c. Erudition in Tibetan and Sanskrit with knowledge of Hindi or English. d. A Minimum of eight years of experience in editing and restoration of Buddhist text or teaching and/or research in an academic/research position equivalent to that of Assistant Professor in a University, College or Accredited Research Institution. **OR** 12 years' experience as Research Assistant in a University, College or Accredited Research Institution. e. A minimum of seven publications in peer-reviewed or UGC Listed Journals or other journals recognized by the Institute and a total research score of Seventy five (75) as per the criteria given in Appendix II, Table 2 contained in UGC Regulations 2018 and amended from time to time.
8.	Whether the age and qualification prescribed for direct recruitment will apply in case of promotions	Not Applicable
9.	Period of Probation, if any	One Year
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	Direct recruitment

S.No.	Particulars	Criteria
11.	In case of recruitment by deputation/short-term contract, grades from which deputation/short-term contract to be made	Not Applicable
12.	Composition of DPC or Selection Committee	As specified in **Appendix-I** to these Rules.

Research Assistant in Dictionary Department

S. No.	Particulars	Criteria
1.	Name of the Post	**Research Assistant (Dictionary)**
2.	No. of Post(s)	4 (Four)
3.	Classification	Group B
4.	Scale of Pay (Revised)	Level-7 (44,900-1,42400)
5.	Whether Selection Post or Non-Selection Post	Not Applicable
6.	Age limit for direct recruitment	40 Years
7.	Education and other qualifications required for direct recruitment	**Essential Qualification:** a. Master's degree with 55% in Bhot Bauddha Darshan/ Tibetan Buddhist Philosophy or Sanskrit Bauddha Darshan b. Erudition in Tibetan and Sanskrit language with the knowledge of Hindi and English **Desirable Qualification:** 1. Proficiency in Computer application.
8.	Whether the age and qualification prescribed for direct recruitment will apply in case of promotions	Not Applicable
9.	Period of Probation, if any	One Year which is extendable for another one year, if required.
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	Direct recruitment
11.	In case of recruitment by deputation/short-term contract, grades from which deputation/short-term contract to be made	Not Applicable
12.	Composition of DPC or Selection Committee	As specified in **Appendix-I** to these Rules.

Professor (Research) in RBTR Department

S.No.	Particulars	Criteria
1.	Name of the Post	**Professor (Research) - RBTR**
2.	No. of Post(s)	1 (One)
3.	Classification	Group A
4.	Scale of Pay (Revised)	Academic Level 14 (1,44,200-2,18,200)
5.	Whether Selection Post or Non-Selection Post	Not Applicable
6.	Age limit for direct recruitment	Below 65 years
7.	Education and other qualifications required for direct recruitment	**Essential Qualification:** a. An eminent scholar having a Ph.D. or equivalent degree in the Bhot Bauddha Darshan or Bauddha Darshan and published work of high quality, actively engaged in research with evidence of published work with, a minimum of 10 research publications in the peer-reviewed or UGC- listed journals. b. A minimum of 10 years of teaching / research experience in university / college as Assistant Professor / Associate Professor / Professor, and / or research experience at equivalent level in editing, translation & Restoration work with special reference to Buddhist Tantra at the University / National Level Institutions and a total research score of 120 as per the criteria given in Appendix II, Table 2 contained in UGC Regulations 2018 and amended from time to time. c. Erudition in Tibetan / Sanskrit with knowledge of Hindi and English Language. **Desirable Qualification:** Knowledge of ancient scripts (Newari, Bhujimol, Ranjana etc.) / Apabhransh or Siddha Sahitya.
8.	Whether the age and qualification prescribed for direct recruitment will apply in case of promotions	Not Applicable
9.	Period of Probation, if any	One Year
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	Direct recruitment
11.	In case of recruitment by deputation/short-term contract, grades from which deputation/short-term contract to be made	Not Applicable
12.	Composition of DPC or Selection Committee	As specified in **Appendix-I** to these Rules.

Associate Professor (Research) in RBTR Department

S. No.	Particulars	Criteria
1.	Name of the Post	**Associate Professor (Research) - RBTR**
2.	No. of Post(s)	1 (One)
3.	Classification	Group A
4.	Scale of Pay (Revised)	Academic Level-13A (1,31,400-2,17,100)
5.	Whether Selection Post or Non-Selection Post	Not Applicable
6.	Age limit for direct recruitment	Below 65 years
7.	Education and other qualifications required for direct recruitment	**Essential Qualification:** a. A good academic record, with a Ph.D. Degree in the Bhot Bauddha Darshan/ Tibetan Buddhist Philosophy / Buddha Tantra. b. A Master's Degree with at least 55% marks in Bhot Bauddha Darshan/ Tibetan Buddhist Philosophy or an equivalent grade in a point-scale, wherever the grading system is followed. c. Erudition in Tibetan and Sanskrit with knowledge of Hindi or English. d. A Minimum of eight years of experience of Editing and restoration of Buddhist texts or teaching and /or research in an academic / research position equivalent to that of Assistant Professor in a university, college or accredited research institution. **OR** 12 years' experience as Research Assistant in a University, College or Accredited Research Institution. e. A minimum of seven publications in peer-reviewed or UGC Listed Journals or other journals recognized by the Institute and a total research score of Seventy five (75) as per the criteria given in Appendix II, Table 2 contained in UGC Regulations 2018 and amended from time to time. **Desirable Qualification:** Knowledge of ancient scripts (Newari, Bhujimol, Ranjana etc.) / Apabhransh or Siddha Sahitya.
8.	Whether the age and qualification prescribed for direct recruitment will apply in case of promotions	Not Applicable
9.	Period of Probation, if any	One Year

