

F. No. 70-81/2016-SP VI
Government of India
Ministry of Youth Affairs & Sports
(Department of Sports)

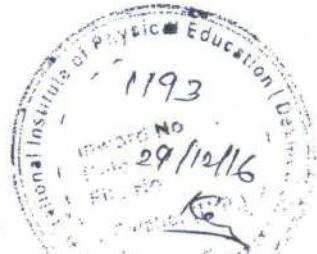
220

Block 'A', Pragati Vihar Hostel,
Lodhi Road, New Delhi 110003,
Dated the 23rd December, 2016

To,

The Registrar,
Lakshmibai National Institute of Physical Education,
Gwalior (MP).

Subject: Draft Bye-Laws, conditions of service and RRs of LNIPE, Gwalior.



Sir,

I am directed to refer to your letter No. Admn/100/2010/III/2844 dated 7th December, 2016 on the above noted subject. The whole proposal has been considered in this Ministry and the approval thereto is conveyed subject to the following conditions/observations:

1. The number of post of MTS shown as 92 should be reviewed in accordance with some work study and an independent cell should be set up for recruitment to these posts along with a proper system of recruitment. LNIPE should also explore the possibility of appointing the persons by SSC or any other similar recruiting body.
2. Any case of relaxation of qualifications and experience in any of the posts should be referred to the Ministry before hand.
3. The Institute should maintain appropriate ratio between faculty and students as per the norms of UGC from time to time and keep the Ministry informed of the same.
4. The proposal i.e. draft, RRs, Bye-Laws etc. should be strictly in accordance with the guidelines of UGC, DoPT and any other concerned Government department.
5. Anything which is found subsequently not to be in accordance with the instructions of the Government will be reviewed by the Ministry.
6. This approval does not imply permission for creating posts or incurring financial obligations without following due procedures.

This issues with the approval of the competent authority.

Encs: - Approved Recruitment Rules

Yours faithfully,

Rakesh K.

(Rakesh Kumar)

Under Secretary to the Govt. of India

Tele: 24368242

Fax: 24362942

LAKSHMIBAI NATIONAL INSTITUTE OF PHYSICAL EDUCATION, GWALIOR
(DEEMED TO BE UNIVERSITY)

LAKSHMIBAI NATIONAL INSTITUTE OF PHYSICAL EDUCATION SERVICE BYE-LAWS AND CONDITIONS
OF SERVICE REGULATIONS, 2016
AND
LAKSHMIBAI NATIONAL INSTITUTE OF PHYSICAL EDUCATION SERVICE RECRUITMENT RULES, 2016

GENERAL INDEX

S. No.	Chapter/ Schedule	Particulars	Page Numbers
LAKSHMIBAI NATIONAL INSTITUTE OF PHYSICAL EDUCATION SERVICE BYE-LAWS AND CONDITIONS OF SERVICE REGULATIONS, 2016			
1.	Chapter – 1	General Bye-laws.	
2.	Chapter – 2	Bye-laws governing appointments, terms and conditions of the service of the Teaching & other Academic Staff.	
3.	Chapter – 3	Bye-laws governing appointments, terms and conditions of the service of the Non-Academic Staff.	
4.	NOTICE	Regarding LNIPE Service (Recruitment) Rules, 2016	
5.	Schedule – 1	Sanctioned Posts, Pay Bands and Grade Pay.	
6.	Schedule – 2	Appointing Authority, Disciplinary Authority & Appellate Authority for various sanctioned posts in the Institute and UGC HRDC.	
LAKSHMIBAI NATIONAL INSTITUTE OF PHYSICAL EDUCATION SERVICE (RECRUITMENT) RULES, 2016			
4.	Schedule – 3	Recruitment Rules in respect of Teaching & other Academic Cadres in the Institute.	
5.	Schedule – 4	Recruitment Rules in respect of Non-Academic Cadres in the Institute.	
6.	Schedule – 5	Recruitment Rules in respect of posts of UGC-HRDC.	

218

LAKSHMIBAI NATIONAL INSTITUTE OF PHYSICAL EDUCATION, GWALIOR
(DEEMED TO BE UNIVERSITY)

CHAPTER - 1

GENERAL BYE-LAWS

1. SHORT TITLE AND COMMENCEMENT

- i) These Bye-laws shall be called Lakshmibai National Institute of Physical Education Service Bye-laws and Conditions of Service Regulations, 2016 (LNIPE SBCSR) and have been framed under Rule 47 of the Rules appended with MOA (2014) of the Institute.
- ii) They shall be deemed to have come into force from the date when these are notified.
- iii) Nothing in these Bye-laws shall affect the appointments made and actions taken in accordance with the Rules adopted by Lakshmibai National Institute of Physical Education (LNIPE) or any resolution(s) of the Board of Management prior to the date of coming into force of these Bye-laws. All the actions taken pertaining to conditions of service matters till the date of commencement of these Bye-laws shall be deemed to have been taken under the authority of these bye-laws and rules appended thereto.

2. APPLICATION

These Bye-laws shall apply to all employees of the LNIPE other than

- i) Persons employed on daily wages;
- ii) Persons appointed on contract for specific assignments;
- iii) Project staff;
- iv) Consultants; and
- v) Un-skilled Work Assistants.

3. DEFINITIONS AND INTERPRETATIONS

In these Bye-laws, unless the context other requires:-

- i) "Academic Council" means Academic Council of the Institute;
- ii) "Academic Year" means the period of one year commencing from 1st July with the opening of the session and ending on the last day of June next year;
- iii) "Appellate Authority" means the authority competent to consider appeal in accordance with the provisions under the Memorandum of Association or these Bye-laws;
- iv) "Appointing Authority" in relation to any post under the Lakshmibai National Institute of Physical Education, Gwalior means the authority competent to make appointment to that post;
- v) "Authorities" means the authorities defined in the Memorandum of Association and the Rules of the Institute;
- vi) "Board" means the Board of Management of the Institute;
- vii) "Bye Laws" means Bye-laws framed in pursuant to provisions of the Memorandum of Association and the Rules of the LNIPE;
- viii) "Cadre" means the strength of a service or a part of a service sanctioned as a separate unit;

6
217

- ix) "Chairman" means the Chairman of the Board of Management of the LNIPE.
- x) "Contract Employee" means an appointment on contract for specific assignment on consolidated salary taking into consideration the nature of assigned work-load involved and terms and conditions as may be agreed upon between the appointing authority and the person appointed for a specific period;
- xi) "Departmental Promotion Committee" (DPC) means a committee set up for consideration of cases of promotion, Modified Assured Career Progression (MACP) Scheme, confirmation of employees etc.;
- xii) "Department" means a Department established on the recommendations of the Academic Council;
- xiii) "Deputationist" means a person whose services have been obtained by the Institute on deputation terms from his parent department;
- xiv) "Disciplinary Authority" in relation to any post under the Lakshmibai National Institute of Physical Education, Gwalior means the authority competent to take disciplinary action on the incumbent of that post;
- xv) "Direct recruit" means an employee who has been directly appointed by the appointing authority to any post under the Institute in accordance with the procedure regulating direct recruitment;
- xvi) "Duty" includes service on probation provided that such service is followed by confirmation;
- xvii) "Employee" means any person appointed on whole-time salary basis by the Institute in its regular service and includes teaching & other academic and non-academic staff;
- xviii) "Finance Committee" means the Finance Committee of the Institute;
- xix) "Finance Officer" means the Finance Officer of the Institute;
- xx) "General Body" means General Body of the Society;
- xxi) "Government" means the Government of India;
- xxii) "Institute" means Lakshmibai National Institute of Physical Education, Gwalior;
- xxiii) "LNIPE" means Lakshmibai National Institute of Physical Education, Gwalior;
- xxiv) "Memorandum" means the Memorandum of Association and Rules of the Institute;
- xxv) "Non-Academic Staff" means the staff other than teaching & other Academic staff of the Institute and such other posts as may be declared as Non-Academic staff by the Board of Management;
- xxvi) "Pay" means the amount drawn monthly by an employee as pay as admissible under the rules from time to time;
- xxvii) "President" means the President of the Institute as per the Memorandum;
- xxviii) "Probation" means the period for determination the fitness of an employee for his eventual substantive appointment to a post;
- xxix) "Recruitment Rules" means the Recruitment Rules framed by the Institute for recruitment, promotion etc. of its employees;
- xxx) "Registrar" means the Registrar of the Institute;
- xxxi) "Rules and Regulations" means the Rules and Regulations framed in pursuance to relevant provisions of Memorandum of Association of the Institute;

- xxxii) "Salary" means emoluments of an employee of the Institute including pay, allowances etc. classified as salary;
- xxxiii) "Schedule" means schedule attached to these bye-laws.
- xxxiv) "Selection Committee" means a committee appointed for selection of person(s) for appointment to a post in the Institute;
- xxxv) "Society" means the Lakshmi Bai National Institute of Physical Education Society, Gwalior;
- xxxvi) "Superannuation" means attainment of age of retirement;
- xxxvii) "Teaching and other Academic Staff" means the staff involved in teaching, research and evaluation, curriculum development, material development, counseling consultancy, training including preparation of training modules, handbooks, and the staff on such other posts as may be declared as teaching staff by the Board of Management.
- xxxviii) "Temporary Post" means a post carrying a definite rate of pay sanctioned for a limited time;
- xxxix) "Vice Chancellor" means Vice-chancellor of the Institute

4. CLASSIFICATION OF THE EMPLOYEES OF THE INSTITUTE

The teaching & other academic and non-academic posts in the Institute shall be classified in Group 'A', 'B' and 'C' on the same criterion as prescribed in the Central Civil Services (Classification, Control and Appeal) Rules, 1965.

5. CREATION OF POSTS

The Board of Management in consultation with the Finance Committee shall have powers in pursuance to the Rules of the Institute, to create both teaching & other academic and non-academic posts, as and when expedient in the interest of the Institute. The existing instructions of the Government of India regarding creation and filling of posts shall be applicable. The existing sanctioned posts and pay band & grade pay in the Institute and UGC-HRDC are as indicated in Schedule-1.

6. APPOINTING AUTHORITY/DISCIPLINARY AUTHORITY AND APPELLATE AUTHORITY.

The appointing authority, disciplinary authority and appellate authority for various posts in the Institute and UGC-HRDC shall be as indicated in Schedule-2.

7. SCALES OF PAY

The Pay Scales, Pay Band and Grade Pay or Academic Grade Pay, as the case may be, for various teaching & other academic posts and non-academic posts shall be such as may be prescribed by the Board of Management and approved by the Government from time to time, keeping in view the UGC guidelines and directives of the Government in this regard.

8. FULL-TIME EMPLOYMENT

- i) The services of an employee shall be at the disposal of the Institute full-time and he may be required to perform such duties as may be assigned to him by the Institute from time to time.
- ii) Without prejudice to the generality of clause (i) above –
 - a) an employee may be required to undergo a course of study or training within or outside India;
 - b) he may be required to serve the Institute at any place and in any post not lower than the post to which he is substantively appointed or to which he is reduced as a measure of punishment in accordance with the provisions; and
 - c) he shall devote his full time and attention to the service of the Institute and shall not take active part in politics, or without the prior permission of the Board in the case of the Vice Chancellor, or of the Vice Chancellor in the case of others, engage himself directly or indirectly, in any trade, business or occupation or enter into any remunerative commitment, or absent himself from duty except in the case of accident or sickness certified by a competent medical authority.

8

215

9. TEST OR EXAMINATIONS

The employees of the Institute shall be required to pass such departmental and other tests and examinations as may be prescribed by the Board. The Board may lay down rules regarding the time-frames within which the tests have to be passed, the consequences of not passing the test and other cognate matters.

10. HOLIDAYS

The Institute shall observe all such holidays as are observed by the offices of the Government of India notified from time to time at Gwalior. However, the Vice Chancellor shall have the option to change these holidays keeping in view the local needs and/or academic/administrative considerations.

11. LEGAL PROCEEDINGS

All legal proceedings against the Institute by its employees would be in the name of the Registrar and subject to Courts at Gwalior or the Courts having jurisdiction over Gwalior.

12. PROVISION FOR EXISTING EMPLOYEES

Every person holding a post under the Institute at the commencement of these bye-laws shall, on such commencement, be deemed to have been appointed under the provisions of these bye-laws to the corresponding post mentioned in the schedule attached to these bye-laws and shall draw the pay drawn by him immediately before such commencement.

13. AUTHENTICATION OF DECISIONS

All orders and decisions of the Academic Council and the Board shall be authenticated under the signatures of the Registrar.

14. INTERPRETATION AND REMOVAL OF DOUBT

All words and expressions used, but not defined, in these bye-laws and defined in the Rules of the Institute shall have the meaning respectively assigned to them in the said Rules. In case of doubts as to (i) interpretation of the words and expressions in these bye-laws; and (ii) whether an authority of the Institute is superior to any other authority; the decision of the Board of Management thereon shall be final.

15. POWER TO RELAX

Notwithstanding anything contained in these Bye-laws, the Board may relax any of the provisions of these Bye-laws and Rules appended thereto or attenuate undue hardship arising from the operation of such provisions, or in the interests of the Institute.

