

TERI SAS (Deemed to be University)



**10, INSTITUTIONAL AREA, VASANT KUNJ, NEW
DELHI**

MINUTES

51st MEETING OF EXECUTIVE COUNCIL

Meeting No. : 51 (Fifty First)

Date : 24 September 2024
Venue : Conference Room, TERI School of Advanced Studies
Time : 10.30 AM

TERI SAS (Deemed to be University)
AGENDA FOR THE 51st MEETING OF THE EXECUTIVE COUNCIL
24 September 2024 (10.30 AM Onwards)

ITEMS AT A GLANCE

Item No. **Particulars**

Item No.51.1: Welcome and opening remarks by the Vice Chancellor

Confirmation of Minutes

Item No. 51.2: To confirm the minutes of the 50th Meeting of the Executive Council held on 29 April 2024

Action Taken Report

Item No. 51.3: Action Taken Report on the minutes of 50th Executive Council

Agenda items for Information

Item No. 51.4: Matters of information

51.4.1 MoU(s) concluded.

51.4.2 Resignations.

51.4.3 New Joinings.

51.4.4 Advertisements for recruitment.

51.4.5 To consider and approve 50% overhead charges for externally funded projects.

51.4.6 To consider and approve Duty Leave

51.4.7 To consider and approve authorisation of non-teaching staff.

51.4.8 To consider and approve adoption of Cadre Recruitment Rules (Non-Teaching and Other Academic Posts 2024).

51.4.9 To approve the process of seeking comments from external reviewers towards nominating Honorary Distinguished Professor at TERI SAS.

Agenda items for Consideration

Item No. 51.5. **Agenda Items**

51.5.1 Commencement of academic session 2024 - 25.

51.5.2 To consider and approve revision of honorarium to statutory body meetings/ Selection Committee members.

51.5.3 To consider and approve findings of restructuring committee of non-teaching staff.

51.5.4 To consider and approve redesignation of Group A non-teaching staff as per provisions of UGC.

51.5.5 To approve the Revised Financial Budget (based on actual In-take of students) for the Financial Year 2024-25.

51.5.6 To approve the proposed Faculty recruitment as recommended by Faculty Recruitment Rationalisation Committee.

51.5.7 To approve nomination of Honorary Distinguished Professor at Department of Biotechnology, TERI SAS as per provisions.

Item No.51.6: Any other item with the permission of the Chair

TERI SAS (Deemed to be University)

MINUTES OF THE 51st MEETING OF THE EXECUTIVE COUNCIL 24 SEPTEMBER 2024 (10.30 AM ONWARDS)

DETAILED AGENDA ITEMS

The Fifty First meeting of the Executive Council was held on 24 September 2024 at 10.30 hours. The following were present:-

PRESENT:

Members

Professor Suman Kumar Dhar, Vice Chancellor

Professor Basabi Bhaumik

Dr Nithya Nanda

Dr Dipankar Saharia

Professor Arun Kansal

Professor Sukanya Das

Professor Chander Kumar Singh

Dr Chaithanya Madhurantakam

Dr Moumita Acharya

Col B Venkat, Registrar

Dr O P Agarwal, Dr Swati Basu, Dr Narender K Taneja and Dr Manish K Shrivastava could not join the meeting due to prior commitments.

Item No 51.1: Welcome and opening remarks by the Vice Chancellor

Professor Suman Kumar Dhar welcomed all the members to the meeting and thanked them for their attendance. He briefly noted that the admission process at TERI SAS has been completed, and due to the hard work of both faculty and non-teaching staff, we have successfully filled approximately 20% more seats compared to last year. More details will be presented in the subsequent agenda item.

Confirmation of Minutes

Item No. 51.2: To confirm the minutes of the 50th Meeting of the Executive Council held on 29 April 2024

The minutes of the 50th meeting of the Executive Council held on 29 April 2024 were circulated to the members of the Council and no comments were received. The Council may, consider confirming the minutes.

Executive Council noted the same.

Action Taken Report on the 50 Executive Council Meeting

Item No.51.3: Action Taken Report on the 49 Executive Council Meeting

Sr.No.	Agenda	Action taken
Item No. 50.5.1	50.5.1 To consider and approve restructuring of non-teaching staff. The non-teaching staff of TERI SAS has been the backbone of the university	Action on the agenda item has since been completed.

	<p>providing all necessary administrative support towards the functioning of the university. The non-teaching staff since their joining the TERI SAS have been provided with an adhoc appointment / nomenclature suiting the requirements for the work place. To enable and enhance career prospects, restructuring of the non-teaching staff at TERI SAS aligned to the model as existing and acceptable at Central / State Universities is proposed.</p> <p>Col B Venkat shared the brief background on the need for restructuring of non-teaching staff. He informed in detail the formation of Committee by former Vice Chancellor, the composition of the committee and the terms and conditions of the Committee. After detailed deliberations and discussions, the recommendation of the Committee were tabled in the 49th Executive Committee meeting and it was decided that this item be put forward after joining of regular Vice Chancellor.</p> <p>The proposed designation and pay level change recommended by the Committee were presented by Col B Venkat. It was also mentioned that the restructuring would lead to ~ INR 1.0 lakh extra expenditure per month. After detailed discussions, the majority of the members were in support of the proposal, subject to the constitution of a committee with the following mandates:</p> <p>(a) The restructuring proposed in respect of Non-Teaching staff be scrutinised for their academic / educational qualifications and eligibility to be considered for the proposed next level.</p> <p>(b) Methodology to be adopted for restructuring (should the above be found in order).</p> <p>The committee will submit the report in a time bound manner and the same will be shared with the Executive Council members for further action.</p> <p>Executive Council noted and approved the same.</p>	
<p>Item No. 50.5.2</p>	<p>50.5.2 To consider and approve career prospects for non-teaching staff.</p>	<p>Agenda to be considered post implementation of restructuring</p>