S. No.	Particulars	Criteria
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	Direct recruitment
11.	In case of recruitment by deputation/short-term contract, grades from which deputation/ short-term contract to be made	Not Applicable
12.	Composition of DPC or Selection Committee	As specified in **Appendix-I** to these Rules.

Assistant Professor (Research) in RBTR Department

S. No.	Particulars	Criteria
1.	Name of the Post	**Assistant Professor (Research) - RBTR**
2.	No. of Post(s)	2 (Two)
3.	Classification	Group A
4.	Scale of Pay (Revised)	Academic level-10 (57,700-1,82,400)
5.	Whether Selection Post or Non-Selection Post	Not Applicable
6.	Age limit for direct recruitment	Below 65 years
7.	Education and other qualifications required for direct recruitment	**Essential Qualification:** a. A good academic record, with a Ph.D. in the Bhot Bauddha Darshan/ Bauddha Darshan / Buddha Tantra. b. Master's Degree with at least 55% marks (equivalent grade in a point-scale, wherever the grading system is followed) in Bhot Bauddha Darshan / Sanskrit Bauddha Darshan or in relevant discipline from an Indian University or an equivalent degree from an accredited foreign University. c. Erudition in Tibetan and Sanskrit language with knowledge of Hindi or English. **Desirable Qualification:** Knowledge of ancient scripts (Newari, Bhujimol, Ranjana etc.) / Apabhransh or Siddha Sahitya.
8.	Whether the age and qualification prescribed for direct recruitment will apply in case of promotions	Not Applicable
9.	Period of Probation, if any	One Year
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	Direct recruitment
11.	In case of recruitment by deputation/short-term contract, grades from which deputation/short-term contract to be made	Not Applicable
12.	Composition of DPC or Selection Committee	As specified in **Appendix-I** to these Rules.

Research Assistant (Research) in RBTR Department

S.No.	Particulars	Criteria
1.	Name of the Post	Research Assistant (RBTR)
2.	No. of Post(s)	3(Three)
3.	Classification	Group B
4.	Scale of Pay (Revised)	Level-7 (44,900-1,42400)
5.	Whether Selection Post or Non-Selection Post	N.A.
6.	Age limit for direct recruitment	40 Years
7.	Education and other qualifications required for direct recruitment	Essential Qualification a. Post graduate degree with 55% of marks in Bauddha Darshan/ Bhot Bauddha Darshan/ Tibetan Buddhist Philosophy. b. Erudition in Sanskrit/ Bhoti. **Desirable Qualification:** 1. Knowledge of ancient scripts (Newari, Bhujimol, Ranjana etc.)/Apabhransh or Siddha Sahitya. 2. Proficiency in Computer Applications.
8.	Whether the age and qualification prescribed for direct recruitment will apply in case of promotions	Not Applicable
9.	Period of Probation, if any	One Year which is extendable for another one year, if required.
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	Direct recruitment
11.	In case of recruitment by deputation/short-term contract, grades from which deputation/short-term contract to be made	Not Applicable
12.	Composition of DPC or Selection Committee	As specified in **Appendix-I** to these Rules.

Research Assistant (Transcribe Bhoti)

S.No.	Particulars	Criteria
1.	Name of the Post	**Research Assistant (Transcribe Bhoti)**
2.	No. of Post(s)	1(One)
3.	Classification	Group B
4.	Scale of Pay (Revised)	Level-7 (44,900-1,42400)
5.	Whether Selection Post or Non-Selection Post	Not Applicable
6.	Age limit for direct recruitment	40 Years
7.	Education and other qualifications required for direct recruitment	**Essential Qualification:** a. Post graduate degree with 55% of marks in Bhot Bauddha Darshan/ Tibetan Buddhist Philosophy. b. Erudition in Bhoti. Desirable Qualification: 1. Knowledge of Sanskrit, Hindi & English. 2. Proficiency in Computer Applications.
8.	Whether the age and qualification prescribed for direct recruitment will apply in case of promotions	Not Applicable
9.	Period of Probation, if any	One Year which is extendable for another one year, if required.
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	Direct recruitment
11.	In case of recruitment by deputation/short-term contract, grades from which deputation/short-term contract to be made	Not Applicable
12.	Composition of DPC or Selection Committee	As specified in **Appendix-I** to these Rules.