16. AMENDMENT OF RULES

The Board shall have the authority to amend, modify, change, withdraw or suspend, any or all of these Bye-laws and Rules appended thereto with the concurrence of the Government.

17. RESIDUARY CONDITIONS

Any matter relating to the conditions of recruitment, service of an employee for which no provision is made in the above bye-laws or in case of any ambiguity, or discrepancies, the instructions/rules of the Government, shall be followed by the Institute until specific provisions are made in relevant Rules and/or Bye-laws in accordance with prescribed procedure in the Memorandum.

BYE-LAWS GOVERNING APPOINTMENTS, TERMS AND
CONDITIONS OF THE SERVICE OF THE TEACHING & OTHER ACADEMIC STAFF.

1. APPOINTMENTS

- i. The appointments in the teaching/academic cadres shall be made by the Competent Authority on the recommendations of the search/selection committee. The directly recruited posts shall be filled up through an all India open advertisement besides notifying to the Employment Exchange. The composition of search/selection committees together with qualifications, experience etc. and manner of recruitment etc. shall be as laid down in Recruitment Rules under Schedule - 3 hereto.
- ii. It is optional for the Institute to utilize the seminar or colloquium as a method for the selection of Assistant Professor, Associate Professor or Professor.
- iii. There shall be no age limit for recruitment of teaching & other academic posts since no provision has been made in the UGC notification / regulations in this regard.
- iv. The Government's instructions laid down for reservation of certain percentage of posts in respect of candidates belonging to Scheduled Castes, Scheduled Tribes, Other Backward Classes and Persons with Disability, Ex-servicemen etc. as applicable from time to time, shall apply mutatis mutandis in the Institute in the cases of appointments of teaching and other academic staff.
- v. In the event of office of the Vice Chancellor being vacant, the officer appointed to perform current duties of the Vice Chancellor, shall be the Chairman of the selection committee, wherever so provided in the selection committee.
- vi. No act or proceeding of any selection committee shall, however, be called in question on the grounds merely of the absence of any member or members or chairman of the selection committee.

2. APPOINTMENT ON CONTRACTUAL BASIS/PART-TIME BASIS

All teaching posts shall be filled up on regular basis, after an all India open advertisement. However, if the appointment to a certain post is required to be made urgently in the interest of teaching, the Vice Chancellor may make temporary appointment on contractual /part-time basis for a period of one academic session at a time.

The minimum qualification for appointment of such teachers shall be the same as those for regular teachers and they shall be selected by duly constituted selection committee and appointed only in exceptional circumstances such as absence of subject specialist or too much work-load on a regular teacher.

3. TERMS & CONDITIONS OF SERVICE

All rules, regulations, orders etc. regarding service conditions such as pay & allowances, fixation of pay, leave rules, incentive of Ph.D./M.Phil, promotion, probation & confirmation etc. and other academic related matters, as prescribed by the UGC in respect of teaching and other academic staff of the Universities will be applicable to the teaching and other academic staff of the institute. For all other matters, the rules and orders of the Central Government will be applicable.

4. RESIDUARY CONDITION

Any matter relating to the conditions of recruitment, service of an employee for which no provision is made in the above bye-laws or in case of any ambiguity, or discrepancies, the instructions/rules of the Government of India / UGC, as amended from time to time, shall be followed by the Institute until specific provisions are made in the relevant Rules and/or Bye-laws in accordance with the prescribed procedure in the Memorandum.

CHAPTER - 3

BYE-LAWS GOVERNING APPOINTMENTS, TERMS AND CONDITIONS
OF THE SERVICE OF THE NON-ACADEMIC STAFF

1. APPOINTMENTS

(i) The posts in the non-academic cadre shall be filled in by the respective appointing authorities on the recommendations of the selection committee as prescribed for each post. The directly recruited posts shall be filled up through an all India open advertisement besides notifying to the Employment Exchange. The composition of selection committees together with qualifications, prescribed manner of recruitment etc. is given in Recruitment Rules under Schedule-4 hereto.

(ii) Every person on appointment to any of the sanctioned posts either by direct recruitment or by promotion shall be on probation as prescribed under the LNIPE Service (Recruitment) Rules, 2016 as amended from time to time. The probation period may be extended by the appointing authority in accordance with the rules and instructions issued by the Government from time to time. If, during the period of probation or any extension thereof as the case may be, the appointing authority is of the opinion that an officer is not fit for permanent appointment, he may be discharged from service or he may be reverted to the post held by him prior to his appointment/promotion in the Institute, as the case may be. During the period of probation or any extension thereof, the officer shall be required to undergo such course or courses of training and instruction and to pass such examination and tests as may be deemed fit and prescribed elsewhere, as a condition to the satisfactory completion of the probation.

(iii) Both in the case of direct recruitment or recruitment through promotion, the Government's instructions laid down for reservation of certain percentage of posts in respect of candidates belonging to Scheduled Castes, Scheduled Tribes, Other Backward Classes and Persons with Disability, Ex-servicemen etc. as applicable from time to time, shall apply mutatis mutandis, in the Institute.

(iv) All the employees of the Institute shall be given an age relaxation to the extent of regular service rendered by them in the Institute subject to a maximum of 10 years, over and above the prescribed maximum age-limit for respective category, for submission of application for appointment on a post against direct recruitment quota in the Institute.

(v) In the event of office of the Vice Chancellor or the Registrar being vacant, the officer appointed to perform current duties of the Vice Chancellor or the Registrar, as the case may be, shall be the Chairman of the selection committee, wherever so provided in the selection committee.

(vi) No act or proceeding of any selection committee shall, however, be called in question on the grounds merely of the absence of any member or members or chairman of the selection committee.

(vii) The following Group 'B' and 'C' non-academic posts shall be classified as isolated, having no promotional avenues in normal channels, unless otherwise provided by the bye-laws:-

- a) Yoga Instructor;
- b) Life Guard-cum-Instructor (Swimming);
- c) Mess Supervisor;
- d) Film Projectionist-cum-Photographer;
- e) Matron;
- f) Library Information Assistant;
- g) Supervisor (B&R);
- h) Supervisor (Grounds);
- i) Compounder;
- j) Laboratory Assistant;
- k) Laboratory Assistant (Pathology);
- l) Technical Assistant;
- m) Security Inspector;
- n) Arts & Crafts Instructor;

212

- o) Caretaker;
- p) Library Clerk;
- q) Driver.

2. APPOINTMENT ON CONTRACT

Appointment on contract shall be made by the Vice Chancellor for specific assignments on a consolidated salary, taking into consideration the nature of assignment and work-load involved, and on terms and conditions as maybe agreed upon between the appointing authority and the person so appointed on contract. Duration of such contracts normally shall not exceed one year at a time.

Notwithstanding the manner and method of appointment mentioned above, the Vice Chancellor

- (i) may, where a post is to be filled on contractual basis, at his discretion, constitute a selection committee, as the circumstances in each case may require; and
- (ii) shall have full powers in the selection/appointment of his secretary either from within the Institute or from outside for a period not exceeding tenure of his appointment. Such an appointment shall be on co-terminus basis and terminable any time at the discretion of the Vice Chancellor.

3. TERMS & CONDITIONS OF SERVICE

The service conditions of non-academic staff of the institute will be governed by the rules and orders of the Central Government as applicable from time to time.

4. RESIDUARY CONDITION

Any matter relating to the conditions of recruitment, service of non-academic staff cadres for which no provision is made in the above bye-laws or in case of any ambiguity, or discrepancies, the instructions/rules of the Government, shall be followed by the Institute until specific provisions are made in relevant Rules and/or Bye-laws in accordance with prescribed procedure in the Memorandum.

211

LAKSHMIBAI NATIONAL INSTITUTE OF PHYSICAL EDUCATION, GWALIOR
(DEEMED TO BE UNIVERSITY)

No. Admn./

NOTICE

Dated

In exercise of the powers conferred by the Rule 47 under Rules of the Lakshmibai National Institute of Physical Education, Gwalior and in supersession of LNIPE Service (Recruitment) Rules, 2011 issued vide NOTICE No. Admn./100/2010/Vol.II/137 dated 16th August, 2012, the Board of Management of the Lakshmibai National Institute of Physical Education, Gwalior hereby makes the following rules namely:-

1. Short Title and commencement –
(a) These rules may be called the Lakshmibai National Institute of Physical Education, Gwalior Service (Recruitment) Rules, 2016.
(b) They shall come into force from the date of issue of this Notice.
2. Number of the post, classification and scale of pay/pay band and grade pay – The number of the posts, their classification and the scale of pay/pay band and grade pay attached thereto, shall be as specified in columns 2 to 4 of the Schedules annexed to these rules for respective posts.
3. Method of recruitment, age limit, qualifications etc. – The method of recruitment to the posts, qualifications and other matters relating thereto shall be as specified in column 5 to 13 of the said Schedules.
4. Disqualification – No person, who has entered into or contracted a marriage with a person having a spouse living or who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the said post.

Provided that the Board of Management may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

5. Power to relax – Where the Board of Management is of the opinion that it is necessary or expedient so to do, it may, on the request of the Vice Chancellor, by order, for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of person.

6. Saving – Nothing in these rules shall affect reservations, relaxation of age limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes and other special categories of persons, in accordance with the order issued by the Central Government from time to time in this regard.

Registrar

210

SCHEDULE - 1

**LAKSHMIBAI NATIONAL INSTITUTE OF PHYSICAL EDUCATION, GWALIOR
(DEEMED TO BE UNIVERSITY)**

SANCTIONED POSTS, PAY BAND AND ACADEMIC GRADE PAY / GRADE PAY

(A) (i) Teaching

S. No.	Post	Strength	Pay Band and Academic Grade Pay
1.	Vice Chancellor	01	Rs. 75000/- Special Allowance Rs. 5000/-
2.	Professor	06	Pay Band - 4 Rs. 37400-67000 AGP Rs. 10,000/-
3.	Associate Professor	07	Pay Band - 4 Rs. 37400-67000 AGP Rs. 9000/-
4.	Assistant Professor	37	Pay Band - 3 Rs. 15600-39100 AGP Rs. 6000/-
5.	University Assistant Librarian	01	Pay Band - 3 Rs. 15600-39100 AGP Rs. 6000/-

(A) (ii) Other Academic

S.No.	Post	Strength	Pay Band and Grade Pay
1.	Registrar	01	Pay Band - 4 Rs. 37400-67000 GP Rs. 10,000/-
		01	
2.	Controller of Examination	(To be created)	Pay Band - 4 Rs. 37400-67000 GP Rs. 10,000/-
3.	Finance Officer	01	Pay Band - 4 Rs. 37400-67000 GP Rs. 10,000/-
4.	Deputy Registrar	04	Pay Band - 3 Rs. 15600-39100 GP Rs. 7600/-
5.	Assistant Registrar	05	Pay Band - 3 Rs. 15600-39100 GP Rs. 5400/-

(B) NON-ACADEMIC

S.No.	Post	Strength	Pay Band and Grade Pay / Pay Scale
1.	Office Superintendent	02	Pay Band - 2 Rs. 9300 - 34800 GP Rs. 4200/-
2.	Senior Personal Assistant	01	Pay Band - 2 Rs. 9300 - 34800 GP Rs. 4200/-
3.	Assistant	04	Pay Band - 2 Rs. 9300 - 34800 GP Rs. 4200/-
4.	Personal Assistant	01	Pay Band - 2 Rs. 9300 - 34800 GP Rs. 4200/-
5.	Library Information Assistant	01	Pay Band - 2 Rs. 9300 - 34800 GP Rs. 4200/-
6.	Yoga Instructor	02	Pay Band - 2 Rs. 9300 - 34800 GP Rs. 4200/-
7.	Life Guard-cum-Instructor	01	Pay Band - 2 Rs. 9300 - 34800 GP Rs. 4200/-
8.	Mess Supervisor	02	Pay Band - 2 Rs. 9300 - 34800 GP Rs. 4200/-
9.	Film Projectionist-cum-Photographer	01	Pay Band - 2 Rs. 9300 - 34800 GP Rs. 4200/-
10.	Matron	01	Pay Band - 1 Rs. 5200-20200 GP Rs. 2800/-
11.	Supervisor (B&R)	01	Pay Band - 1 Rs. 5200-20200 GP Rs. 2800/-
12.	Supervisor (Grounds)	01	Pay Band - 1 Rs. 5200-20200 GP Rs. 2800/-
13.	Compounder	01	Pay Band - 1 Rs. 5200-20200 GP Rs. 2800/-
14.	Jr. Hindi Translator	01	Pay Band - 1 Rs. 5200-20200 GP Rs. 2800/-
15.	Upper Division Clerk	09	Pay Band - 1 Rs. 5200-20200 GP Rs. 2400/-
16.	Laboratory Assistant	05	Pay Band - 1 Rs. 5200-20200 GP Rs. 2400/-
17.	Stenographer	03	Pay Band - 1 Rs. 5200-20200 GP Rs. 2400/-
19.	Technical Assistant	01	Pay Band - 1 Rs. 5200-20200 GP Rs. 2400/-
20.	Security Inspector	01	Pay Band - 1 Rs. 5200-20200 GP Rs. 2400/-
21.	Arts & Craft Instructor	01	Pay Band - 1 Rs. 5200-20200 GP Rs. 2400/-
22.	Lower Division Clerk	11	Pay Band - 1 Rs. 5200-20200 GP Rs. 1900/-
23.	Library Clerk	02	Pay Band - 1 Rs. 5200-20200 GP Rs. 1900/-
24.	Care Taker	01	Pay Band - 1 Rs. 5200-20200 GP Rs. 1900/-
25.	Driver	04	Pay Band - 1 Rs. 5200-20200 GP Rs. 1900/-
26.	Electrician	02	Pay Band - 1 Rs. 5200-20200 GP Rs. 1900/-
27.	Pump Attendant	04	Pay Band - 1 Rs. 5200-20200 GP Rs. 1800/-
28.	Plumber	02	Pay Band - 1 Rs. 5200-20200 GP Rs. 1800/-
29.	Multi Tasking Staff	92	Pay Band - 1 Rs. 5200-20200 GP Rs. 1800/-