	<p>For the purposes of career progression, Teaching staff has CAS as per the rules and provisions of UGC ensuring progression from Assistant Prof level 10 onwards based on fulfilment of certain defined parameters till Senior Prof. level 15.</p> <p>Similar provisions at present do not exist for non-teaching staff at TERI SAS. To streamline and provide career prospects to the non teaching staff also, Departmental Promotion Committee (DPC) akin to Central / State Universities is proposed.</p> <p>In view of the detailed discussions on 50.5.1, the agenda item 50.5.2 was proposed to be handled subsequently by the Executive Committee members.</p>	of non-teaching staff.
Item No. 50.5.3	<p>50.5.3 Advertisement for recruitment:</p> <p>Board of Studies has been received through the Department of Biotechnology duly approved by the competent authority. Accordingly, recruitment of one Assistant Prof in the field of Bioinformatics / Cell Biology has been proposed. This is to also bring out that Department of Biotechnology is commencing UG program on B.Sc. Biotechnology. The department shall propose the content and curricula of the proposed B.Sc. Biotechnology in due course for offering from Academic year 25 - 26.</p> <p>Executive Council noted the point.</p>	Rationalisation committee towards the requirement of faculty members across all programs has been constituted and the findings of which are tabled below.
Item No.50.5.4	<p>50.5.4 To consider and approve minutes of the 28th Finance Committee.</p> <p>Minutes of the Twenty Eighth Meeting of the Finance Committee held on 21 March 2024 at Conference Room, TERI School of Advanced Studies, New Delhi is enclosed</p> <p>Mr Dhanraj Singh presented the detailed minutes and key outcome of the Twenty Eighth meeting of the Finance Committee to the members. After detailed discussions, the minutes and the proposed budget of TERI SAS for the year 2024-25 was approved by the Council.</p>	The agenda has been implemented.
Item No.50.5.5	<p>50.5.5 To consider and approve revenue sharing model of SMP CSR & SD through an MOU with VC NOW.</p> <p>An MOU has been concluded with VC NOW towards commencement of online</p>	The agenda has been noted for implementation.

	<p>professional training programs with revenue sharing model of 51 : 49. TERI SAS is in the process of launching SMP CSR & SD through the ibid MOU. Apropos, the revenue sharing model for SMP CSR & SD is placed as Enclosure II. Further, an amount of Rs. 3,000 per hour as teaching honorarium is proposed with 80 hours of teaching.</p> <p>Col B Venkat informed the members about the MoU between TERI SAS and VC NOW. He informed that it was envisaged in the MOU that VC Now would provide support in launching of MA PPSD programme through online mode, for which TERI SAS has applied to UGC DEB. Pending approval, as an interim measure it was proposed to launch a pilot Senior Management Programme for working professionals on the subject of Corporate Social Responsibility and Sustainable Development from May 28, 2024 with VC Now as a weekend programme.</p> <p>Dr Dipankar Saharia and other members raised queries on method of selection of VC NOW as an agency and also sharing of revenue and suggested that other platforms be explored for future programmes being planned to be offered from TERI SAS.</p> <p>Dr Taneja suggested that as TERI SAS is providing all academic inputs and also that the classes are being undertaken by faculty members of TERI SAS, the revenue share of TERI SAS in this effort should be much more. Further, he and other members suggested to look into the possibilities for running such programmes in house.</p> <p>It was recommended by the Executive Committee members that a proper procedure be followed for selection of any agency as a partner, especially involving sharing of revenue. Further, the SMP CSR & SD be taken as a pilot project and all future programmes with VC NOW be negotiated for better share of rates for TERI SAS.</p>	
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Agenda items for Information / Ratification

Item No. 51.4 Matters of information / Ratification

51.4.1 MoU(s) concluded

Between Swami Vivekananda University and TERI SAS concluded on 22 August 2024.

Swami Vivekananda University is promoted by Regent Education and Research Foundation and conferred the status of a private University by the Government of West Bengal. TERI SAS signed a MoU with Swami Vivekananda University on 22 August 2024. Areas of cooperation agreed were to collaborate on teaching and research initiatives, academic publications, research activities, field trips, etc., visit and exchange of faculty and students, joint education courses, joint consultancy, PhD supervision, Co-hosting and participation in conferences, seminars, symposiums and workshops.

With more than 12,000 students at Swami Vivekananda University, this shall be an outreach opportunity towards branding TERI SAS and tap the potential of students from that region pursuing higher education.

Given the high volume of students enrolled at Swami Vivekananda University, it would be useful for TERI SAS to collaborate with the Swami Vivekananda University on teaching and research initiatives, academic publications and studies on sustainability issues, climate change etc.

Dr Dipankar Saharia informed that he would introduce TERI SAS colleagues with his contacts in University of Guwahati and other Universities in North-Eastern states for further MoUs as it would help TERI School of Advanced Studies in outreach activities as well for getting admissions for UG and PG programmes from that region.

Executive Council noted the point and approved the same.

51.4.2 Resignations: The following faculty members have resigned/left from their posts with the approval of the Vice Chancellor:-

Ser No	Name	Department	With effect from
1	Dr. Subhasree Sarkar	Resignation from DoPMS	20 June 2024
2	Dr. Sanyyam Khurana	Resignation from DoPMS	31 July 2024
3	Dr. Amit Kaur	Resignation from DoSE	12 Sept 2024

The Executive Council noted the agenda.