Research Assistant (Transcribe Newari)

S. No.	Particulars	Criteria
1.	Name of the Post	**Research Assistant (Transcribe Newari)**
2.	No. of Post(s)	1 (One)
3.	Classification	Group B
4.	Scale of Pay (Revised)	Level-7 (44,900-1,42400)
5.	Whether Selection Post or Non-Selection Post	Not Applicable
6.	Age limit for direct recruitment	40 Years
7.	Education and other qualifications required for direct recruitment	**Essential Qualification:** a. Post graduate degree with 55% of marks in Bauddha Darshan/ Bhot Bauddha Darshan b. Erudition in Sanskrit. Desirable Qualification: 1. Knowledge of Sanskrit, Hindi & English. 2. Proficiency in Computer Applications. 3. Knowledge of Ancient Script Newari
8.	Whether the age and qualification prescribed for direct recruitment will apply in case of promotions	Not Applicable
9.	Period of Probation, if any	One Year which is extendable for another one year, if required.
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	Direct recruitment
11.	In case of recruitment by deputation/short-term contract, grades from which deputation/short-term contract to be made	Not Applicable
12.	Composition of DPC or Selection Committee	As specified in **Appendix-I** to these Rules.

Editor (Publication) in Publication Department

S. No.	Particulars	Criteria
1	Name of the Post	**Editor (Publication)**
2	No. of post(s)	1 (One)
3	Classification	Group A
4	Scale of Pay (Revised)	Level–12 (₹78,800 – ₹2,09,200)
5	Whether Selection Post or Non-Selection Post	Not Applicable
6	Age limit for direct recruitment	Below 60 years
7	Educational and other qualifications required for direct recruitment	**Essential Qualification**: a. A Master's Degree with at least 55% marks or an equivalent grade in a point-scale, wherever the grading system is followed in Bhot Bauddha Darshan/ Buddhist Studies. b. Proficiency in Tibetan & Sanskrit language with the knowledge of Hindi and English language. c. A Minimum of eight years of experience in technical editing of journals or other publications. **Desirable:** Preference will be given to the candidate having PhD degree in relevant subject.
8	Whether the age and qualification prescribed for direct recruitment will apply in case of promotions	Not Applicable
9	Period of probation, if any	One Year
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.	100% Direct Recruitment, failing which by Deputation
11	In case of recruitment by deputation/short-term contract, grades from which deputation/short-term contract to be made.	**Deputation:** Officers holding analogous posts on regular basis, or having qualification as prescribed in Point no. 07 in Central / State Govt. / University / Public Sector Undertakings and other Central or State Autonomous Organization.
12	Composition of DPC or Selection Committee	As specified in **Appendix-I** to these Rules.

Assistant Editor (Publication)

S. No.	Particulars	Criteria
1	Name of the Post	**Assistant Editor (Publication)**
2	No. of post(s)	1 (One)
3	Classification	Group A
4	Scale of Pay (Revised)	Level-10 (56100-177500)
5	Whether Selection Post or Non-Selection Post	Not Applicable
6	Age limit for direct recruitment	Below 60 years
7	Educational and other qualifications required for direct recruitment	Essential Qualification: a. A Master's Degree with at least 55% marks or an equivalent grade in a point-scale, wherever the grading system is followed in Bhot Bauddha Darshan / Buddhist Studies. b. Adequate knowledge in Tibetan & Sanskrit language with the knowledge of Hindi and English language. c. Two years of experience in technical editing of journals or other publications.
8	Whether the age and qualification prescribed for direct recruitment will apply in case of promotions	Not Applicable
9	Period of probation, if any	One Year
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.	100% Direct recruitment, failing which by Deputation
11	In case of recruitment by deputation/short-term contract, grades from which deputation/short-term contract to be made.	**Deputation:** Officers holding analogous posts on regular basis, or having qualification as prescribed in Point no. 07 in Central / State Govt. / University / Public Sector Undertakings and other Central or State Autonomous Organization.
12	Composition of DPC or Selection Committee	As specified in **Appendix-I** to these Rules.

Publication Assistant (Bhoti)

S. No.	Particulars	Criteria
1	Name of the Post	**Publication Assistant (Bhoti)**
2	No. of post(s)	2(Two)
3	Classification	Group C
4	Scale of Pay (Revised)	Level-5 (29200-92300)
5	Whether Selection Post or Non-Selection Post	Not Applicable
6	Age limit for direct recruitment	35 years
7	Educational and other qualifications required for direct recruitment	**Essential Qualification**: a. Graduate degree in BHOT Bauddha Darshan from a recognized University. b. 2 years working experience of Proof reading and desktop publication work. c. Knowledge of Bhoti, Sanskrit and Hindi language d. Proficiency in Computer Operations.
8	Whether the age and qualification prescribed for direct recruitment will apply in case of promotions.	N.A.
9	Period of probation, if any	One Year which is extendable for another one year, if required.
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.	Direct recruitment
11	In case of recruitment by deputation/short-term contract, grades from which deputation/short-term contract to be made.	Not Applicable
12	Composition of DPC or Selection Committee	As specified in **Appendix-I** to these Rules.