209

(C) U.G.C. – HRDC**(C) (i) Academic Staff**

1	Director	01	Pay Band – 4 Rs. 37400-67000 AGP Rs. 10000/-
2	Deputy Director	01	Pay Band – 3 Rs.15600-39100 AGP Rs. 8000/-
3	Assistant Director	01	Pay Band – 3 Rs. 15600-39100 AGP Rs. 6000/-

(C) (ii) Non-teaching Staff

1	Technical Officer	01	Pay Band - 2 Rs.9300 – 34800 GP Rs. 4600/-
2	Section Officer	01	Pay Band - 2 Rs.9300 – 34800 GP Rs. 4600/-
3	Senior Assistant	01	Pay Band - 2 Rs.9300 – 34800 GP Rs. 4200/-
4	Computer Assistant/	01	Pay Band - 2 Rs.9300 – 34800 GP Rs. 4200/-
	Junior Assistant	01	Pay Band – 1 Rs. 5200-20200 GP Rs. 2800/-
5	Librarian or Technician	01	Pay Band – 1 Rs. 5200-20,200 GP Rs. 2400/-
6	Steno-typist/Computer Operator	01	Pay Band – 1 Rs. 5200-20200 GP Rs. 1900/-
7	Hostel Attendant	01	Pay Band – 1 Rs. 5200-20200 GP Rs. 1800/-
8	Multi Tasking Staff	01	Pay Band – 1 Rs. 5200-20200 GP Rs. 1800/-

209

LAKSHMIBAI NATIONAL INSTITUTE OF PHYSICAL EDUCATION, GWALIOR
(DEEMED TO BE UNIVERSITY)

SCHEDULE - 2

APPOINTING AUTHORITY, DISCIPLINARY AUTHORITY AND APPELLATE AUTHORITY FOR
VARIOUS SANCTIONED POSTS IN THE INSTITUTE

S. No.	Category of post(s)	Appointing Authority	Disciplinary Authority	Appellate Authority
1.	Vice Chancellor	President	President	General Body
2.	All posts in PB-4 and PB-3	BoM	BoM	President
3.	All posts in PB-2, PB-1	Vice Chancellor	Vice Chancellor	BoM

APPOINTING AUTHORITY, DISCIPLINARY AUTHORITY & APPELLATE AUTHORITY FOR
VARIOUS SANCTIONED POSTS IN UGC HRDC

S. No.	Category of Post	Appointing Authority/	Disciplinary Authority	Appellate Authority
1.	All posts in PB-4 and PB-3	BoM	BoM	President
2.	All posts in PB-2 and PB-1	Vice Chancellor	Vice Chancellor	BoM

NOTE: The employees of Institute and UGC- HRDC are not civil servants for the purpose of Article 311 of Constitution of India.

LAKSHMIBAI NATIONAL INSTITUTE OF PHYSICAL EDUCATION, GWALIOR
(DEEMED TO BE UNIVERSITY)

SCHEDULE - 3

RECRUITMENT RULES IN RESPECT OF TEACHING AND OTHER ACADEMIC CADRES

1.	Name of post	Vice Chancellor
2.	Number of posts	01
3.	Classification	Group 'A'
4.	Pay Band and Grade Pay	Rs. 75,000/- + Special Allowance Rs. 5000/-
5.	Whether selection or non-selection post.	Not applicable
6.	Age limit for direct recruits.	Not applicable
7.	Educational and other qualification for direct recruits.	Not applicable
8.	Whether age and educational qualifications prescribed for direct recruit will apply for Promotees.	Not applicable
9.	Period of probation, if any.	Not applicable
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/percentage of posts to be filled by various methods.	By Search through duly constituted Search-cum-Selection Committee as per provisions in MoA as amended from time to time.
11.	In case of recruitment by promotion/deputation/absorption, grade from which promotion/deputation /absorption to be made.	Not applicable
12.	If a departmental promotion committee exists, what is its composition.	Not applicable
13.	Composition of the Search-cum- Selection Committee.	As per provisions in MoA as amended from time to time.

20

SCHEDULE - 3 (Contd.)

1.	Name of post	Professor
2.	Number of posts	06 (including 1 post created for NERC, Guwahati)
3.	Classification	Group 'A'
4.	Pay Band and Grade Pay	Pay Band -4 Rs. 37400-67000 Academic Grade Pay 10000/-
5.	Whether selection or non-selection post.	Not Applicable
6.	Age limit for direct recruits.	As per UGC Regulations as amended from time to time.
7.	Educational and other qualification for direct recruits.	As per UGC Regulations as amended from time to time.
8.	Whether age and educational qualifications prescribed for direct recruit will apply for Promotees.	Not Applicable
9.	Period of probation, if any.	One year
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/percentage of posts to be filled by various methods.	Direct Recruitment
11.	In case of recruitment by promotion/deputation/absorption, grade from which promotion/ deputation/ absorption to be made.	Not Applicable
12.	If a departmental promotion committee exists, what is its composition.	Not Applicable
13.	Composition of the Selection Committee in case of direct recruitment.	As per UGC Regulations as amended from time to time.

Notes:

1. Qualifications are relaxable at the discretion of the Competent Authority in the case of candidates otherwise well qualified.
2. The qualification(s) regarding experience is relaxable at the discretion of the Competent Authority in the case of candidates belonging to Scheduled Castes or Scheduled Tribes if at any stage of selection, the Competent Authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them.

SCHEDULE (Contd.)

1.	Name of post	Associate Professor
2.	Number of posts	07 (including 1 post created for NERC, Guwahati)
3.	Classification	Group 'A'
4.	Pay Band and Grade Pay	Pay Band -4 Rs. 37400-67000 Academic Grade Pay 9000/-
5.	Whether selection or non-selection post.	Not applicable
6.	Age limit for direct recruits.	As per UGC Regulations as amended from time to time.
7.	Educational and other qualification for direct recruits.	As per UGC Regulations as amended from time to time plus specialization/appropriate qualification in the areas/discipline in which, appointment is to be made.
8.	Whether age and educational qualifications prescribed for direct recruit will apply for Promotees.	Not Applicable
9.	Period of probation, if any.	One year
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/percentage of posts to be filled by various methods.	Direct
11.	In case of recruitment by promotion/deputation/absorption, grade from which promotion/ deputation /absorption to be made.	Not applicable
12.	If a departmental promotion committee exists, what is its composition.	Not applicable
13.	Composition of the Selection Committee in case of direct recruitment.	As per UGC Regulations as amended from time to time.

Notes:

1. Qualifications are relaxable at the discretion of the Competent Authority in the case of candidates otherwise well qualified.
2. The qualification(s) regarding experience is relaxable at the discretion of the Competent Authority in the case of candidates belonging to Scheduled Castes or Scheduled Tribes if at any stage of selection, the Competent Authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill-up the vacancy reserved for them.

SCHEDULE - 3 (Contd.)

1.	Name of post	Assistant Professor
2.	Number of posts	37 (including 6 posts created for NERC, Guwahati)
3.	Classification	Group 'A'
4.	Pay Band and Grade Pay	Pay Band - 3 Rs. 15600-39100 Academic Grade Pay Rs. 6000/-
5.	Whether selection or non-selection post.	Not applicable
6.	Age limit for direct recruits.	As per UGC Regulations as amended from time to time
7.	Educational and other qualification for direct recruits.	As per U.G.C. Regulations as amended from time to time plus specialization/appropriate qualification in the areas/discipline in which, appointment is to be made.
8.	Whether age and educational qualifications prescribed for direct recruit will apply for Promotees.	Not Applicable
9.	Period of probation, if any.	Two year
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/percentage of posts to be filled by various methods.	Direct
11.	In case of recruitment by promotion/deputation/absorption, grade from which promotion/ deputation /absorption to be made.	Not applicable
12.	If a departmental promotion committee exists, what is its composition.	Not applicable
13.	Composition of the Selection Committee in case of direct recruitment.	As per UGC Regulations as amended from time to time.

Notes:

1. Qualifications are relaxable at the discretion of the Competent Authority in the case of candidates otherwise well qualified.
2. The qualification(s) regarding experience is relaxable at the discretion of the Competent Authority in the case of candidates belonging to Scheduled Castes or Scheduled Tribes if at any stage of selection, the Competent Authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them.

104

20

203

SCHEDULE - 3 (Contd.)

1.	Name of post	University Assistant Librarian
2.	Number of posts	01
3.	Classification	Group 'A'
4.	Pay Band and Grade Pay	Pay Band - 3 Rs. 15600-39100 Academic Grade Pay Rs. 6000/-
5.	Whether selection or non-selection post.	Not applicable
6.	Age limit for direct recruits.	As per UGC Regulations as amended from time to time
7.	Educational and other qualification for direct recruits.	As per U.G.C. Regulations as amended from time to time.
8.	Whether age and educational qualifications prescribed for direct recruit will apply for 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/percentage of posts to be filled by various methods.	Direct
11.	In case of recruitment by promotion/deputation/absorption, grade from which promotion/deputation /absorption to be made.	Not applicable
12.	If a departmental promotion committee exists, what is its composition.	Not applicable
13.	Composition of the Selection Committee in case of direct recruitment.	As per UGC Regulations as amended from time to time.

Notes:

1. Qualifications are relaxable at the discretion of the Competent Authority in the case of candidates otherwise well qualified.
2. The qualification(s) regarding experience is relaxable at the discretion of the Competent Authority in the case of candidates belonging to Scheduled Castes or Scheduled Tribes if at any stage of selection, the Competent Authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them.

Rakesh Kumar
राकेश कुमार
RAKESH KUMAR
अवर सचिव / Under Secretary
युवा कार्यालय लाइ जॉल निवास
Ministry of Youth Affairs & Sports
मारत सरकार, नई दिल्ली
Govt. of India, New Delhi-110001

SCHEDULE - 3 (Contd.)

1.	Name of post	Registrar
2.	Number of posts	01
3.	Classification	Group 'A'
4.	Pay Band and Grade Pay	Pay Band -4 Rs. 37400-67000 Grade Pay 10000/-
5.	Whether selection or non-selection post.	Not applicable
6.	Age limit for direct recruits.	As per UGC Regulations as amended from time to time.
7.	Educational and other qualification for direct recruits.	As per UGC Regulations as amended from time to time.
8.	Whether age and educational qualifications prescribed for direct recruit will apply for Promotees.	Not applicable
9.	Period of probation, if any.	NA
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/percentage of posts to be filled by various methods.	As per UGC Regulations as amended from time to time.
11.	In case of recruitment by promotion/deputation/absorption, grade from which promotion/ deputation /absorption to be made.	As per U.G.C. Regulations as amended from time to time.
12.	If a departmental promotion committee exists, what is its composition.	Not applicable.
13.	Composition of the Selection Committee in case of direct recruitment.	As per provisions in MOA of the Institute as amended from time to time.

Notes:

1. Qualifications are relaxable at the discretion of the Competent Authority in the case of candidates otherwise well qualified.
2. The qualification(s) regarding experience is relaxable at the discretion of the Competent Authority in the case of candidates belonging to Scheduled Castes or Scheduled Tribes if at any stage of selection, the Competent Authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them.

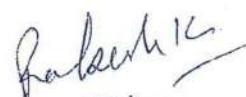
for back 19
 राकेश कुमार
 RAKESH KUMAR
 अध्यक्ष सचिव / Under Secretary
 युवा कार्यक्रम और खेल विभाग
 Ministry of Youth Affairs & Sports
 सरकारी अस्सी, कार्यालय
 Govt. of India, New Delhi-110001

SCHEDULE - 3 (Contd.)

1.	Name of post	Controller of Examinations
2.	Number of posts	01
3.	Classification	Group 'A'
4.	Pay Band and Grade Pay	Pay Band -4 Rs. 37400-67000 Grade Pay 10000/-
5.	Whether selection or non-selection post.	Not applicable
6.	Age limit for direct recruits.	As per UGC Regulations as amended from time to time.
7.	Educational and other qualification for direct recruits.	As per provisions in UGC Regulations as amended from time to time.
8.	Whether age and educational qualifications prescribed for direct recruit will apply for Promotees.	Not applicable
9.	Period of probation, if any.	NA
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/percentage of posts to be filled by various methods.	As per UGC Regulations as amended from time to time.
11.	In case of recruitment by promotion/deputation/absorption, grade from which promotion/ deputation /absorption to be made.	As per U.G.C. Regulations as amended from time to time.
12.	If a departmental promotion committee exists, what is its composition.	Not applicable.
13.	Composition of the Selection Committee in case of direct recruitment.	As per UGC Regulations as amended from time to time.