51.4.3 New Joinings: The following faculty members have joined with the approval of the Vice Chancellor:-

Ser No	Name	Designation, level & Dept.	With effect from
1	Dr. Shruti Sharma Rana	Associate Professor, Level 13A, DoPMS	05 July 2024
2	Dr. Malvika Tyagi	Assistant Professor, (contractual), DoPMS	15 July 2024
3	Dr. Aditi Singhal	Assistant Professor, Level 10, DoPMS	01 August 2024
4	Dr. Anand Jaiswal	Assistant Professor, Level 10, DoPMS	02 September 2024

The Executive Council noted the agenda.

51.4.4 Advertisements for recruitment.

Advertisements for filling up the post of Assistant Professor in Economics, Geoinformatics and Public Policy were called for and the applications received have been sent to the Internal Screening Committee constituted for the purpose for shortlisting and calling for interview.

The Executive Council noted the agenda.

51.4.5 To consider and approve 50% overhead charges for externally funded projects.

50% of the overhead money from Externally Funded Research grants will be at the disposal of the Project Investigator (PI) under the following heads-

- (a) Maintenance costs for equipment acquired from the projects.
- (b) Full or partial coverage for the replacement of damaged equipment acquired from the projects.
- (c) Full or partial coverage for registration fees for seminars/conferences in India or abroad.
- (d) Full or partial coverage for expenses related to membership in professional bodies
- (e) Full or partial coverage for article processing charges related to journal publication.
- (f) Advertising costs for project-related vacancies in print media.
- (f) Any other purpose not included above subject to the approval of Vice Chancellor.
- (g) Should there be contingency head in the research project, then first the contingency shall be utilised towards the above and then the overhead (in that sequence).

Queries were raised regarding this agenda whether it will have financial impact on the institute.

It was highlighted that the proposal in addition to covering the expenses incurred by the PI towards the Externally Funded Research grants shall also act as an incentive to the faculty members to spend for the above mentioned reasons for which funds are in general not available.

The Executive Council noted the agenda and concurred with the decision.

51.4.6 To consider and approve Duty Leave.

Duty leave upto 30 days in an academic year may be granted for the following purposes:

- (a) Attending Orientation Programme, Refresher Course, Research Methodology Workshop, Faculty Induction Programme, Conference, Congresses, Symposia and Seminar, as a delegate nominated by the university or with the permission of the university/college;
- (b) Delivering lectures in institutions and universities at the invitation of such institutions or universities received by the university, and accepted by the Vice-Chancellor/Principal of the College.

(c) Working in another Indian or foreign university, any other agency, institution or organisation, when so deputed by the university/college;

(d) Participating in a delegation or working on a committee appointed by the Central Government, State Government, the UGC, a sister university or any other similar academic body; and

(e) For performing any other duty assigned to him/her by the university/college.

Col. B. Venkat informed the members that, while the provision for "On Duty" was previously available through email, duty leave of up to 30 days per academic year, 15 days per semester has now been incorporated into the Leave portal, with proper authorization from the respective Head of the concerned faculty.

The Executive Council noted the agenda and concurred with the decision.

51.4.7 Authorisation of non-teaching staff.

Reference is drawn to the Agenda Item No. 6 to the 35th Executive Council meeting of TERI SAS held on 29 July 2020 wherein 51 sanctioned teaching posts were approved by the Executive Council in the year 2019-2020.

Further, as per UGC regulations the strength of teaching vis-à-vis non-teaching is in the ratio of 1:1.1 and accordingly, the sanction strength of non-teaching staff at the TERI SAS works out to be 56.

Col. B. Venkat informed that, with the proposed expansion of the university in terms of programs and related activities, sanctioned strength of Non Teaching staff needs to be defined. As per the regulations mentioned above, the same works out to 56.

Queries were raised for this agenda whether institute is in position to fill up these prospective vacancies.

It was highlighted that the last Non Teaching staff recruited as a regular employee at TERI SAS was in the year 2021. Since then, even though with the increase in workload, no additional regular employee has been enrolled. Recruitment as and when carried out has been on contractual basis only.

The Executive Council noted the agenda and concurred with the decision.

51.4.8 To consider and approve adoption of Cadre Recruitment Rules (Non-Teaching and Other Academic Posts 2024).

***"TERI SAS (deemed to be university)"*, in exercise of the powers conferred under Section 3 of the University Act, in supersession of all existing recruitment rules, relevant, Ordinances/University regulations of the Executive Council/Board of Management in this regard, hereby frames the following rules for regulating the recruitment to the Non-Teaching and Other Academic Posts in the University. Background and guidelines as emanated from UGC on the subject as issued from time to time has been adopted while framing the Cadre Recruitment Rules (Non-Teaching and Other Academic Posts 2024). (Placed as Annexure – I).**

The same has been adopted at TERI SAS.

Col. B. Venkat informed the members about the Cadres for Group A, B, and C levels in non-teaching staff according to UGC regulations. He explained that with the adoption of these rules, TERI SAS shall proceed with fresh recruitments and promotions for existing staff, as and when required, based on the service qualifications and conditions outlined in the Cadre Recruitment Rules. He also informed that the same process for faculty members has already been adopted, and TERI SAS is currently seeking approval for the Cadre Recruitment Rules for Non-Teaching staff.

The Executive Council members approved the adoption of the Cadre Recruitment Rules as presented.

51.4.9 To approve the process of seeking comments from external reviewers towards nominating Honorary Distinguished Professor at TERI SAS.

Accordingly, Department of Biotechnology (DBT), TERI SAS advertised the position for Honorary Distinguished Professor through application/nomination.