Note: Out of the four existing posts of Publication Assistant, two have been earmarked as Publication Assistant (Bhoti).

Publication Assistant

S. No.	Particulars	Criteria
1	Name of the Post	**Publication Assistant**
2	No. of post(s)	2(Two)
3	Classification	Group C
4	Scale of Pay (Revised)	Level -5 (29200-92300)
5	Whether Selection Post or Non-Selection Post	Not Applicable
6	Age limit for direct recruitment	35 years
7	Educational and other qualifications required for direct recruitment	**Essential Qualification**: a. Graduate degree from a recognized University/ Institute. b. 2 years working experience of Proof reading and desktop publication work. c. Knowledge of Sanskrit, Hindi and English languages. d. Proficiency in Computer Operations. **Desirable Qualification:** Knowledge of Bhoti language.
8	Whether the age and qualification prescribed for direct recruitment will apply in case of promotions.	Not Applicable
9	Period of probation, if any	One Year which is extendable for another one year, if required.
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.	Direct recruitment
11	In case of recruitment by deputation/short-term contract, grades from which deputation/short-term contract to be made.	Not Applicable
12	Composition of DPC or Selection Committee	As specified in **Appendix-I** to these Rules.

Appendix-I

Selection Committee for Direct Recruitment / Departmental Promotion Committee / Departmental Confirmation Committee of Non-Teaching & Other Academic Employees

(a) For the post of Registrar

1	Vice-Chancellor	Chairperson
2	Nominee of the Chancellor	Member
3	One Expert in the relevant field appointed by the Board of Governance (not connected with CIHTS)	Member
4	Two members of the BoG nominated by it	Member
5	Any other member(s) to be included as per the directives of GoI / UGC issued from time to time	Member
6	Representative of SC/ST/OBC/Minority/Women/PwBD (if required, to be nominated by the Vice-Chancellor if none of the above members belong to the same category)	Representative Member
7	Registrar	Member

Note: The quorum shall be **four members**, including the Chairperson, expert member(s) in the relevant field, and any other member(s) whose presence is mandatory as per rules.

(b) For Group 'A' Posts

1	Vice-Chancellor	Chairperson
2	Nominee of the Chancellor	Member
3	At least three outside experts in the relevant field, nominated by the Vice-Chancellor from the panel of names approved by the Board of Governors	Member
4	Representative of SC/ST/OBC/Minority/Women/PwBD (if required, to be nominated by the Vice-Chancellor if none of the above members belong to the same category)	Representative Member
5	Registrar	Member
6	Any other member(s) to be included as per the directives of GoI / UGC issued from time to time	Member

Note: The quorum shall be four members, out of which at least two outside experts in the relevant field and the nominee of the Chancellor must be present. Any other member(s) may be included as per the directives of GoI / UGC issued from time to time.

(c) For Group 'B' Posts

1	Vice-Chancellor	Chairperson*
2	One member nominated by the Vice-Chancellor	Member
3	One member from the Ministry of Culture	Member
4	Representative of SC/ST/OBC/Minority/Women/PwBD (if required, to be nominated by the Vice-Chancellor if none of the above members belong to the same category)	Member
5	Registrar	Member
6	Any other member(s) nominated by the Vice-Chancellor depending upon professional requirements	Member

Note:

Additional members may be nominated by the Vice-Chancellor depending upon professional requirements.

For Library Sector: Librarian / Library In-charge shall act as Chairperson.

(d) For Group 'C' Posts

1	Registrar	Chairperson
2	One member nominated by the Vice-Chancellor	Member
3	One member from the Ministry of Culture	Member
4	Representative of SC/ST/OBC/Minority/Women/PwBD (if required, to be nominated by the Vice-Chancellor if none of the above members belong to the same category)	Member
5	Any other member(s) nominated by the Vice-Chancellor depending upon professional requirements	Member

Note: Additional members may be nominated by the Vice-Chancellor depending upon professional requirements.