Notes:

1. Qualifications are relaxable at the discretion of the Competent Authority in the case of candidates otherwise well qualified.
2. The qualification(s) regarding experience is relaxable at the discretion of the Competent Authority in the case of candidates belonging to Scheduled Castes or Scheduled Tribes if at any stage of selection, the Competent Authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them.



राकेश कुमार
RAKESH KUMAR
अधिकारी / Under Secretary
युवा कार्यक्रम और खेल मंत्रालय
Ministry of Youth Affairs & Sports
सारांश वर्ष 2014, नई दिल्ली
Govt. of India, New Delhi-110001

200

SCHEDULE - 3 (Contd.)

1.	Name of post	Finance Officer
2.	Number of posts	01
3.	Classification	Group 'A'
4.	Pay Band and Grade Pay	Pay Band -4 Rs. 37400-67000 Grade Pay 10000/-
5.	Whether selection or non-selection post.	Not applicable
6.	Age limit for direct recruits.	Not applicable
7.	Educational and other qualification for direct recruits.	As per provisions in UGC Regulations as amended from time to time.
8.	Whether age and educational qualifications prescribed for direct recruit will apply for Promotees.	Not applicable
9.	Period of probation, if any.	NA
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/percentage of posts to be filled by various methods.	By deputation for a period of five years or attaining superannuation age applicable for the post of Finance Officer, whichever is earlier.
11.	In case of recruitment by promotion/deputation/absorption, grade from which promotion/ deputation /absorption to be made.	Appointment from the panel of names of the rank of Director or Deputy Secretary forwarded by the Central Government preferably from organized Accounting and Finance Services of Central Government, e.g., Indian Audit & Accounts Service, Indian Post & Telegraph Finance & Account Service, Indian Civil Account Services, Indian Railway Account Service, Indian Defence Accounts Services etc.
12.	If a departmental promotion committee exists, what is its composition.	Not applicable
13.	Composition of the Selection Committee in case of direct recruitment.	As per provisions in MoA as amended from time to time.

SCHEDULE - 3 (Contd.)

1.	Name of post	Deputy Registrar
2.	Number of posts	04
3.	Classification	Group 'A'
4.	Pay Band and Grade Pay	Pay Band – 3 Rs. 15600-39100 Grade Pay Rs. 7600/-
5.	Whether selection or non-selection post.	Selection (In case of promotion)
6.	Age limit for direct recruits.	As per UGC Regulations as amended from time to time.
7.	Educational and other qualification for direct recruits.	As per UGC Regulations as amended from time to time.
8.	Whether age and educational qualifications prescribed for direct recruit will apply for Promotees.	As per UGC Regulations as amended from time to time.
9.	Period of probation, if any.	One year for direct recruit
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/percentage of posts to be filled by various methods.	i. 75% direct, failing which by deputation. ii. 25% promotion, failing which by deputation.
11.	In case of recruitment by promotion/deputation/absorption, grade from which promotion/ deputation /absorption to be made.	<u>Promotion</u> As per UGC Regulations/GOI Guidelines as amended from time to time. <u>Deputation</u> As per UGC Regulations/GOI Guidelines as amended from time to time.
12.	If a departmental promotion committee exists, what is its composition?	Same as for the Selection Committee.
13.	Composition of the Selection Committee in case of direct recruitment.	As per UGC Regulations as amended from time to time.

Notes:

1. Qualifications are relaxable at the discretion of the Competent Authority in the case of candidates otherwise well qualified.
2. The qualification(s) regarding experience is relaxable at the discretion of the Competent Authority in the case of candidates belonging to Scheduled Castes or Scheduled Tribes if at any stage of selection, the Competent Authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them.

RAKESH KUMAR
RAKESH KUMAR
अवर सचिव / Under Secretary
युवा कार्यालय और छोटे बिनाएँ
Ministry of Youth Affairs & Sports
भारत सरकार, नई दिल्ली
Govt. of India, New Delhi-110001

19

SCHEDULE - 3 (Contd.)

1.	Name of post	Assistant Registrar
2.	Number of posts	05 (including 1 post created for NERC, Guwahati)
3.	Classification	Group 'A'
4.	Pay Band and Grade Pay	Pay Band - 3 Rs. 15600-39100 Grade Pay Rs. 5400/-
5.	Whether selection or non-selection post.	Non-Selection
6.	Age limit for direct recruits.	As per UGC Regulations as amended from time to time.
7.	Educational and other qualification for direct recruits.	As per UGC Regulations as amended from time to time.
8.	Whether age and educational qualifications prescribed for direct recruit will apply for Promotees.	As per UGC Regulations as amended from time to time.
9.	Period of probation, if any.	Two Year
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/percentage of posts to be filled by various methods.	i. 50% direct, failing which by deputation. ii. 50% promotion, failing which by deputation.
11.	In case of recruitment by promotion/deputation/absorption, grade from which promotion/deputation /absorption to be made.	<u>Promotion</u> Office Superintendent/Senior Personal Assistant with at least 8 years regular service <u>Deputation</u> As per GOI/UGC Guidelines as amended from time to time.
12.	If a departmental promotion committee exists, what is its composition.	Same as for the Selection Committee.
13.	Composition of the Selection Committee in case of direct recruitment.	As per UGC Regulations as amended from time to time.

Notes:

1. Qualifications are relaxable at the discretion of the Competent Authority in the case of candidates otherwise well qualified.
2. The qualification(s) regarding experience is relaxable at the discretion of the Competent Authority in the case of candidates belonging to Scheduled Castes or Scheduled Tribes if at any stage of selection, the Competent Authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them.

26

197

LAKSHMIBAI NATIONAL INSTITUTE OF PHYSICAL EDUCATION, GWALIOR
(DEEMED TO BE UNIVERSITY)

SCHEDULE - 4

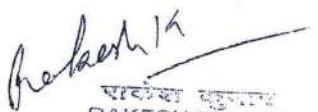
RECRUITMENT RULES IN RESPECT OF NON-ACADEMIC CADRES IN INSTITUTE

1.	Name of post	Office Superintendent
2.	Number of posts	02
3.	Classification	Group 'B'
4.	Pay Band and Grade Pay	Pay Band - 2 Rs. 9300-34800 Grade Pay Rs. 4200/-
5.	Whether selection or non-selection post.	Non-Selection
6.	Age limit for direct recruits.	Not applicable
7.	Educational and other qualification for direct recruits.	Not applicable
8.	Whether age and educational qualifications prescribed for direct recruit will apply for Promotees.	Not applicable
9.	Period of probation, if any.	No
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/percentage of posts to be filled by various methods.	100% by promotion
11.	In case of recruitment by promotion/deputation/absorption, grade from which promotion/deputation /absorption to be made,	Assistant with at least 2 years of service on regular basis in PB-2 + GP Rs. 4200.
12.	If a departmental promotion committee exists, what is its composition?	1. Registrar – Chairperson. 2. Vice Chancellor's nominee 3. Finance Officer 4. Deputy Registrar (Administration) 5. Liaison Officer SC/ST nominated by the Vice Chancellor
13.	Composition of the Selection Committee in case of direct recruitment.	Not applicable

19

SCHEDULE 2 (Contd.)

1.	Name of post	Senior Personal Assistant
2.	Number of posts	01
3.	Classification	Group 'B'
4.	Pay Band and Grade Pay	Pay Band - 2 Rs.9300 – 34800 Grade Pay 4200/-
5.	Whether selection or non-selection post.	Non-Selection
6.	Age limit for direct recruits.	Not applicable
7.	Educational and other qualification for direct recruits.	Not applicable
8.	Whether age and educational qualifications prescribed for direct recruit will apply for Promotees.	Not applicable
9.	Period of probation, if any.	No
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/percentage of posts to be filled by various methods.	100% by promotion
11.	In case of recruitment by promotion/deputation/absorption, grade from which promotion/deputation /absorption to be made.	Personal Assistants with at least 2 years of regular service in Grade Pay Rs. 4200/-.
12.	If a departmental promotion committee exists, what is its composition.	1. Registrar – Chairperson. 2. Vice Chancellor's nominee 3. Finance Officer 4. Deputy Registrar (Administration) 5. Liaison Officer SC/ST nominated by the Vice Chancellor
13.	Composition of the Selection Committee in case of direct recruitment.	Not applicable


 राकेश कुमार
 RAKESH KUMAR
 अधर शोभा / Under Secretary
 युवा विभाग व अंग्रेजी विभाग
 Ministry of Youth Affairs and Sports
 भारत सरकार
 Govt. of India, New Delhi

195

SCHEDULE - 4 (Contd.)

1.	Name of post	Assistant
2.	Number of posts	04
3.	Classification	Group 'B'
4.	Pay Band and Grade Pay	Pay Band - 2 Rs. 9300-34800 Grade Pay Rs. 4200/-
5.	Whether selection or non-selection post.	Non-Selection
6.	Age limit for direct recruits.	Not applicable
7.	Educational and other qualification for direct recruits.	Not applicable
8.	Whether age and educational qualifications prescribed for direct recruit will apply for Promotees.	Not applicable
9.	Period of probation, if any.	Two years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/percentage of posts to be filled by various methods.	100% by promotion
11.	In case of recruitment by promotion/deputation/absorption, grade from which promotion/deputation /absorption to be made.	UDCs with at least 10 years of service on regular basis.
12.	If a departmental promotion committee exists, what is its composition.	1. Registrar – Chairperson. 2. Vice Chancellor's nominee 3. Finance Officer 4. Deputy Registrar (Administration) 5. Liaison Officer SC/ST nominated by the Vice Chancellor
13.	Composition of the Selection Committee in case of direct recruitment.	Not applicable

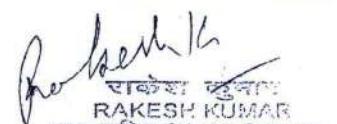
Notes:

1. Qualifications are relaxable at the discretion of the Competent Authority in the case of candidates otherwise well qualified.
2. The qualification(s) regarding experience is relaxable at the discretion of the Competent Authority in the case of candidates belonging to Scheduled Castes or Scheduled Tribes if at any stage of selection, the Competent Authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them.

19

SCHEDULE - 4 (Contd.)

1.	Name of post	Personal Assistant
2.	Number of posts	01
3.	Classification	Group 'B'
4.	Pay Band and Grade Pay	Pay Band - 2 Rs.9300 - 34800 Grade Pay Rs. 4200/-
5.	Whether selection or non-selection post.	Non-Selection
6.	Age limit for direct recruits.	Not applicable
7.	Educational and other qualification for direct recruits.	Not applicable
8.	Whether age and educational qualifications prescribed for direct recruit will apply for Promotees.	Not applicable
9.	Period of probation, if any.	Two year
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/percentage of posts to be filled by various methods.	100% by promotion
11.	In case of recruitment by promotion/deputation/absorption, grade from which promotion/deputation /absorption to be made.	Stenographer with at least 10 years of regular service in the feeder cadre.
12.	If a departmental promotion committee exists, what is its composition.	1. Registrar - Chairperson. 2. Vice Chancellor's nominee 3. Finance Officer 4. Deputy Registrar (Administration) 5. Liaison Officer SC/ST nominated by the Vice Chancellor
13.	Composition of the Selection Committee in case of direct recruitment.	Not applicable


 राकेश कुमार
RAKESH KUMAR
 अबर सचिव / Under Secretary
 युवा कार्यालय और औषध विभाग
 Ministry of Youth Affairs & Sports
 भारत सरकार, नई दिल्ली
 Govt. of India, New Delhi-110001

30
193

SCHEDULE – 4 (Contd.)

1.	Name of post	Library Information Assistant
2.	Number of posts	01
3.	Classification	Group 'B'
4.	Pay Band and Grade Pay	Pay Band – 2 Rs. 9300-34800 Grade Pay Rs. 4200/-
5.	Whether selection or non-selection post.	NA
6.	Age limit for direct recruits.	Not exceeding 30 years
7.	Educational and other qualification for direct recruits.	(i) Bachelor's Degree in Library Science (ii) Two years experience in a Library of an educational Institution/ college /university. (iii) Computer knowledge regarding management of library.
8.	Whether age and educational qualifications prescribed for direct recruit will apply for Promotees.	No
9.	Period of probation, if any.	Two years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/percentage of posts to be filled by various methods.	Direct
11.	In case of recruitment by promotion/deputation/absorption, grade from which promotion/deputation /absorption to be made.	Not applicable
12.	If a departmental promotion committee exists, what is its composition.	NA
13.	Composition of the Selection Committee in case of direct recruitment.	Board of Examiners constituted by the Vice Chancellor of the Institute in light of the GOI OM dated 29th December, 2015.

Notes:

1. Qualifications are relaxable at the discretion of the Competent Authority in the case of candidates otherwise well qualified.
2. The qualification(s) regarding experience is relaxable at the discretion of the Competent Authority in the case of candidates belonging to Scheduled Castes or Scheduled Tribes if at any stage of selection, the Competent Authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them.