Once the applications/nominations are recommended by the Department, the same needs to be sent to the external reviewers for comments. For this purpose, a list of experts has been forwarded by the Department. Once approved by the EC members, VC TERI SAS be permitted to identify the external reviewers from the given list and seek comments as per the AC recommendation.

The comments received shall be placed in the subsequent EC meeting.

Comments received through circulation from the members are as follows-

1. **Sh. OP Agarwal.** The idea of bringing in distinguished professors and professors of practice is a good one and I welcome the idea. The list of committee members is fine.
2. **Mrs. Swati Basu.** The list is fine with me.
3. **Mrs. Basabi Bhaumik.** I agree with the list of experts for the purpose of seeking comments towards appointment of Honorary Distinguished Professor.
4. **Sh. Manish Kumar Shrivastava.** This has my approval.
5. **Mrs. Vibha Dhawan.** Congratulations on the great initiative. I am fine with the names suggested by the Department of Biotechnology.
6. **Sh. Nitya Nanda.** I welcome the proposal for having Distinguished Professors at TERI-SAS.
However, I will suggest that the guidelines on engaging Honorary Distinguished Professors include their roles and responsibilities as well the benefits (if any) they may be offered so that we have a clear understanding on what we can expect from them and what they can expect from us. I also saw the list of academicians suggested by the Department of Biotechnology. Though I do not know about them as it is not my area of expertise, it appears that they all are highly reputed people. I therefore do not have any objection if they are engaged as Distinguished Professors.
7. **Sh. NK Taneja.** I agree with the process as resolved by the Academic Council.

The Executive Council noted the agenda.

Agenda Items for Consideration

Item No. 51.5 Agenda items

51.5.1 Commencement of academic session 2024 - 25.

The current academic session 2024 - 25 over both (UG and PG) has seen a record admission with a total of 529 students. This has been possible due to complete support from each and every teaching and non-teaching staff.

The academic session 2024 - 25 commenced as follows:-

Ser No	Program	Date of commencement	Strength
1	Masters Program (1 st semester)	12 August 2024	466
2	Masters Program (3 rd semester)	20 August 2024	372
3	Under Graduate / Integrated (3 rd semester)	20 August 2024	20
4	Under Graduate / Integrated (1 st semester)	02 Sept 2024	63

This is also to highlight that for the first time, student strength at TERI SAS has crossed the mark of 1000.

The Executive Council appreciated the increased number of intake of students in the current academic year and noted the details provided.

51.5.2 To consider and approve revision of honorarium to statutory body meetings/ Selection Committee members.

Present honorarium applicable for Non Academic meetings / presentations any other presence which does not require academic preparation beforehand is Rs 1500/- per half day.

It is proposed that for certain specific meetings like statutory body meetings and selection committee meetings the honorarium be kept as Rs 2000/- per half day.

The Executive Council members noted and approved the proposed amount of honorarium for Non Academic meetings/presentations.

51.5.3 To consider and approve findings of restructuring committee of non-teaching staff.

Constituted Committee towards restructuring of the Non-Teaching staff as per 50th EC's resolution discussed and deliberated the matter over the intervening period and the minutes of the Re-structuring Committee for non-teaching staff at the TERI School of Advanced Studies (TERI SAS) is **(Placed as Annexure – II)**.

The total Financial impact is Rs 55,578/- per month and the same has also been factored in the Financial Budget for the Financial Year 2024-25.

Reference was drawn by Col B Venkat to the agenda under consideration as tabled in the 50th EC and its directions thereof. He further emphasised that a committee involving an external expert was constituted to ensure compliance to the eligibility in the proposed revised level with reference

to academic qualifications and work experience.

The committee went through the laid down criteria(s) in detail and in continuation to the TERI SAS CRR submitted the report with a financial outlay per month as elaborated above. The implementation of the same shall be in accordance with the laid down provisions as applicable (through Departmental Promotion Committee) duly considering Efficiency bar amongst other parameters as followed in HEIs (public & private).

The members of the executive council complemented the chair for the action taken towards restructuring committee of non-teaching staff, being a long pending matter.

The Executive Council members noted and approved the agenda.

51.5.4 To consider and approve redesignation of Group A non-teaching staff as per provisions of UGC.

Vide the Joint Cadre Review Committee (JCRC), UGC on reforms in Cadre Recruitment Rules for various categories of posts of uniform staffing pattern of the non-teaching staff of UGC deemed to be Universities amongst others and UGC Notification vide their letter No F.No 6-7/97 ()JCRC Vol. IV dated 01 Oct 2024, following is highlighted (**Placed as Annexure – III**).

It is proposed to adopt the same provisions at TERI SAS. Subsequent redesignation shall be as per UGC guidelines.

The Executive Council members noted and approved the agenda.

51.5.5 To approve the Revised Financial Budget (based on actual In-take of students) for the Financial Year 2024-25.

Finance committee approved the budget with recommendations.
(**Placed as Annexure – IV**)

The Executive Council members noted and approved the agenda.

51.5.6 To approve the proposed Faculty recruitment as recommended by Faculty Recruitment Rationalisation Committee.

Findings of Faculty Recruitment Rationalisation Committee as follows was put up to the finance committee for financial concurrence (**Placed as Annexure – V**).

Vide recommendation of the Faculty Recruitment Rationalization Committee a total of 14 faculty members have been proposed keeping various factors in consideration, details are as under:-

1. Department of Sustainable Engineering – 2
2. Department of Biotechnology – 1
3. Department of Natural and Applied Studies – 6
4. Department of Policy and Management Studies – 5

Finance committee has concurred recruitment of 05 faculty members in the current financial year, and the balance in subsequent financial years as per fund availability.