Duties and responsibilities of newly created Sowa-Rigpa & CTE

S.No.	Position	Nature of Duties
1.	**Nursing Superintendent/Matron in Sowa-Rigpa**	1. Supervise and manage all nursing services of the Hospital. 2. Ensure quality nursing care and patient safety. 3. Prepare duty rosters and supervise deployment of nursing personnel. 4. Monitor infection prevention and control practices. 5. Conduct nursing audits and continuing nursing education programmes. 6. Ensure maintenance of nursing records, inventories, and equipment. 7. Coordinate with medical officers and hospital administration. 8. Perform any other duties assigned by the competent authority.
1	**Deputy Medical Superintendent in Sowa-Rigpa**	1. Assist the Medical Superintendent in the overall administration and management of the Hospital. 2. Supervise the functioning of OPD, IPD, Emergency, Diagnostic, and Support Services. 3. Coordinate with clinical departments to ensure efficient patient care and hospital operations. 4. Monitor implementation of hospital policies, statutory regulations, NABH standards, and quality assurance programmes. 5. Supervise medico-legal cases, biomedical waste management, infection control, and patient safety initiatives. 6. Oversee maintenance of medical records, hospital statistics, and administrative reports. 7. Coordinate disaster preparedness, emergency response, and grievance redressal. 8. Perform any other duties assigned by the competent authority.
2.	**Medical Officers in Sowa-Rigpa**	1. Provide outpatient, inpatient, and emergency medical care. 2. Diagnose, investigate, and treat patients according to accepted clinical protocols. 3. Perform clinical procedures within their professional competence. 4. Maintain accurate medical records and documentation. 5. Participate in emergency duties, health camps, and institutional healthcare programmes. 6. Assist in teaching, training, research, and academic activities, wherever applicable. 7. Ensure compliance with ethical, legal, and institutional guidelines. 8. Perform any other duties assigned by the competent authority

S.No.	Position	Nature of Duties
4	**Assistant Librarian in Sowa-Rigpa**	The Assistant Librarian 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: 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 work under the instructions of the Professor in-charge as and when appointed by the Vice-Chancellor for the purpose (iv)To plan and bring out the publications to support the University Library service. (v)To provide bibliographical and reference service to the teachers, students and research scholars. (vi)To develop library collection by selecting books and other materials from various sources with the recommendations of the Library Committee (vii)To act as 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 (viii)To ensure verification of Library as per the prescribed guidelines through a Committee constituted for the purpose by the Vice-Chancellor (ix)To provide the desired information sought under the RTI Act, 2005 (x)To allocate shift duties to the Library Staff (xi)To keep abreast of the new developments in Library and Information Science field and to apply those as far as possible (xii)The Assistant Librarian shall be required to initiate various proposals and prepare drafts and submit the same to the higher authority for consideration and approval in time bound manner. (xiii)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 (xiv)Any other duties as and when assigned by the Registrar/Vice-Chancellor/Professor-in-Charge of the Library from time to time

S.No.	Position	Nature of Duties
5.	**Pharmacist in Sowa-Rigpa**	1. Receive, store, dispense, and maintain medicines and medical consumables. 2. Ensure proper inventory management and stock verification. 3. Maintain prescription records and pharmacy registers. 4. Monitor storage conditions and expiry dates of medicines. 5. Assist in procurement, quality assurance, and regulatory compliance. 6. Provide drug-related information and counselling to patients and healthcare professionals. 7. Assist in implementation of Good Pharmacy Practices (GPP) and Good Manufacturing Practices (GMP), wherever applicable. 8. Perform any other duties assigned by the competent authority.
6.	**Lab Technician in Sowa-Rigpa**	1. Collect, process, and analyze clinical specimens. 2. Operate and maintain laboratory equipment. 3. Prepare reagents and ensure laboratory quality control. 4. Maintain laboratory records, reports, and documentation. 5. Observe biosafety and infection control practices. 6. Assist Pathologists and Medical Officers in diagnostic services. 7. Participate in laboratory accreditation and quality assurance activities. 8. Perform any other duties assigned by the competent authority.
7.	**Junior Office Assistant (Account) in Sowa-Rigpa**	1. Assist in routine office administration and clerical work. 2. Maintain files, records, registers, and official correspondence. 3. Handle receipt, dispatch, and movement of official documents. 4. Prepare letters, reports, and office notes using computer applications. 5. Assist in procurement, establishment, accounts, and examination work, as assigned. 6. Maintain confidentiality of official records. 7. Perform any other duties assigned by the competent authority.
8	**Office Staff (Registration and Account) in Sowa-Rigpa**	1. Provide general office support and assistance. 2. Handle movement of files, documents, and official communications. 3. Assist in record maintenance and office logistics. 4. Support meetings, conferences, and institutional programmes. 5. Assist in maintenance of office cleanliness and organization. 6. Perform messenger and other miscellaneous duties as assigned. 7. Perform any other duties assigned by the competent authority.
10	**Dresser in Sowa-Rigpa**	1. Perform wound dressing and assist in minor surgical procedures under the supervision of Medical Officers. 2. Prepare dressing materials and maintain aseptic techniques. 3. Assist in emergency and trauma care.

S.No.	Position	Nature of Duties
		4. Maintain dressing registers and treatment records. 5. Ensure proper disposal of biomedical waste. 6. Maintain cleanliness and readiness of dressing rooms. 7. Educate patients regarding wound care as directed by clinicians. 8. Perform any other duties assigned by the competent authority.
	Office Assistant in CTE	1. Provide administrative and secretarial assistance. 2. Maintain official correspondence and office records. 3. Assist in preparation of reports, meeting proceedings, and documentation. 4. Coordinate appointments, meetings, and office communications. 5. Maintain digital and physical records. 6. Assist in procurement, inventory, and office management. 7. Perform any other duties assigned by the competent authority.