Rakesh Kumar
राकेश कुमार
RAKESH KUMAR
आदर विभाग/Under Secretary
युवा कार्यालय विभाग अमेरिका
Ministry of Youth Affairs & Sports
भारत सरकार, नई दिल्ली
Govt. of India, New Delhi-1100

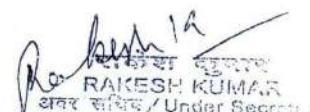
19

SCHEDULE - 4 (Contd.)

1.	Name of post	Yoga Instructor
2.	Number of posts	02 (1 Male, 1 Female)
3.	Classification	Group 'B'
4.	Pay Band and Grade Pay	Pay Band - 2 Rs. 9300-34800 Grade Pay Rs. 4200/-
5.	Whether selection or non-selection post.	Not applicable
6.	Age limit for direct recruits.	Not exceeding 30 years
7.	Educational and other qualification for direct recruits.	i. Graduate from a recognized university. ii. Diploma in Yoga from a recognized Institute (after graduation). iii. Two year experience in conducting yoga classes in a school, college or university.
8.	Whether age and educational qualifications prescribed for direct recruit will apply for Promotees.	Not applicable
9.	Period of probation, if any.	Two years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/percentage of posts to be filled by various methods.	Direct
11.	In case of recruitment by promotion/deputation/absorption, grade from which promotion/deputation /absorption to be made.	Not applicable
12.	If a departmental promotion committee exists, what is its composition.	Not applicable
13.	Composition of the Selection Committee in case of direct recruitment.	Board of Examiners constituted by the Vice Chancellor of the Institute in light of the GOI OM dated 29th December, 2015.

Notes:

1. Qualifications are relaxable at the discretion of the Competent Authority in the case of candidates otherwise well qualified.
2. The qualification(s) regarding experience is relaxable at the discretion of the Competent Authority in the case of candidates belonging to Scheduled Castes or Scheduled Tribes if at any stage of selection, the Competent Authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them.


 RAKESH KUMAR
 शाक्तर सचिव / Under Secretary
 मुख्य कार्यालय, देश और जल संवर्धन
 Ministry of Youth Affairs & Sports
 शाक्तर सचिवालय, नई दिल्ली
 Govt. of India, New Delhi-110001

32

191

SCHEDULE - 4 (C)

1.	Name of post	Life Guard-cum-Instructor
2.	Number of posts	01
3.	Classification	Group 'B'
4.	Pay Band and Grade Pay	Pay Band – 2 Rs. 9300-34800 Grade Pay Rs. 4200/-
5.	Whether selection or non-selection post.	Not applicable
6.	Age limit for direct recruits.	Not exceeding 30 years
7.	Educational and other qualification for direct recruits.	i. Graduate from a recognized university. ii. Diploma in Swimming from a recognized Institute (after graduation). iii. Two year experience as a Life Guard/Instructor in Swimming Pool of a School/College or University.
8.	Whether age and educational qualifications prescribed for direct recruit will apply for Promotees.	Not applicable
9.	Period of probation, if any.	Two years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/percentage of posts to be filled by various methods.	Direct
11.	In case of recruitment by promotion/deputation/absorption, grade from which promotion/deputation /absorption to be made.	Not applicable
12.	If a departmental promotion committee exists, what is its composition.	Not applicable
13.	Composition of the Selection Committee in case of direct recruitment.	Board of Examiners constituted by the Vice Chancellor of the Institute in light of the GOI OM dated 29 th December, 2015.

Notes:

1. Qualifications are relaxable at the discretion of the Competent Authority in the case of candidates otherwise well qualified.
2. The qualification(s) regarding experience is relaxable at the discretion of the Competent Authority in the case of candidates belonging to Scheduled Castes or Scheduled Tribes if at any stage of selection, the Competent Authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them.

190

SCHEDULE - 4 (Contd.)

1.	Name of post	Mess Supervisor
2.	Number of posts	02
3.	Classification	Group 'B'
4.	Pay Band and Grade Pay	Pay Band - 2 Rs. 9300-34800 Grade Pay Rs. 4200/-
5.	Whether selection or non-selection post.	Not applicable
6.	Age limit for direct recruits.	Not exceeding 30 years
7.	Educational and other qualification for direct recruits.	(i) Bachelor's Degree in Hotel Management/ Catering from a recognized Institute OR Graduation from a recognized University/ Institute with at least 1-year Diploma in Hotel Management/ Catering from a recognized Institute. (ii) Two years experience in catering department of an institute/star accredited Hotel in Supervisory capacity
8.	Whether age and educational qualifications prescribed for direct recruit will apply for Promotees.	Not applicable
9.	Period of probation, if any.	Two years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/percentage of posts to be filled by various methods.	Direct
11.	In case of recruitment by promotion/deputation/absorption, grade from which promotion/deputation /absorption to be made.	Not applicable
12.	If a departmental promotion committee exists, what is its composition.	Not applicable
13.	Composition of the Selection Committee in case of direct recruitment.	Board of Examiners constituted by the Vice Chancellor of the Institute in light of the GoI OM dated 29th December, 2015.

Notes:

1. Qualifications are relaxable at the discretion of the Competent Authority in the case of candidates otherwise well qualified.
2. The qualification(s) regarding experience is relaxable at the discretion of the Competent Authority in the case of candidates belonging to Scheduled Castes or Scheduled Tribes if at any stage of selection, the Competent Authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them.

SCHEDULE - 4 (Contd.)

1.	Name of post	Film-Projectionist-cum-Photographer
2.	Number of posts	01
3.	Classification	Group 'B'
4.	Pay Band and Grade Pay	Pay Band - 2 Rs. 9300-34800 Grade Pay Rs. 4200/-
5.	Whether selection or non-selection post.	Not applicable
6.	Age limit for direct recruits.	Not exceeding 30 years.
7.	Educational and other qualification for direct recruits.	i. Bachelor's Degree from a recognized Institute. ii. Diploma in Photography/ Cinematography of at least one year duration from a recognized Institute. iii. Two year experience in Photography with reputed Organization/ Institute.
8.	Whether age and educational qualifications prescribed for direct recruit will apply for Promotees.	Not applicable
9.	Period of probation, if any.	Two years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/percentage of posts to be filled by various methods.	Direct
11.	In case of recruitment by promotion/deputation/absorption, grade from which promotion/deputation /absorption to be made.	Not applicable
12.	If a departmental promotion committee exists, what is its composition.	Not applicable
13.	Composition of the Selection Committee in case of direct recruitment.	Board of Examiners constituted by the Vice Chancellor of the Institute in light of the GOI OM dated 29 th December, 2015.

Notes:

1. Qualifications are relaxable at the discretion of the Competent Authority in the case of candidates otherwise well qualified.
2. The qualification(s) regarding experience is relaxable at the discretion of the Competent Authority in the case of candidates belonging to Scheduled Castes or Scheduled Tribes if at any stage of selection, the Competent Authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them.

1.	Name of post	Matron*
2.	Number of posts	01
3.	Classification	Group 'C'
4.	Pay Band and Grade Pay	Pay Band - 1 Rs. 5200-20200 Grade Pay Rs. 2800/-
5.	Whether selection or non-selection post.	Not applicable
6.	Age limit for direct recruits.	Not exceeding 40 years
7.	Educational and other qualification for direct recruits.	a. Bachelor's Degree from a recognized Institute. b. Two years experience as Warden/Matron in a Women Hostel, of recognized Institute/College Organization.
8.	Whether age and educational qualifications prescribed for direct recruit will apply for Promotees.	Not applicable
9.	Period of probation, if any.	Two years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/percentage of posts to be filled by various methods.	Direct
11.	In case of recruitment by promotion/deputation/absorption, grade from which promotion/ deputation/absorption to be made.	Not applicable
12.	If a departmental promotion committee exists, what is its composition.	Not applicable
13.	Composition of the Selection Committee in case of direct recruitment.	Board of Examiners constituted by the Vice Chancellor of the Institute in light of the GOI OM dated 29th December, 2015.

* This post is for Girls Hostel and reserved for single status/widow/divorcee female.

Notes:

1. Qualifications are relaxable at the discretion of the Competent Authority in the case of candidates otherwise well qualified.
2. The qualification(s) regarding experience is relaxable at the discretion of the Competent Authority in the case of candidates belonging to Scheduled Castes or Scheduled Tribes if at any stage of selection, the Competent Authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them.

SCHEDULE - 4 (Contd.)

1.	Name of post	Supervisor (B&R)
2.	Number of posts	01
3.	Classification	Group 'C'
4.	Pay Band and Grade Pay	Pay Band - 1 Rs. 5200-20200 Grade Pay Rs. 2800/-
5.	Whether selection or non-selection post.	Not applicable
6.	Age limit for direct recruits.	Not exceeding 27 years
7.	Educational and other qualification for direct recruits.	Essential: i. Diploma in Civil Engineering of at least 2 years duration from a recognized Institute/ University. ii. Two years experience of civil work in an organization/educational institution. Desirable: Bachelor degree in Civil Engineering.
8.	Whether age and educational qualifications prescribed for direct recruit will apply for Promotees.	Not applicable
9.	Period of probation, if any.	Two years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/percentage of posts to be filled by various methods.	Direct
11.	In case of recruitment by promotion/deputation/absorption, grade from which promotion/ deputation /absorption to be made.	Not applicable
12.	If a departmental promotion committee exists, what is its composition.	Not applicable
13.	Composition of the Selection Committee in case of direct recruitment.	Board of Examiners constituted by the Vice Chancellor of the Institute in light of the GOI OM dated 29th December, 2015.

Notes:

- Qualifications are relaxable at the discretion of the Competent Authority in the case of candidates otherwise well qualified.
- The qualification(s) regarding experience is relaxable at the discretion of the Competent Authority in the case of candidates belonging to Scheduled Castes or Scheduled Tribes if at any stage of selection, the Competent Authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them.

1.	Name of post	Supervisor (Ground)
2.	Number of posts	01
3.	Classification	Group 'C'
4.	Pay Band and Grade Pay	Pay Band – 1 Rs. 5200-20200 Grade Pay Rs. 2800/-
5.	Whether selection or non-selection post.	Not applicable
6.	Age limit for direct recruits.	Not exceeding 30 years
7.	Educational and other qualification for direct recruits.	Bachelor's degree in Agriculture/ Horticulture from a recognized University/ Institute. Two years experience in Horticulture, Maintenance of Ground and gardens in Supervisory capacity.
8.	Whether age and educational qualifications prescribed for direct recruit will apply for Promotees.	Not applicable
9.	Period of probation, if any.	Two years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/percentage of posts to be filled by various methods.	Direct
11.	In case of recruitment by promotion/deputation/absorption, grade from which promotion/ deputation /absorption to be made.	Not applicable
12.	If a departmental promotion committee exists, what is its composition.	Not applicable
13.	Composition of the Selection Committee in case of direct recruitment.	Board of Examiners constituted by the Vice Chancellor of the Institute in light of the GoI OM dated 29 th December, 2015.

Notes:

1. Qualifications are relaxable at the discretion of the Competent Authority in the case of candidates otherwise well qualified.
2. The qualification(s) regarding experience is relaxable at the discretion of the Competent Authority in the case of candidates belonging to Scheduled Castes or Scheduled Tribes if at any stage of selection, the Competent Authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them.

Rakesh Kumar
RAKESH KUMAR
अमर अधिकारी/Under Secretary
भूमा विभाग/विद्या विभाग
Ministry of Youth Affairs & Sports
भारत सरकार, नई दिल्ली
Govt. of India, New Delhi-110001

SCHEDULE - 4 (Contd.)

1.	Name of post	Compounder
2.	Number of posts	01
3.	Classification	Group 'C'
4.	Pay Band and Grade Pay	Pay Band – 1 Rs. 5200-20200 Grade Pay Rs. 2800/-
5.	Whether selection or non-selection post.	Not applicable
6.	Age limit for direct recruits.	Not exceeding 27 years
7.	Educational and other qualification for direct recruits.	a. B. Pharma OR B.Sc. (Biology) with Diploma in Pharmacy/ Dispensing of at least one-year duration from a recognized Institute/University/Board of Technical Education. b. Two years experience in a Dispensary or Hospital.
8.	Whether age and educational qualifications prescribed for direct recruit will apply for Promotees.	Not applicable
9.	Period of probation, if any.	Two years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/percentage of posts to be filled by various methods.	Direct
11.	In case of recruitment by promotion/deputation/absorption, grade from which promotion/deputation /absorption to be made.	Not applicable
12.	If a departmental promotion committee exists, what is its composition.	Not applicable
13.	Composition of the Selection Committee in case of direct recruitment.	Board of Examiners constituted by the Vice Chancellor of the Institute in light of the GOI OM dated 29 th December, 2015.

Notes:

- Qualifications are relaxable at the discretion of the Competent Authority in the case of candidates otherwise well qualified.
- The qualification(s) regarding experience is relaxable at the discretion of the Competent Authority in the case of candidates belonging to Scheduled Castes or Scheduled Tribes if at any stage of selection, the Competent Authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them.

(18)

SCHEDULE - 4 (Contd.)