The Executive Council members noted and approved the agenda.

51.5.7 To approve nomination of Honorary Distinguished Professor at Department of Biotechnology, TERI SAS as per provisions.

Department of Biotechnology (DBT), TERI SAS advertised the position for Honorary Distinguished Professor through application/nomination.

Nomination of Prof. Rakesh Bhatnagar as recommended by the Department was sent to the external reviewers by the VC TERI SAS for the purposes of seeking comments as per the AC recommendation.

Comments received is as per **Annexure VI**.

The Executive Council members noted and approved the agenda.

Item No. 51.6 Any other item with the permission of the Chair.

With no other agenda being presented, the meeting came to an end with thanks to the Chair and the members.



**Cadre Recruitment Rules for Non-Teaching Posts of
TERI SAS (deemed to be university)**

Sr. No.	Particulars	Page Nos.
1.	General Rules	1-27

SUMMARY OF POSTS

	Name of Post	Group	Core Pay Scale as per 6 th CPC		7 th CPC Pay Matrix	Page Nos.
			Pay Band (Rs.)	Grade Pay (Rs.)		
ADMINISTRATIVE / MINISTERIAL SERVICES						
1.	Registrar	A	37400-67000	10000	Level 14	28
2.	Finance Officer	A	37400-67000	10000	Level 14	29
3.	Controller of Examination	A	37400-67000	10000	Level 14	30
4.	Deputy Registrar	A	15600-39100	7600	Level 12	31
5.	Assistant Registrar	A	15600-39100	5400	Level 10	32
6.	Administrative Officer	A	15600-39100	5400	Level 10	33
7.	Section Officer	B	9300-34800	4600	Level 7	34
8.	Assistant	B	9300-34800	4200	Level 6	35
9.	Upper Division Clerk	C	5200-20200	2400	Level 4	36
10.	Lower Division Clerk	C	5200-20200	1900	Level 2	37-38
11.	Attendant	C	5200-20200	1900	Level 2	39
12.	Multi Tasking Staff	C	5200-20200	1800	Level 1	40
OTHER ISOLATED ADMINISTRATIVE SERVICES						
13.	Internal Audit Officer	A	15600 – 39100	7600	Level 12	41
14.	Public Relation Officer	A	15600-39100	5400	Level 10	42
15.	Law Officer	A	15600-39100	5400	Level 10	42
16.	Training and Placement Officer	A	15600-39100	5400	Level 10	43
17.	Estates Officer	B	9300 – 34800	4600	Level 7	44
STATISTICAL SERVICES						

18.	Statistical Officer / Research cum Statistical Officer	B	9300 – 34800	4600	Level 7	45
19.	Senior Statistical Assistant	B	9300-34800	4200	Level 6	46
0.	Statistical Assistant	C	5200-20200	2800	Level 5	47

Name of Post	Group	Core Pay Scale as per 6 th CPC		7 th CPC Pay Matrix	Page Nos.	
		Pay Band (Rs.)	Grade Pay (Rs.)			
SECRETARIAL SERVICES						
20.	Private Secretary	B	9300 – 34800	4600	Level 7	48
21.	Personal Assistant	B	9300 – 34800	4200	Level 6	49
22.	Stenographer	C	5200 - 20200	2400	Level 4	50
LIBRARY SERVICES						
23.	Librarian	A	37400-67000	10000	Academic Level 14	51
24.	Deputy Librarian	A	15600-39100	8700	Academic Level 13A	52
25.	Assistant Librarian	A	15600-39100	6000	Academic Level 10	53-54
26.	Information Scientist	A	15600-39100	5400	Level 10	55
27.	Professional Assistant	B	9300 – 34800	4200	Level 6	56
28.	Semi Professional Assistant	C	5200 – 20200	2800	Level 5	57
29.	Library Assistant	C	5200 – 20200	2000	Level 3	58
30.	Library Attendant	C	5200 – 20200	1800	Level 1	59
TECHNICAL/LABORATORY SERVICES						
31.	Technical Officer / Maintenance Engineer	A	15600-39100	5400	Level 10	60
32.	Senior Technical Assistant	B	9300 – 34800	4200	Level 6	61
33.	Technical Assistant	C	5200-20200	2800	Level 5	62
34.	Laboratory Assistant	C	5200 – 20200	2400	Level 4	63
35.	Laboratory Attendant	C	5200 – 20200	1800	Level 1	64
INFORMATION AND COMMUNICATION TECH. SERVICES						
36.	System Manager / Senior System Analyst	A	15600 – 39100	7600	Level 12	65
37.	System Engineer / Senior Maintenance Engineer	A	15600 –	7600	Level 12	66-67

			39100			
38.	Junior Maintenance Engineer / Networking Engineer	A	15600-39100	5400	Level 10	68
39.	System Analyst/ Programmer/ Computer Programmer/ System Programmer	A	15600-39100	5400	Level 10	69
40.	Joint System Analyst/ Programmer/ Computer Programmer/ System Programmer	A	9300-34,800	4800	Level 8	70
40.	Senior Technical Assistant (Computer) / Junior Programmer/ Assistant Programmer	B	9300 – 34800	4200	Level 6	70
41.	Technical Assistant (Computer)	C	5200-20200	2800	Level 5	71
Name of Post		Group	Core Pay Scale as per 6 th CPC		7 th CPC Pay Matrix	Page Nos.
			Pay Band (Rs.)	Grade Pay (Rs.)		
ENGINEERING SERVICES						
42.	Superintendent Engineer (Civil)/University Engineer	A	15600-39100	8700	Level 13	72
43.	Executive Engineer (Civil)	A	15600-39100	6600	Level 11	73
44.	Executive Engineer(Electrical)	A	15600-39100	6600	Level 11	74
45.	Assistant Engineer (Civil / Electrical / Mechanical)	B	9300 – 34800	4600	Level 7	75
46.	Junior Engineer	B	9300 – 34800	4200	Level 6	76
RAJBHASHA SERVICES						
47.	Hindi Officer	A	15600 – 39100	5400	Level 10	77-78
48.	Hindi Translator	B	9300 – 34800	4200	Level 6	79
49.	Hindi Typist	C	5200-20200	1900	Level 2	80
SECURITY SERVICES						
50.	Security Officer	B	9300 – 34800	4600	Level 7	81
51.	Assistant Security Officer	B	9300 – 34800	4200	Level 6	82
52.	Security Inspector	C	5200 – 20200	2800	Level 5	83