DUTIES AND RESPONSIBILITIES of Research Posts

1	**Editor (Publication)** The Editor shall be responsible to the Registrar and Vice-Chancellor. He/she shall assist the work under their guidance and supervision and broadly perform the following duties as assigned to him from time to time. 1. To plan & implement the publication target as per the aims and objectives of the Institute in consultation of the Publication committee. 2. Acquire manuscripts for review. 3. To convene the Publication Committee meetings and put up the matters before the committee regarding publication Department and manuscripts received for publication from outside scholars. 4. Supervise the preparation of the manuscripts & ensure the internationally prevailing standard practices of the publications. 5. Maintain good working relationships with authors and other key staff of the publication Department. 6. To maintain the cultivate relationship with publishers and distributors to reach out the institute's publication to the larger number of readers. 7. Providing the desired information sought under the RTI Act, 2005. 8. The Editor-cum-Associate Professor may be transferred to any other section as per the exigency of situation. 9. Any other duties as and when assigned by the Registrar/Vice-Chancellor from time to time.
2	**Assistant Editor (Publication)** The Assistant Editor (Publication). Professor shall be responsible to the Vice-Chancellor/Registrar/HOD and he/she shall work under the guidance and supervision of the HOD and broadly perform the following duties as assigned to him from time to time. 1. To assist the HOD in administrative works including preparing proposals, drafting note, Editing of the manuscripts received for publication and preparation of CRC of the texts for publication according to the institute's prevalent policy ensuring the internationally prevailing standard practices of the publications.

	2. To assist the HOD in acquire manuscripts for review. 3. To assist HOD to convene the Publication Committee meetings and put up the matters before the committee regarding publication Department and manuscripts received for publication from outside scholars. 4. Plan the contents of publications according to the publication's style, editorial policy, and publishing requirements. 5. To verify facts, dates and statistics, using standard and apply measures to avoid plagiarism using software. 6. Review and approve proofs submitted by proof Readers prior to publication of the book. 7. Oversee publication production, including artwork, layout, computer typesetting, and printing, ensuring adherence to deadlines and budget requirements. 8. Providing the desired information sought under the RTI Act, 2005. 9. The Assistant Editor (Publication) may be transferred to any other section as per the exigency of situation. 10. Any other duties as and when assigned by the Registrar/Vice-Chancellor from time to time.
3.	**Publication Assistant** The Publication Assistant shall be responsible to the Registrar and Vice-Chancellor and he/she shall assist the work under the guidance and supervision of the Editor/ Asst. Editor and broadly perform the following duties as assigned to him from time to time. 1. To assist the HOD to prepare the CRC of the works to be published by the Institute. 2. To assist the HOD in noting drafting and proof reading of the manuscripts received for publication in Tibetan, Sanskrit, Hindi and English. 3. Look after the sale and maintenance of the Stock under the supervision of HOD. 4. To Input of the manuscript and other matters of the Institute for publication proof reading in Tibetan, Sanskrit, Hindi & English Language. 5. To maintain the publication store for the safety of the books.

	6. To organize the exhibition of Institute publications as and when required. 7. The Publication Assistant may be transferred to any other section as per the exigency of situation. 8. Any other duties as and when assigned by the Registrar/Vice-Chancellor from time to time.

B.R. Ambedkar Research Professor

B.R. Ambedkar Research Professor shall be responsible to the Vice Chancellor/Registrar. He/She shall perform the following.

a. Over all supervision of 4 Research Departments.
b. Finalization of Various Projects, research guidance and other academic works.
c. Any other duties as and when assigned by the Competent Authority from time to time

Associate Professor (Restoration)

Associate Professor (Restoration) shall be responsible to the Vice Chancellor/Registrar/HOD. He/She shall work under the guidance of HOD. The following shall be the duties of the Associate Professor (Restoration)

a. Research and Restoration of lost Sanskrit works from Tibetan and multilingual translation of Buddhist canons and allied subjects.
b. Editing Tibetan versions for restoration and translation.
c. Re-editing of available Buddhist Sanskrit Texts.
d. Preparation of documents for publication.
e. Assist the visiting research scholars.
f. Assist the HOD for administrative works of the department
g. The Associate Professor (Restoration) shall be required to initiate various research proposals and submit the same to the higher authority for consideration and approval.
h. In addition to the above responsibilities of the Restoration Department, he/she may also be assigned teaching works in the relevant subjects as per the requirement.
i. He/She may be entrusted the duty of any other Research Department of the university as per the exigency of situation.
j. Any other duties as and when assigned by the Competent Authority from time to time