1.	Name of post	Junior Hindi Translator
2.	Number of posts	01
3.	Classification	Group 'C'
4.	Pay Band and Grade Pay	Pay Band - 1 Rs. 5200-20200 Grade Pay Rs. 2800/-
5.	Whether selection or non-selection post.	Not applicable
6.	Age limit for direct recruits.	Not exceeding 27 years
7.	Educational and other qualification for direct recruits.	<p>Essential: 1. Master's degree from a recognized University in Hindi with English as a main subject at the Degree level OR Master's degree from a recognized University in English with Hindi as a main subject at the Degree level OR Master's degree from a recognized University in any subject with Hindi as the Medium and examination with English as a compulsory subject at Degree level OR Bachelor Degree from a recognized University/Institute with Hindi and English as main subjects.</p> <p>2. Two Year's experience of translation from English to Hindi and from Hindi to English.</p> <p>Desirable: Certificate of Translation Training from the Central Translation Bureau, Department of Official language.</p>
8.	Whether age and educational qualifications prescribed for direct recruit will apply for Promotees.	Not applicable
9.	Period of probation, if any.	Two years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/percentage of posts to be filled by various methods.	Direct
11.	In case of recruitment by promotion/deputation/absorption, grade from which promotion/deputation /absorption to be made.	Not applicable
12.	If a departmental promotion committee exists, what is its composition.	Not applicable
13.	Composition of the Selection Committee in case of direct recruitment.	Board of Examiners constituted by the Vice Chancellor of the Institute in light of the GOI OM dated 29th December, 2015.

Notes:

1. Qualifications are relaxable at the discretion of the Competent Authority in the case of candidates otherwise well qualified.
2. The qualification(s) regarding experience is relaxable at the discretion of the Competent Authority in the case of candidates belonging to Scheduled Castes or Scheduled Tribes if at any stage of selection, the Competent Authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them.

40

183

SCHEDULE - 4 (Contd.)

1.	Name of post	Upper Division Clerk
2.	Number of posts	09
3.	Classification	Group 'C'
4.	Pay Band and Grade Pay	Pay Band - 1 Rs. 5200-20200 Grade Pay Rs. 2400/-
5.	Whether selection or non-selection post.	Non Selection
6.	Age limit for direct recruits.	Not applicable
7.	Educational and other qualification for direct recruits.	Not applicable
8.	Whether age and educational qualifications prescribed for direct recruit will apply for Promotees.	Not applicable
9.	Period of probation, if any.	No probation
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/percentage of posts to be filled by various methods.	100% by promotion
11.	In case of recruitment by promotion/deputation/absorption, grade from which promotion/deputation/absorption to be made.	L.D.C. with at least 8 years of regular service in GP Rs.1900/-
12.	If a departmental promotion committee exists, what is its composition.	1. Registrar – Chairperson. 2. Vice Chancellor's nominee 3. Finance Officer 4. Deputy Registrar (Administration) 5. Liaison Officer SC/ST nominated by the Vice Chancellor
13.	Composition of the Selection Committee in case of direct recruitment.	Not applicable.

Notes:

1. Qualifications are relaxable at the discretion of the Competent Authority in the case of candidates otherwise well qualified.
2. The qualification(s) regarding experience is relaxable at the discretion of the Competent Authority in the case of candidates belonging to Scheduled Castes or Scheduled Tribes if at any stage of selection, the Competent Authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them.

18.

SCHEDULE - 4 (Contd.)

1.	Name of post	Laboratory Assistant
2.	Number of posts	05
3.	Classification	Group 'C'
4.	Pay Band and Grade Pay	Pay Band – 1 Rs. 5200-20200 Grade Pay Rs. 2400/-
5.	Whether selection or non-selection post.	Not applicable
6.	Age limit for direct recruits.	Not exceeding 27 years
7.	Educational and other qualification for direct recruits.	i. Bachelor's Degree (PCM/ Psychology/Biology group) from a recognized University. ii. Diploma in Lab Technician/ Pathology/ Paramedical of at least 1 year duration from a recognized Institute. iii. Two years experience as Lab Assistant/Lab. Technician in a Hospital/Laboratory/Nursing Home/ College/University/Educational Institute including School.
8.	Whether age and educational qualifications prescribed for direct recruit will apply for Promotees.	Not applicable
9.	Period of probation, if any.	Two years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/percentage of posts to be filled by various methods.	Direct
11.	In case of recruitment by promotion/deputation/absorption, grade from which promotion/ deputation /absorption to be made.	Not applicable
12.	If a departmental promotion committee exists, what is its composition.	Not applicable
13.	Composition of the Selection Committee in case of direct recruitment.	Board of Examiners constituted by the Vice Chancellor of the Institute in light of the GoI OM dated 29 th December, 2015.

Notes:

1. Qualifications are relaxable at the discretion of the Competent Authority in the case of candidates otherwise well qualified.
2. The qualification(s) regarding experience is relaxable at the discretion of the Competent Authority in the case of candidates belonging to Scheduled Castes or Scheduled Tribes if at any stage of selection, the Competent Authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them.

42

181

SCHEDULE - 4 (Contd.)

1.	Name of post	Stenographer
2.	Number of posts	03 [1-Hindi, 2-English]
3.	Classification	Group 'C'
4.	Pay Band and Grade Pay	Pay Band - 1 Rs. 5200-20200 Grade Pay Rs. 2400/-
5.	Whether selection or non-selection post.	Not applicable
6.	Age limit for direct recruits.	Not exceeding 27 years
7.	Educational and other qualification for direct recruits.	(i) Graduate from a recognized University. (ii) Proficiency in Dictation: 10 minutes @ 100 WPM and Transcription on computer: '50' minutes (for English) or '65' minutes (for Hindi)
8.	Whether age and educational qualifications prescribed for direct recruit will apply for Promotees.	Not applicable
9.	Period of probation, if any.	Two years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/percentage of posts to be filled by various methods.	Direct
11.	In case of recruitment by promotion/deputation/absorption, grade from which promotion/deputation /absorption to be made.	Not applicable
12.	If a departmental promotion committee exists, what is its composition.	Not applicable
13.	Composition of the Selection Committee in case of direct recruitment.	Board of Examiners constituted by the Vice Chancellor of the Institute in the light of GOI OM dated 29.12.2015.

Notes:

1. Qualifications are relaxable at the discretion of the Competent Authority in the case of candidates otherwise well qualified.
2. The qualification(s) regarding experience is relaxable at the discretion of the Competent Authority in the case of candidates belonging to Scheduled Castes or Scheduled Tribes if at any stage of selection, the Competent Authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them.

SCHEDULE - 4 (Contd)

1.	Name of post	Technical Assistant
2.	Number of posts	01
3.	Classification	Group 'C'
4.	Pay Band and Grade Pay	Pay Band - 1Rs. 5200-20200 Grade Pay Rs. 2400/-
5.	Whether selection or non-selection post.	Not applicable
6.	Age limit for direct recruits.	Not exceeding 27 years
7.	Educational and other qualification for direct recruits.	Essential: Bachelor Degree in Physical Education from a recognized University/Institution. Desirable Master degree in Physical Education.
8.	Whether age and educational qualifications prescribed for direct recruit will apply for Promotees.	Not applicable
9.	Period of probation, if any.	Two years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/percentage of posts to be filled by various methods.	Direct
11.	In case of recruitment by promotion/deputation/absorption, grade from which promotion/deputation /absorption to be made.	Not applicable
12.	If a departmental promotion committee exists, what is its composition.	Not applicable
13.	Composition of the Selection Committee in case of direct recruitment.	Board of Examiners constituted by the Vice Chancellor of the Institute in light of the GoI OM dated 29th December, 2015.

Notes:

- Qualifications are relaxable at the discretion of the Competent Authority in the case of candidates otherwise well qualified.
- The qualification(s) regarding experience is relaxable at the discretion of the Competent Authority in the case of candidates belonging to Scheduled Castes or Scheduled Tribes if at any stage of selection, the Competent Authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them.

177

44

SCHEDULE - 4 (Contd.)

1.	Name of post	Security Inspector
2.	Number of posts	01
3.	Classification	Group 'C'
4.	Pay Band and Grade Pay	Pay Band- 1 Rs. 5200-20200 Grade Pay Rs. 2400/-
5.	Whether selection or non-selection post.	Not applicable
6.	Age limit for direct recruits.	Not exceeding 27 years plus service rendered in armed / paramilitary forces subject to maximum 45 years.
7.	Educational and other qualification for direct recruits.	i. Bachelor's Degree from a recognized Institute/ University. ii. Ex-serviceman from armed forces of the rank of JCO or its equivalent.
8.	Whether age and educational qualifications prescribed for direct recruit will apply for Promotees.	Not applicable
9.	Period of probation, if any.	Two years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/percentage of posts to be filled by various methods.	Direct
11.	In case of recruitment by promotion/deputation/absorption, grade from which promotion/ deputation /absorption to be made.	Not applicable
12.	If a departmental promotion committee exists, what is its composition.	Not applicable
13.	Composition of the Selection Committee in case of direct recruitment.	Board of Examiners constituted by the Vice Chancellor of the Institute in light of the GOI OM dated 29th December, 2015.

Notes:

- Qualifications are relaxable at the discretion of the Competent Authority in the case of candidates otherwise well-qualified.
- The qualification(s) regarding experience is relaxable at the discretion of the Competent Authority in the case of candidates belonging to Scheduled Castes or Scheduled Tribes if at any stage of selection, the Competent Authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them.

17

SCHEDULE - 4 (Contd)

1.	Name of post	Arts and Craft Instructor
2.	Number of posts	01
3.	Classification	Group 'C'
4.	Pay Band and Grade Pay	Pay Band - 1 Rs. 5200-20200 Grade Pay Rs. 2400/-
5.	Whether selection or non-selection post.	Not applicable
6.	Age limit for direct recruits.	Not exceeding 27 years
7.	Educational and other qualification for direct recruits.	i. Bachelor's Degree in Fine Arts. ii. Two years experience of teaching in painting or moldings or arts & crafts in a University/College /School.
8.	Whether age and educational qualifications prescribed for direct recruit will apply for Promotees.	Not applicable
9.	Period of probation, if any.	Two years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/percentage of posts to be filled by various methods.	Direct
11.	In case of recruitment by promotion/deputation/absorption, grade from which promotion/deputation /absorption to be made.	Not applicable
12.	If a departmental promotion committee exists, what is its composition.	Not applicable
13.	Composition of the Selection Committee in case of direct recruitment.	Board of Examiners constituted by the Vice Chancellor of the Institute in light of the GoI OM dated 29 th December, 2015.

Notes:

1. Qualifications are relaxable at the discretion of the Competent Authority in the case of candidates otherwise well qualified.
2. The qualification(s) regarding experience is relaxable at the discretion of the Competent Authority in the case of candidates belonging to Scheduled Castes or Scheduled Tribes if at any stage of selection, the Competent Authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them.

46
175

SCHEDULE - 4 (Contd.)

1.	Name of post	Lower Division Clerk
2.	Number of posts	11 (including one post created for NERC, Guwahati)
3.	Classification	Group 'C'
4.	Pay Band and Grade Pay	Pay Band – 1 Rs. 5200-20200 Grade Pay Rs. 1900/-
5.	Whether selection or non-selection post.	Non-Selection.
6.	Age limit for direct recruits.	Not exceeding 27 years.
7.	Educational and other qualification for direct recruits.	i. Graduate from a recognized University. ii. A typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on computer in a 10-minute test.
8.	Whether age and educational qualifications prescribed for direct recruit will apply for Promotees.	Not Applicable
9.	Period of probation, if any.	Two years (for direct recruits)
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/percentage of posts to be filled by various methods.	i. 80% by direct recruitment. ii. 10% from amongst the Group 'C' employees in the Grade Pay of Rs. 1800 and who possess 10 th Class pass or equivalent qualification from a recognized Board and who have rendered 3 years regular service in the grade on the basis of qualifying departmental examination / typing skill iii. 10% from amongst Group 'C' employees who have 3 years regular service in posts with the Grade Pay of Rs. 1800, to be filled on seniority-cum-fitness basis.
11.	In case of recruitment by promotion/deputation/absorption, grade from which promotion/deputation /absorption to be made.	Group 'C' employees with at least 3 years of satisfactory service in GP Rs. 1800/- on substantive basis.
12.	If a departmental promotion committee exists, what is its composition.	1. Registrar – Chairperson. 2. Vice Chancellor's nominee 3. Finance Officer 4. Deputy Registrar (Administration) 5. Liaison Officer SC/ST nominated by the Vice Chancellor
13.	Composition of the Selection Committee in case of direct recruitment.	Board of Examiners constituted by the Vice Chancellor of the Institute in light of the GoI OM dated 29 th December, 2015.

Notes:

- Qualifications are relaxable at the discretion of the Competent Authority in the case of candidates otherwise well qualified.
- The qualification(s) regarding experience is relaxable at the discretion of the Competent Authority in the case of candidates belonging to Scheduled Castes or Scheduled Tribes if at any stage of selection, the Competent Authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them.