53.	Security Assistant	C	5200 – 20200	1900	Level 2	84
GUEST HOUSE/HOSTEL SERVICES						
54.	Guest House Manager	B	9300 – 34800	4200	Level 6	85
55.	Cook	C	5200 – 20200	1900	Level 2	86
56.	Kitchen Attendant	C	5200 – 20200	1800	Level 1	87
57.	Hostel Attendant	C	5200 – 20200	1800	Level 1	88
TRANSPORT SERVICES						
58.	Driver	C	5200-20200	1900	Level 2	89

General Rules

"TERI SAS"

CADRE RECRUITMENT RULES

NON-TEACHING AND OTHER ACADEMIC POSTS 2024

The Executive Council of the *"TERI SAS (deemed to be university)"*, in exercise of the powers conferred under Section 3 of the University Act, in supersession of all existing recruitment rules, relevant, Ordinances/University regulations of the Executive Council/Board of Management in this regard, hereby frames the following rules for regulating the recruitment to the Non-Teaching and Other Academic Posts in the University.

1. SHORT TITLE AND COMMENCEMENT:

- 1.1 These Rules shall be Non-teaching and Other Academic Posts Recruitment Rules 2022 of *"TERI SAS (deemed to be university)"*.
- 1.2 These Rules shall come into force with effect from the date of issue of notification by the University.

2. DEFINITION:

In these Rules, unless the context otherwise requires:

- 2.1 'Act' shall mean the **Compendium / any rules / ordinances** as amended from time to time.
- 2.2 'Executive Council' shall mean the Executive Council of *"TERI SAS (deemed to be university)"*.
- 2.3 'Appointing Authority' in relation to any post in the University shall imply the authority competent to make appointment to that post under the Act / Statute / Ordinances / CRRs / Regulations of the University as amended from time to time.
- 2.4 'Cadre' shall mean the strength of service or a part of service sanctioned as a separate unit.
- 2.5 'Departmental Candidate' shall mean the employee working on regular basis in the *"TERI SAS (deemed to be university)"* against a substantive post in the University but does not include an employee working on ad-hoc, daily wage, contract, or temporary basis.
- 2.6 'Direct Recruitment' shall mean the recruitment made other than by promotion, deputation or absorption.
- 2.7 'Government' shall mean the Government of India.
- 2.8 'Non-Teaching Employee' shall mean an employee of the University other than the teachers of the University.
- 2.9 'Other Academic Staff' shall mean the other academic staff as defined in the "UGC Regulations on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Other Measures for the Maintenance of Standards in Higher Education, 2018" and as amended from time-to-time, which includes the cadres of Librarians, Directors of Physical Education and Sports.
- 2.10 'Regular Service' shall mean the service rendered by an employee in the cadre on regular basis and shall not include the service on contract/daily wage/temporary/ad- hoc basis

- 2.11 'Schedule' shall mean the Schedule(s) appended to these Rules.
- 2.12 Selection Committee' shall mean a composition of members of Selection Committee as specified in the Act, Statutes, Ordinances, UGC Regulations, Guidelines or the Cadre Recruitment Rules of the University.
- 2.13 Departmental Promotion Committee and Departmental Confirmation Committee shall mean departmental Promotion Committee and Departmental Confirmation Committee respectively, as defined in the Schedule 2.
- 2.14 'Statutes', 'Ordinances' and 'Regulations' shall mean, respectively, the 'Statute', 'Ordinance' and 'Regulations' of the University under "**Cadre Recruitment rules**", for the time being in force and as amended from time to time.
- 2.15 'University' shall mean "**TERI SAS (deemed to be university)**".
- 2.16 'Age' shall mean the upper age limit as specified in the Schedule 1.
- 2.17 'Notified date' shall mean the date specified in the Notification.
- 2.18 'UGC' shall mean the University Grants Commission established under the UGC Act, 1956.
- 2.19 'SC' shall mean Scheduled Caste, 'ST' shall mean Scheduled Tribe, 'OBC' shall mean Other Backward Class, 'PwBD' shall mean Persons with Benchmark Disability, EWS shall mean Economically Weaker Sections.
- 2.20 'On Probation' with relation to a person shall mean a person appointed to any post on probation as specified in these rules.
- 2.21 'Substantive appointment' shall mean appointment on a substantive post on regular basis including on probation followed by confirmation.
- 2.22 (a) 'Service or Experience' wherever prescribed under these rules for direct recruitment shall mean a condition for appointment to any post shall include the period which the person has worked on such lower post.
(b) 'Service or Experience' wherever prescribed under these rules for promotion shall mean a condition for promotion to any higher post, shall include the period which the person has continuously worked on such lower post on regular basis.
- 2.23 'Competent Authority' shall mean the authority competent to exercise different powers and functions under these Rules.
- 2.24 All other words and expressions, used herein, but not defined in these Rules, unless the context otherwise requires, shall have the same meaning as they have been assigned in the Statutes, Ordinances and Regulations made thereunder or in the relevant rules framed by the Government of India as amended from time to time.