Assistant Professor (Restoration)

Assistant Professor (Restoration) shall be responsible to the Vice Chancellor/Registrar/HOD. He/She shall work under the supervision of HOD. The following shall be the duties of the Assistant Professor (Restoration).

a. Research and Restoration of lost Sanskrit works from Tibetan.

b. Translation of Buddhist canons and allied subjects into Hindi or English.
c. Editing Tibetan versions for restoration and translation.
d. Re-editing of available Buddhist Sanskrit Texts.
e. Preparation of documents for publication.
f. Assist the visiting research scholars.
g. Assist the HOD (Restoration) to initiate various research proposals for consideration and approval.
h. In addition to the above responsibilities he/she may also be assigned teaching works in the relevant subjects as per the requirement.
i. He/She may be entrusted the duty of any other Research Department of the university as per the exigency of situation.
j. Any other duties as and when assigned by the Competent Authority from time to time

Associate Professor (Translation)

Associate Professor (Translation) shall be responsible to the Vice Chancellor/Registrar/HOD. He/She shall work under the supervision of the HOD. The following shall be the duties of the Associate Professor (Translation)

a. Research and multilingual translation of Buddhist canons and allied subjects from Tibetan language.
b. Editing Tibetan versions for translation.
c. Preparation of documents for publication.
d. Assist the visiting research scholars.
e. Assist the HOD for administrative works of the department.
f. The Associate Professor (Translation) shall be required to initiate various research proposals and submit the same to the higher authority for consideration and approval.
g. In addition to the above responsibilities of the Translation Department, he/she may also be assigned teaching works in the relevant subjects as per the requirement.
h. He/She may be entrusted the duty of any other Research Department of the university as per the exigency of situation.
i. Any other duties as and when assigned by the Competent Authority from time to time

Assistant Professor (Translation)

Assistant Professor (Translation) shall be responsible to the Vice Chancellor/Registrar/HOD. He/She shall work under the supervision of the HOD. The following shall be the duties of the Assistant Professor (Translation).

a. Research and Multi-lingual Translation of Tibetan Canonical Texts and allied subjects.
b. Editing Tibetan versions for restoration and translation.
c. Re-editing of available Buddhist Sanskrit Text
d. Preparation of documents for publication.
e. Assist the visiting research scholars.
f. Assist the HOD (Translation) to initiate various research proposals for consideration and approval.
g. In addition to the above responsibilities he/she may also be assigned teaching works in the relevant subjects as per the requirement.

h. The research scholar may be entrusted the duty of any other Research Department of the university as per the exigency of situation.
i. Any other duties as and when assigned by the Competent Authority from time to time

Professor (Dictionary)

Professor (Dictionary) shall be responsible to the Vice Chancellor/Registrar. He/She shall perform the following duties.

a. Over all supervision of the Department.
b. Research, Compilation of comprehensive Encyclopedic Dictionary of Tibetan to Sanskrit along with cross reference as well as Technical Dictionaries of Buddhism and Tibetan Studies from Tibetan into Sanskrit and vice versa.
c. Any other duties as and when assigned by the Competent Authority from time to time

Associate Professor (Dictionary)

Associate Professor (Dictionary) shall be responsible to the Vice Chancellor/Registrar/HOD. He/She shall work under the supervision of the HOD. The following shall be the duties of the Associate Professor (Dictionary)

a. Research and Compilation of Sanskrit and Tibetan Technical terms for Encyclopedic Dictionaries of Sanskrit to Tibetan and vice versa.
b. To collate the cross reference and the literal sources of the references.
c. Preparation of documents for publication.
d. Assist the visiting research scholars.
e. Assist the HOD (Dictionary) to initiate various research proposals for consideration and approval.
f. In addition to the above responsibilities he/she may also be assigned teaching works in the relevant subjects as per the requirement.
g. He/She may be entrusted the duty of any other Research Department of the university as per the exigency of situation.
h. Any other duties as and when assigned by the Competent Authority from time to time

Professor (RBTR)

Professor (RBTR) shall be responsible to the Vice Chancellor/Registrar. He/She shall perform the following duties.

a. Editing and research of rare Buddhist Mss. of Tantra text, their compilation with Tibetan version and restoration of the lost part into Sanskrit. Preparation of documents of Texts for publication and other academic works.
b. Any other duties as and when assigned by the Competent Authority from time to time

Associate Professor (RBTR)

Associate Professor (RBTR) shall be responsible to the Vice Chancellor/Registrar/HOD. He/She shall work under the supervision of the HOD. The following shall be the duties of the Associate Professor (RBTR)

a. Research and Edit the rare Buddhist Tantric Manuscripts with the help of available manuscripts collating with Tibetan Translation.
b. Restoration of the lost part of the manuscripts relying on Tibetan translation.
c. Acquiring rare Buddhist manuscripts for editing and translation.
d. Re-editing of available Buddhist Sanskrit Texts.
e. Preparation of documents for publication.
f. Assist the visiting research scholars.
g. Assist the HOD for administrative works of the department
h. The Associate Professor (RBTR) shall be required to initiate various research proposals and submit the same to the higher authority for consideration and approval.
i. He/She may be entrusted the duty of any other Research Department of the university as per the exigency of situation.
j. In addition to the above responsibilities he/she may also be assigned teaching works in the relevant subjects as per the requirement.
k. Any other duties as and when assigned by the Competent Authority from time to time