SCHEDULE - 4 (Contd)

1.	Name of post	Library Clerk
2.	Number of posts	02 (including one post created for NERC, Guwahati)
3.	Classification	Group 'C'
4.	Pay Band and Grade Pay	Pay Band – 1 Rs. 5200-20200 Grade Pay Rs. 1900/-
5.	Whether selection or non-selection post.	Not applicable
6.	Age limit for direct recruits.	Not exceeding 27 years
7.	Educational and other qualification for direct recruits.	i. Intermediate or equivalent from a recognized Board. ii. Certificate course in Library Science. iii. Computer knowledge and working.
8.	Whether age and educational qualifications prescribed for direct recruit will apply for Promotees.	Not applicable
9.	Period of probation, if any.	Two years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/percentage of posts to be filled by various methods.	Direct
11.	In case of recruitment by promotion/deputation/absorption, grade from which promotion/deputation /absorption to be made.	Not applicable
12.	If a departmental promotion committee exists, what is its composition.	Not applicable
13.	Composition of the Selection Committee in case of direct recruitment.	Board of Examiners constituted by the Vice Chancellor of the Institute in light of the GoI OM dated 29 th December, 2015.

Notes:

1. Qualifications are relaxable at the discretion of the Competent Authority in the case of candidates otherwise well qualified.
2. The qualification(s) regarding experience is relaxable at the discretion of the Competent Authority in the case of candidates belonging to Scheduled Castes or Scheduled Tribes if at any stage of selection, the Competent Authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them.

SCHEDULE - 4 (Contd.)

1.	Name of post	Care Taker
2.	Number of posts	01
3.	Classification	Group 'C'
4.	Pay Band and Grade Pay	Pay Band – 1 Rs. 5200-20200 Grade Pay Rs. 1900/-
5.	Whether selection or non-selection post.	Not applicable
6.	Age limit for direct recruits.	Not exceeding 27 years.
7.	Educational and other qualification for direct recruits.	i. Intermediate or equivalent from a recognized Boards. ii. Diploma in Management of at least 1 year duration from a recognized institute. iii. Two years experience in the Management of Guest Houses, Buildings etc.
8.	Whether age and educational qualifications prescribed for direct recruit will apply for Promotees.	Not applicable
9.	Period of probation, if any.	Two years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/percentage of posts to be filled by various methods.	Direct
11.	In case of recruitment by promotion/deputation/absorption, grade from which promotion/deputation /absorption to be made.	Not applicable
12.	If a departmental promotion committee exists, what is its composition.	Not applicable
13.	Composition of the Selection Committee in case of direct recruitment.	Board of Examiners constituted by the Vice Chancellor of the Institute in light of the GoI OM dated 29th December, 2015.

Notes:

- Qualifications are relaxable at the discretion of the Competent Authority in the case of candidates otherwise well qualified.
- The qualification(s) regarding experience is relaxable at the discretion of the Competent Authority in the case of candidates belonging to Scheduled Castes or Scheduled Tribes if at any stage of selection, the Competent Authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them.

11

SCHEDULE - 4 (Contd.)

1.	Name of post	Driver
2.	Number of posts	04
3.	Classification	Group 'C'
4.	Pay Band and Grade Pay	Pay Band - 1 Rs. 5200-20200 Grade Pay Rs. 1900/-
5.	Whether selection or non-selection post.	Not applicable
6.	Age limit for direct recruits.	Not exceeding 27 years
7.	Educational and other qualification for direct recruits.	i. Matriculation or equivalent from a recognized Board. ii. Valid driving licence for LMV as well as HMV. iii. Two years experience as Driver
8.	Whether age and educational qualifications prescribed for direct recruit will apply for Promotees.	Not applicable
9.	Period of probation, if any.	Two years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/percentage of posts to be filled by various methods.	Direct
11.	In case of recruitment by promotion/deputation/absorption, grade from which promotion/ deputation/absorption to be made.	Not applicable
12.	If a departmental promotion committee exists, what is its composition.	Not applicable
13.	Composition of the Selection Committee in case of direct recruitment.	Board of Examiners constituted by the Vice Chancellor of the Institute in light of the GOI OM dated 29th December, 2015.

Notes:

1. Qualifications are relaxable at the discretion of the Competent Authority in the case of candidates otherwise well qualified.
2. The qualification(s) regarding experience is relaxable at the discretion of the Competent Authority in the case of candidates belonging to Scheduled Castes or Scheduled Tribes if at any stage of selection, the Competent Authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them.

SCHEDULE - 4 (Contd.)

1.	Name of post	Electrician
2.	Number of posts	02
3.	Classification	Group 'C'
4.	Pay Band and Grade Pay	Pay Band - 1 Rs. 5200-20200 Grade Pay Rs. 1900/-
5.	Whether selection or non-selection post.	Not applicable
6.	Age limit for direct recruits.	Not exceeding 27 years
7.	Educational and other qualification for direct recruits.	i. Matriculation or equivalent from a recognized Board, ii. ITI Diploma of Electrical.
8.	Whether age and educational qualifications prescribed for direct recruit will apply for Promotees.	Not applicable
9.	Period of probation, if any.	Two years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/percentage of posts to be filled by various methods.	Direct
11.	In case of recruitment by promotion/deputation/absorption, grade from which promotion/deputation/absorption to be made.	Not applicable
12.	If a departmental promotion committee exists, what is its composition.	Not applicable
13.	Composition of the Selection Committee in case of direct recruitment.	Board of Examiners constituted by the Vice Chancellor of the Institute in light of the GoI OM dated 29 th December, 2015.

Notes:

1. Qualifications are relaxable at the discretion of the Competent Authority in the case of candidates otherwise well qualified.
2. The qualification(s) regarding experience is relaxable at the discretion of the Competent Authority in the case of candidates belonging to Scheduled Castes or Scheduled Tribes if at any stage of selection, the Competent Authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them.

SCHEDULE - 4 (Contd.)

1.	Name of post	Pump Attendant
2.	Number of posts	04
3.	Classification	Group 'C'
4.	Pay Band and Grade Pay	Pay Band - 1 Rs. 5200-20200 Grade Pay Rs. 1800/-
5.	Whether selection or non-selection post.	Not applicable
6.	Age limit for direct recruits.	Not exceeding 27 years
7.	Educational and other qualification for direct recruits.	i. Matriculation or equivalent from a recognized Board. ii. ITI Diploma of Pump repairs & operations.
8.	Whether age and educational qualifications prescribed for direct recruit will apply for Promotees.	Not applicable
9.	Period of probation, if any.	Two years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/percentage of posts to be filled by various methods.	Direct
11.	In case of recruitment by promotion/deputation/absorption, grade from which promotion/deputation /absorption to be made.	Not applicable
12.	If a departmental promotion committee exists, what is its composition.	Not applicable
13.	Composition of the Selection Committee in case of direct recruitment.	Board of Examiners constituted by the Vice Chancellor of the Institute in light of the GOI OM dated 29th December, 2015.

Notes:

- Qualifications are relaxable at the discretion of the Competent Authority in the case of candidates otherwise well qualified.
- The qualification(s) regarding experience is relaxable at the discretion of the Competent Authority in the case of candidates belonging to Scheduled Castes or Scheduled Tribes if at any stage of selection, the Competent Authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them.

(169) 52

SCHEDULE - 4 (Contd.)

1.	Name of post	Plumber
2.	Number of posts	02
3.	Classification	Group 'C'
4.	Pay Band and Grade Pay	Pay Band - 1 Rs. 5200-20200 Grade Pay Rs. 1800/-
5.	Whether selection or non-selection post.	Not applicable
6.	Age limit for direct recruits.	Not exceeding 27 years
7.	Educational and other qualification for direct recruits.	i. Matriculation or equivalent from a recognized Board. ii. ITI Diploma of Plumbing.
8.	Whether age and educational qualifications prescribed for direct recruit will apply for Promotees.	Not applicable
9.	Period of probation, if any.	Two years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/percentage of posts to be filled by various methods.	Direct
11.	In case of recruitment by promotion/deputation/absorption, grade from which promotion/deputation /absorption to be made.	Not applicable
12.	If a departmental promotion committee exists, what is its composition.	Not applicable
13.	Composition of the Selection Committee in case of direct recruitment.	Board of Examiners constituted by the Vice Chancellor of the Institute in light of the GOI OM dated 29th December, 2015.

Notes:

1. Qualifications are relaxable at the discretion of the Competent Authority in the case of candidates otherwise well qualified.
2. The qualification(s) regarding experience is relaxable at the discretion of the Competent Authority in the case of candidates belonging to Scheduled Castes or Scheduled Tribes if at any stage of selection, the Competent Authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them.

SCHEDULE -- 4 (Contd.)

1.	Name of post	Multi Tasking Staff
2.	Number of posts	92
3.	Classification	Group 'C'
4.	Pay Band and Grade Pay	Pay Band – 1 (Rs. 5200-20200) Grade Pay Rs. 1800/-
5.	Whether selection or non-selection post.	Not applicable
6.	Age limit for direct recruits.	Not exceeding 27 years
7.	Educational and other qualification for direct recruits.	Essential: Matriculation or equivalent from a recognized Board/University.
8.	Whether age and educational qualifications prescribed for direct recruit will apply for Promotees.	Not applicable
9.	Period of probation, if any.	Two years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/percentage of posts to be filled by various methods.	Direct
11.	In case of recruitment by promotion/deputation/absorption, grade from which promotion/deputation/absorption to be made.	Not applicable
12.	If a departmental promotion committee exists, what is its composition.	Not applicable
13.	Composition of the Selection Committee in case of direct recruitment.	Board of Examiners constituted by the Vice Chancellor of the Institute in light of the GoI OM dated 29 th December, 2015.

Notes:

- Qualifications are relaxable at the discretion of the Competent Authority in the case of candidates otherwise well qualified.
- The qualification(s) regarding experience is relaxable at the discretion of the Competent Authority in the case of candidates belonging to Scheduled Castes or Scheduled Tribes if at any stage of selection, the Competent Authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them.

167

54

SCHEDULE - 5

RECRUITMENT RULES FOR THE POSTS OF UGC-HRDC

1.	Name of post	Director
2.	Number of posts	01
3.	Classification	Group 'A'
4.	Pay Band and Grade Pay	Pay Band – 4 Rs. 37400-67000. Academic Grade Pay Rs. 10000/-
5.	Whether selection or non-selection post.	Not applicable
6.	Age limit for direct recruits.	As per UGC Regulations as amended from time to time.
7.	Educational and other qualification for direct recruits.	As per UGC Regulations as amended from time to time.
8.	Whether age and educational qualifications prescribed for direct recruit will apply for Promotees.	Not Applicable
9.	Period of probation, if any.	One Year
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/percentage of posts to be filled by various methods.	Direct
11.	In case of recruitment by promotion/deputation/absorption, grade from which promotion/deputation/absorption to be made.	Not applicable
12.	If a departmental promotion committee exists, what is its composition.	Not applicable
13.	Composition of the Selection Committee in case of direct recruitment.	As per UGC Regulations as amended from time to time.

(16)

SCHEDULE - 5 (Contd)

1.	Name of post	Deputy Director
2.	Number of posts	01
3.	Classification	Group 'A'
4.	Pay Band and Grade Pay	Pay Band – 3 Rs. 15600-39100 Academic Grade Pay Rs. 8000/-
5.	Whether selection or non-selection post.	Not applicable
6.	Age limit for direct recruits.	As per UGC Regulations as amended from time to time.
7.	Educational and other qualification for direct recruits.	As per UGC Regulations as amended from time to time.
8.	Whether age and educational qualifications prescribed for direct recruit will apply for Promotees.	Not applicable
9.	Period of probation, if any.	One year
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/percentage of posts to be filled by various methods.	Direct
11.	In case of recruitment by promotion/deputation/ absorption, grade from which promotion/deputation/absorption to be made.	Not applicable
12.	If a departmental promotion committee exists, what is its composition.	Not applicable
13.	Composition of the Selection Committee in case of direct recruitment.	As per UGC Regulations as amended from time to time.

Rakesh Kumar

RAKESH KUMAR
अधर संचालक और सचिव
एवं विभागीय सचिव
Ministry of Education, Sports & Culture
भव्य विभाग, संस्कृति और स्वास्थ्य
Govt. of India, New Delhi-110001

56
165

SCHEDULE - 5 (Contd.)

1.	Name of post	Assistant Director
2.	Number of posts	01
3.	Classification	Group 'A'
4.	Pay Band and Grade Pay	Pay Band - 3 Rs. 15600-39100 Academic Grade Pay Rs. 6000/-
5.	Whether selection or non-selection post.	Not applicable
6.	Age limit for direct recruits.	As per UGC Regulations as amended from time to time.
7.	Educational and other qualification for direct recruits.	As per UGC Regulations as amended from time to time.
8.	Whether age and educational qualifications prescribed for direct recruit will apply for Promotees.	Not applicable
9.	Period of probation, if any.	Two years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/percentage of posts to be filled by various methods.	Direct
11.	In case of recruitment by promotion/deputation/absorption, grade from which promotion/deputation/absorption to be made.	Not applicable
12.	If a departmental promotion committee exists, what is its composition.	Not applicable
13.	Composition of the Selection Committee in case of direct recruitment.	As per UGC Regulations as amended from time to time.

SCHEDULE - 5 (Contd.)