3. **EXTENT OF APPLICATION:**

- 3.1 These Rules shall apply to all appointments of non-teaching posts including Other Academic Staff on regular/tenure/deputation/promotion basis by the University as the case may be.
- 3.2 Instructions issued by the Govt. of India/UGC regarding appointment, conditions of service and admissible emoluments etc. of the non-teaching employees and other academic staff from time to time shall apply mutatis mutandis with due approval of the Executive Council.

4. **CLASSIFICATION OF POSTS:**

- 4.1 Group 'A' (Pay Level 10 and above)
- 4.2 Group 'B' (Pay Level 6 to 9)

4.3 Group 'C' including Multi-Tasking Staff (MTS) (Pay Level 1 to 5)

5. SCHEDULE:

The number of posts, with classification, Pay-Matrix, details of qualification, experience, method of recruitment, age limit, etc. for various posts and any other information relevant to these posts are specified under Schedule-1.

6. APPOINTING AUTHORITY:

The Appointing Authority in respect of various posts in the University shall be as under:

	Appointing Authority	Posts
A.	Executive Council	Permanent appointment to all statutory posts (Group A)
B.	Vice-Chancellor	(i) Permanent appointment to all Group 'A' posts less statutory posts (ii) Permanent appointment to all Group 'B' posts (iii) Temporary appointment to all Group 'A'/ Group 'B' posts
C.	Registrar	(i) Permanent appointment to all Group 'C' posts. (ii) Temporary appointment to all Group 'C' posts.

7. METHOD OF RECRUITMENT:

The recruitment to various posts shall be made by the Appointing Authority by the following methods:

- 7.1. Direct Recruitment
- 7.2. Promotion
- 7.3. Deputation/Absorption
- 7.4. Tenure Appointment

8. AUTHORISED SANCTIONED STRENGTH OF POSTS UNDER VARIOUS CADRES:

- 8.1 The authorized sanctioned strength of the posts under each of the cadres as on the date of notification shall be as specified in Scheduled 1 under these rules.
- 8.2 After notification of these rules, any new post sanctioned by the UGC/MOE from time to time shall be added to the authorized sanctioned strength of posts under respective cadres with due approval of the Executive Council of the University.

9. FUTURE MAINTENANCE OF THE CADRE/POSTS:

- 9.1 All the appointments made through the method of recruitment, mentioned under Rule-7 above, in the University after notification of these rules, shall be made only in accordance with the provision of these rules. The Executive Council may add any other posts and/or Cadre as and when any new post/cadre is sanctioned by UGC / MOE. In case of sanction of new post(s) by UGC/MOE, necessary procedural formalities such as framing of recruitment rules of such posts(wherever necessary) have to be made and approval of the Ministry of Education is required to be obtained. The Executive Council may abolish any post under intimation to UGC. However, for conversion of any post to another post prior approval of UGC shall be required.

9.2 The seniority of the employees borne in each cadre/post specified in these rules shall be maintained by the Registrar of the University and/or other officer authorized for the purpose by the Competent Authority. Notwithstanding anything contained herein, any class or category of posts and incumbents thereof may be placed in any of the offices or establishments, as the case may be, by general or specific order(s) of the Vice-Chancellor or the Registrar.

10. INITIAL CONSTITUTION:

10.1 The employees holding the posts on regular basis in accordance with the prevailing rules i.e. prior to the commencement of these rules shall be deemed to have been appointed in accordance with the provisions of these rules.

10.2 The regular continuous service of the personnel mentioned under sub-rule (1) prior to the initial constitution shall count for the purpose of probation period, qualifying service for promotion, confirmation and pension scheme as applicable in the service.

11. PROCEDURE TO BE ADOPTED FOR RECRUITMENT:

I. ISSUE OF ADVERTISEMENT:

The vacant posts of permanent nature, posts approved under specific schemes of permanent nature, the posts of temporary nature likely to continue, tenure/deputation posts, etc. shall be advertised at an appropriate time, giving at least one insertion in any of the national dailies and one insertion in the University website. The candidates may fill up the prescribed application forms along with the details of qualifications, experience and other requirements as per the procedures to be prescribed by the university and submit the applications duly completed in all respects along with the prescribed application fees, if any, within the stipulated time.

Note:

- (a) *In order to reduce the cost of advertisement, only essential details of the recruitment including the closing date of the application shall be indicated in the advertisement. The closing date may be extended at the discretion of the Vice-Chancellor depending on the exigency of the situation, by notifying on the website only, for which the interested candidates have to be in constant touch with the website of the university.*
- (b) *In addition to the provisions mentioned at Para 11 (I) above, the University at its discretion, may request the Employment Exchange to sponsor candidates for posts as per the prescribed educational qualifications, experience etc.*

II. TIME LIMIT FOR RECRUITMENT PROCESS

The university may ensure that the entire recruitment process including and starting from advertisement, conducting written examination or holding the interview may be completed within six months. (Ref: DoPT O.M.No.Misc.14017/15/2015-Estt.(RR) dated 11.01.2016 duly forwarded by UGC to all central universities vide letter No.F.74-1/2017 (CU) dated 16th October, 2017).

Provided that, if in the opinion of the Vice-Chancellor, the circumstances so warrant, he/she may extend the time limit for the recruitment process by a maximum period of six months.