Assistant Professor (RBTR)

Assistant Professor (RBTR) shall be responsible to the Vice Chancellor/Registrar/HOD. He/She shall work under the supervision of HOD. The following shall be the duties of the Assistant Professor (RBTR).

a. Research and Edit the rare Buddhist Tantric manuscripts with the help of available manuscripts collating with Tibetan Translation.
b. Restoration of the lost part of the manuscripts relying on Tibetan translation.
c. Re-editing of available Buddhist Sanskrit Text
d. Preparation of documents for publication.
e. Assist the visiting research scholars.
f. Assist the HOD (RBTR) to initiate various research proposals for consideration and approval.
g. In addition to the above responsibilities he/she may also be assigned teaching works in the relevant subjects as per the requirement.
h. He/She may be entrusted the duty of any other Research Department of the university as per the exigency of situation.
i. Any other duties as and when assigned by the Competent Authority from time to time

Research Assistant (Restoration)

Research Assistant (Restoration) shall be responsible to Vice Chancellor/ Registrar/HOD. He/She shall work under the guidance and supervision of the HOD and broadly perform the following duties as assigned to him from time to time.

a. Research, Restoration and Translation of lost Sanskrit works from Tibetan.
b. Editing Tibetan versions for restoration and translation.
c. Re-editing of available Buddhist Sanskrit Texts.
d. Preparation of documents for publication.
e. Any other duties as and when assigned by the Competent Authority from time to time

Research Assistant (Translation)

Research Assistant (Translation) shall be responsible to Vice Chancellor/Registrar/HOD. He/She shall work under the guidance and supervision of the HOD and broadly perform the following duties as assigned to him from time to time.

a. Research and Multi-lingual Translation of Buddhist Texts from Tibetan.
b. Editing Tibetan versions for translation.
c. Re-editing of available Buddhist Sanskrit Text
d. Preparation of documents for publication.
e. Any other duties as and when assigned by the Competent Authority from time to time

Research Assistant (Dictionary)

Research Assistant (Dictionary) shall be responsible to Vice Chancellor/Registrar/HOD. He/She shall work under the guidance and supervision of the HOD and broadly perform the following duties as assigned to him from time to time.

a. Research and compilation of Technical Terms for Encyclopedic dictionaries.
b. Checking the references and its sources in Buddhist canons and texts of allied subjects.
c. Editing the dictionary in Tibetan and Sanskrit
d. Proof reading of the documents for publication
e. Preparation of documents for publication.
f. Any other duties as and when assigned by the Competent Authority from time to time

Research Assistant (RBTR: General)

Research Assistant (RBTR: General) shall be responsible to Vice Chancellor/Registrar/HOD. He/She shall work under the guidance and supervision of the HOD and broadly perform the following duties as assigned to him from time to time.

a. Research in Buddhist Tantra.
b. Deciphering the archaic scripts of the manuscripts for editing.

c. Translation and restoration of the lost portions of the manuscripts.
d. Collating the transcribed manuscript with Tibetan version.
e. Proof reading of the documents for publication.
f. Preparation of documents for publication.
g. Any other duties as and when assigned by the Competent Authority from time to time

Research Assistant (RBTR Tibetan Special)

Research Assistant (RBTR Tibetan Special) shall be responsible to Vice Chancellor/Registrar/HOD. He/She shall work under the guidance and supervision of the HOD and broadly perform the following duties as assigned to him from time to time.

a. Research in Buddhist Tantra.
b. Deciphering the all kinds of Tibetan scripts for editing.
c. Translation and restoration of the lost portions of the manuscripts relying on Tibetan translation.
d. Collating the transcribed manuscript with other Tibetan editions.
e. Proof reading of the Tibetan documents for publication.
f. Preparation of documents for publication.
g. Any other duties as and when assigned by the Competent Authority from time to time

Research Assistant (RBTR: Newari Special)

Research Assistant (RBTR: Newari Special) shall be responsible to Vice Chancellor/Registrar/HOD. He/She shall work under the guidance and supervision of the HOD and broadly perform the following duties as assigned to him from time to time.

a. Research in Buddhist Tantra.
b. Transcribing the manuscripts in all five Newari scripts and related ancient Indian scripts for editing.
c. Assist other scholars of the department to decipher 5 Newari scripts and related archaic scripts.
d. Proof reading of the Sanskrit documents for publication
e. Preparation of documents for publication.
f. Any other duties as and when assigned by the Competent Authority from time to time