1.	Name of post	Technical Officer
2.	Number of posts	01
3.	Classification	Group 'B'
4.	Pay Band and Grade Pay	Pay Band – 2 Rs. 9300-34800 Grade Pay Rs. 4600/-
5.	Whether selection or non-selection post.	Not applicable
6.	Age limit for direct recruits.	Not exceeding 30 years
7.	Educational and other qualification for direct recruits.	Essential: B.E./B.Tech. in Computer Science/Information Technology. from a recognized University. Desirable: Experience in ICT Applications, maintenance and training.
8.	Whether age and educational qualifications prescribed for direct recruit will apply for Promotees.	Not applicable
9.	Period of probation, if any.	Two years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/percentage of posts to be filled by various methods.	Direct
11.	In case of recruitment by promotion/deputation/absorption, grade from which promotion/deputation/absorption to be made.	Not applicable.
12.	If a departmental promotion committee exists, what is its composition.	Not applicable.
13.	Composition of the Selection Committee in case of direct recruitment.	<ol style="list-style-type: none"> 1. Registrar - Chairperson 2. Finance Officer 3. Director, UGC-HRDC 4. One officer of the Institute (not below in Grade Pay of Rs.6600/-) to be nominated by the Vice Chancellor 5. Liaison Officer of the Institute SC or ST representative not below in Pay Band – 3.

SCHEDULE - 5 (Contd.)

14.	Name of post	Section Officer
15.	Number of posts	01
16.	Classification	Group 'B'
17.	Pay Band and Grade Pay	Pay Band - 2 Rs. 9300-34800 Grade Pay Rs. 4600/-
18.	Whether selection or non-selection post.	Not applicable
19.	Age limit for direct recruits.	Not exceeding 30 years
20.	Educational and other qualification for direct recruits.	<p><u>Essential:</u></p> <p>(i) Graduation with at least 55% of marks from a recognized University. (ii) Diploma in Office Management of at least 1-year duration.</p> <p><u>Desirable:</u></p> <p>1. PGDCA 2. Experience in office management/ working.</p>
21.	Whether age and educational qualifications prescribed for direct recruit will apply for Promotees.	Not applicable
22.	Period of probation, if any.	Two years
23.	Method of recruitment whether by direct recruitment or by promotion or by deputation/percentage of posts to be filled by various methods.	Direct
24.	In case of recruitment by promotion/deputation/absorption, grade from which promotion/deputation/absorption to be made.	Not applicable.
25.	If a departmental promotion committee exists, what is its composition.	Not applicable.
26.	Composition of the Selection Committee in case of direct recruitment.	<p>6. Registrar - Chairperson 7. Finance Officer 8. Director, UGC-HRDC 9. One officer of the Institute (not below in Grade Pay of Rs.6600/-) to be nominated by the Vice Chancellor</p> <p>10. Liaison Officer of the Institute SC or ST representative not below in Pay Band - 3.</p>

1.	Name of post	Senior Assistant
2.	Number of posts	01
3.	Classification	Group 'B'
4.	Pay Band and Grade Pay	Pay Band - 2 (Rs. 9300-34800) + Grade Pay Rs. 4200/-
5.	Whether selection or non-selection post.	Non-Selection
6.	Age limit for direct recruits.	Not exceeding 27 years.
7.	Educational and other qualification for direct recruits.	<p>Essential:</p> <ul style="list-style-type: none"> I. Bachelors' Degree from a recognized Board or University. II. DCA of at least 1-year duration. III. A typing speed of 30 w.p.m. in English or 25 w.p.m. in Hindi on manual typewriter. Or A typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on computer.
8.	Whether age and educational qualifications prescribed for direct recruit will apply for Promotees.	Not applicable
9.	Period of probation, if any.	Two years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/percentage of posts to be filled by various methods.	Promotion, failing which direct
11.	In case of recruitment by promotion/deputation/absorption, grade from which promotion/deputation/absorption to be made.	At least 10 years of service as Junior Assistant in UGC HRDC of the Institute.
12.	If a departmental promotion committee exists, what is its composition.	<ol style="list-style-type: none"> 1. Registrar - Chairperson 2. Finance Officer 3. Director, UGC-HRDC 4. One officer of the Institute (not below in Grade Pay of Rs.6600/-) to be nominated by the Vice Chancellor 5. Liaison Officer of the Institute SC or ST representative not below in Pay Band - 3.
13.	Composition of the Selection Committee in case of direct recruitment.	<p>Same as above.</p>

(161)

60

SCHEDULE - 5 (Contd.)

1.	Name of post	Computer Assistant
2.	Number of posts	01
3.	Classification	Group 'B'
4.	Pay Band and Grade Pay	Pay Band – 2 Rs. 9300-34800 Grade Pay Rs. 4200/-
5.	Whether selection or non-selection post.	Not applicable
6.	Age limit for direct recruits.	Not exceeding 27 years
7.	Educational and other qualification for direct recruits.	Essential: B.C.A. (OR) B.E./B.Tech (Computer Science). Desirable: Two years working experience in an organization or Computer Laboratory.
8.	Whether age and educational qualifications prescribed for direct recruit will apply for Promotees.	Not applicable
9.	Period of probation, if any.	Two years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/percentage of posts to be filled by various methods.	Direct
11.	In case of recruitment by promotion/deputation/absorption, grade from which promotion/deputation/absorption to be made.	Not applicable
12.	If a departmental promotion committee exists, what is its composition.	Not applicable
13.	Composition of the Selection Committee in case of direct recruitment.	<ol style="list-style-type: none"> 1. Registrar - Chairperson 2. Finance Officer 3. Director, UGC-HRDC 4. One officer of the Institute (not below in Grade Pay of Rs.6600/-) to be nominated by the Vice Chancellor 5. One subject expert to be appointed by the Vice Chancellor, who is not an employee of the Institute. 6. Liaison Officer of the Institute SC or ST representative not below in Pay Band – 3.

SCHEDULE - 5 (Contd.)

1.	Name of post	Junior Assistant
2.	Number of posts	01
3.	Classification	Group 'C'
4.	Pay Band and Grade Pay	Pay Band - 1 Rs. 5200-20200 Grade Pay Rs. 2800/-
5.	Whether selection or non-selection post.	Non-selection
6.	Age limit for direct recruits.	Not exceeding 27 years
7.	Educational and other qualification for direct recruits.	<p>Essential:</p> <p>(i) Intermediate or equivalent from a recognized Board.</p> <p>(ii) A typing speed of 30 w.p.m. in English or 25 w.p.m. in Hindi on manual typewriter. OR A typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on computer.</p> <p>Desirable: DCA of at least 1-year duration.</p>
8.	Whether age and educational qualifications prescribed for direct recruit will apply for Promotees.	No
9.	Period of probation, if any.	Two years for direct recruitment.
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/percentage of posts to be filled by various methods.	Promotion, failing which direct
11.	In case of recruitment by promotion/deputation/absorption, grade from which promotion/deputation/absorption to be made	At least 13 years of service as Steno-typist in UGC HRDC of the Institute.
12.	If a departmental promotion committee exists, what is its composition.	<ol style="list-style-type: none"> 1. Registrar - Chairperson 2. Finance Officer 3. Director, UGC-HRDC 4. One officer of the Institute (not below in Grade Pay of Rs.6600/-) to be nominated by the Vice Chancellor 5. Liaison Officer of the Institute SC or ST representative not below in Pay Band - 3.
13.	Composition of the Selection Committee in case of direct recruitment.	Same as above.

159 62

SCHEDULE - 5 (Contd.)

1.	Name of post	Librarian or Technician
2.	Number of posts	01
3.	Classification	Group 'C'
4.	Pay Band and Grade Pay	Pay Band – 1 Rs. 5200-20200 Grade Pay Rs. 2400/-
5.	Whether selection or non-selection post.	Not applicable
6.	Age limit for direct recruits.	Not exceeding 27 years
7.	Educational and other qualification for direct recruits.	<p><u>Essential:</u></p> <p>I. Intermediate or equivalent from a recognized Board/Institute. II. Certificate in Library Science from a recognized Institute/University.</p> <p><u>Desirable:</u></p> <p>(i) Bachelor Degree in Library Science. (ii) Two years experience of working in a Library of a university or institute.</p>
8.	Whether age and educational qualifications prescribed for direct recruit will apply for Promotees.	Not applicable
9.	Period of probation, if any.	Two years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/percentage of posts to be filled by various methods.	Direct
11.	In case of recruitment by promotion/deputation/absorption, grade from which promotion/deputation/absorption to be made.	Not applicable
12.	If a departmental promotion committee exists, what is its composition.	Not applicable
13.	Composition of the Selection Committee in case of direct recruitment.	<ol style="list-style-type: none"> 1. Registrar - Chairperson 2. Finance Officer 3. Director, UGC-HRDC 4. One officer of the Institute (not below in Grade Pay of Rs.6600/-) to be nominated by the Vice Chancellor. 5. One subject expert to be appointed by the Vice Chancellor, who is not an employee of the Institute. 6. Liaison Officer of the Institute SC or ST representative not below in Pay Band – 3.

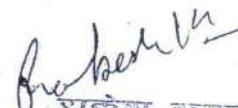
SCHEDULE - 5 (Contd.)

1.	Name of post	Steno-typist/Computer Operator
2.	Number of posts	01
3.	Classification	Group 'C'
4.	Pay Band and Grade Pay	Pay Band - 1 Rs. 5200-20200 Grade Pay Rs. 1900/-
5.	Whether selection or non-selection post.	Not applicable
6.	Age limit for direct recruits.	Not exceeding 27 years
7.	Educational and other qualification for direct recruits.	(i) Intermediate or equivalent qualification from a recognized Board or University. (ii) A typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on computer.
8.	Whether age and educational qualifications prescribed for direct recruit will apply for Promotees.	Not applicable
9.	Period of probation, if any.	Not applicable
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/percentage of posts to be filled by various methods.	Direct
11.	In case of recruitment by promotion/deputation/absorption, grade from which promotion/deputation/absorption to be made.	Not applicable
12.	If a departmental promotion committee exists, what is its composition.	Not applicable
13.	Composition of the Selection Committee in case of direct recruitment.	<ol style="list-style-type: none"> 1. Registrar - Chairperson 2. Finance Officer 3. Director, UGC-HRDC 4. One officer of the Institute (not below in Grade Pay of Rs. 6600) to be nominated by the Vice Chancellor. 5. One subject expert to be appointed by the Vice Chancellor, who is not an employee of the Institute. 6. Liaison Officer of the Institute SC or ST representative not below in Pay Band - 3.

(157) 64

SCHEDULE - 5 (Contd.)

1.	Name of post	Hostel Attendant
2.	Number of posts	01
3.	Classification	Group 'C'
4.	<i>Pay Band and Grade Pay</i>	<i>Pay Band – 1 Rs. 5200-20200</i> <i>Grade Pay Rs. 1800/-</i>
5.	Whether selection or non-selection post.	Not applicable
6.	Age limit for direct recruits.	Not exceeding 27 years
7.	Educational and other qualification for direct recruits.	Matriculation or equivalent from a recognized Board.
8.	Whether age and educational qualifications prescribed for direct recruit will apply for Promotees.	Not applicable
9.	Period of probation, if any.	Two years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/percentage of posts to be filled by various methods.	Direct
11.	In case of recruitment by promotion/deputation/absorption, grade from which promotion/deputation/absorption to be made.	Not applicable
12.	If a departmental promotion committee exists, what is its composition.	Not applicable
13.	Composition of the Selection Committee in case of direct recruitment.	<ol style="list-style-type: none"> 1. Registrar – Chairperson 2. Finance Officer 3. Director, UGC-HRDC 4. One officer of the Institute (not below in Grade Pay of Rs. 6600/-) to be nominated by the Vice Chancellor. 5. Liaison Officer of the Institute SC or ST representative not below in Pay Band – 3.


 राकेश कुमार
 RAKESH KUMAR
 अवर सचिव / Director, HRDC
 युवा कार्यालय, विद्यालय विभाग
 Ministry of Human Resource Development
 भारत सरकार
 Govt. of India, New Delhi-110002

156 65

SCHEDULE - 5 (Contd.)

1.	Name of post	Multi Tasking Staff
2.	Number of posts	01
3.	Classification	Group 'C'
4.	Pay Band and Grade Pay	Pay Band – 1 Rs. 5200-20200 Grade Pay Rs. 1800/-
5.	Whether selection or non-selection post.	Not applicable
6.	Age limit for direct recruits.	Not exceeding 27 years
7.	Educational and other qualification for direct recruits.	Matriculation or equivalent from a recognized Board.
8.	Whether age and educational qualifications prescribed for direct recruit will apply for Promotees.	Not applicable
9.	Period of probation, if any.	Two years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/percentage of posts to be filled by various methods.	Direct
11.	In case of recruitment by promotion/deputation/absorption, grade from which promotion/deputation/absorption to be made.	Not applicable
12.	If a departmental promotion committee exists, what is its composition.	Not applicable
13.	Composition of the Selection Committee in case of direct recruitment.	<ol style="list-style-type: none"> 1. Registrar - Chairperson 2. Finance Officer 3. Director, UGC-HRDC 4. One officer of the Institute (not below in Grade Pay of Rs. 6600/-) to be nominated by the Vice Chancellor. 5. Liaison Officer of the Institute SC or ST representative not below in Pay Band – 3.