III. APPLICATION FORM

- (a) Candidates shall be required to download the application forms from the website of the University or submit the applications in the prescribed format online.
- (b) Applications for all the posts shall be entertained only in the prescribed format (Online/Offline), along with the prescribed fee, payable in favour of the **“TERI SAS”** through online/offline payment.
- (c) The schedule of charges for the application form and the prescribed fee shall be determined by the Vice-Chancellor, from time to time. Concessions in application/processing fee, wherever provided, shall be as per Govt. of India norms.
- (d) Receipt of applications after the closing date:**
- The closing date for receipt of applications shall ordinarily be 30 days from the date of release of advertisement on the university website. However, the Vice-Chancellor may, at his discretion, decide the extension of the closing date for receipt of applications, keeping in view the exigency of the situation before the closing date is over. Incomplete applications, and the applications received after the due date, shall not be entertained.
 - The Vice-Chancellor may, however, allow the acceptance of any application received after the closing date, subject to production of proof to his/her satisfaction that the application along with the enclosures and the remittance details, if any was posted by the candidate on or before the closing date.
 - In case the closing date is a holiday, the next working day shall be treated as the closing date. Incomplete applications and applications not submitted in the prescribed format, not with the prescribed fee, self-certified enclosures, etc. shall be summarily rejected.
- (e) The application should be addressed to “The Registrar, **“TERI SAS”** in a closed cover super-scribing "Application for the post of.....”.
- (f) Holding of Written/Skill Tests:**
- While filling up the posts under direct recruitment, the University shall hold the written and/or Skill tests for all Group “B” and “C” Non-Teaching posts.
 - The written test may comprise Reasoning Ability, Simple Arithmetic, General Knowledge, Domain Knowledge of the Establishment, Accounts, Examinations,

Language proficiency in English and Hindi, etc. wherever applicable, noting and drafting etc. and/or skill tests, or any other type of test depending upon the job requirements (such as posts under Technical/Laboratory services, Engineering, Information and Communication Technology, Library services etc.) to be decided by the University.

- The University may conduct written tests in two stages (i) an objective type test (Paper I) carrying 100 marks, and (ii) a descriptive-type test (Paper II) carrying 100 marks.
- The minimum qualifying marks to be secured in Paper I shall be 40%. The answer scripts of the candidates for the descriptive test shall be evaluated only in respect of those candidates who secure the minimum qualifying marks in Paper I. The candidates who secure 50% marks in Paper II shall be called for the skill test/interview, wherever applicable.
- The marks allocated for the skill test, wherever applicable, shall be 50 and the minimum qualifying marks in the skill test shall be 25. The merit list of the candidates shall be drawn based on the performance in Paper I (Objective Type Test) and Paper II (Descriptive test) and Interview (wherever applicable) subject to qualifying the skill test, wherever applicable.

Notwithstanding the above, TERI SAS at its discretion may hold single written test (Descriptive Test) and skill test, wherever applicable, depending upon the number of candidates, job requirements (such as posts under Technical/Laboratory services, Engineering, Information and Communication Technology, Library services etc.)

- (g) The marks allocated for the interview wherever applicable shall be 20% of the total marks and shall be added to the marks scored in Paper I and Paper II or single written (descriptive test) test as the case may be for the preparation of the merit list.
- (h) The competent authority to frame the syllabi for the tests, skill tests, modalities for carrying out the tests, evaluation, etc., shall be the Vice-Chancellor.
- (i) Relaxation in qualifying marks or any other relaxation in the test, if any for the reserved categories shall be extended as per the Govt. of India guidelines as amended from time to time.
- (j) **TERI SAS** may at its discretion adopt appropriate procedures for recruitment to Group 'A' non-teaching posts on similar lines as given above.

12. COMPOSITION AND FUNCTIONS OF THE SELECTION COMMITTEE:

- 12.1 The Composition of Selection Committee shall be as prescribed in the Statutes/Ordinances/UGC Regulations/Notifications/Guidelines/Schedule of CRRs.
- 12.2 The recommendations of the Selection Committee shall be submitted to the Appointing Authority for consideration and approval.
- 12.3 If two or more candidates are recommended by the Selection Committee, the recommendations shall be made in order of merit.

12.4 No recommendation shall be made by the selection committee with any condition attached to it.

13. QUALIFICATION AND EXPERIENCE:

The qualification(essential and desirable) and experience required shall be as indicated in the Schedule. The qualification prescribed in the schedule for each of the post shall be the minimum qualification.

14. AGE LIMIT:

The upper age limit for appointment to various posts shall be as specified in the Schedule. The crucial date for determining the age shall be the closing date of the application.

15. CONSTITUTION AND ROLE OF SCREENING COMMITTEE:

- The Vice-Chancellor may constitute a Screening Committee by including at least one outside expert in the relevant field, in addition to the internal members.
- The Member-Secretary to the Screening Committee shall be nominated by the Vice-Chancellor. It shall be the duty of the Member-Secretary to place the relevant documents/rules/guidelines, etc., relating to the selection before the Screening Committee.
- The Screening Committee shall screen the applications and shortlist the candidates in accordance with the eligibility criteria, prescribed in the advertisement and as per recruitment rules. Except for the posts of Registrar, Finance Officer, Controller of Examination, Librarian, Director of Physical Education, it must be ensured that the ratio of the number of vacant posts to be filled and the number of candidates to be called for interview does not exceed 1:15. In order to comply with this requirement of maximum ratio, the Screening committee may fix higher criteria at its discretion for the candidates.
- If minimum three eligible applicants are not available for any vacancy to appear for the written test/interview, the post shall be re-advertised at-least twice after which the University may take appropriate action with regard to the selection.
- This condition shall not be insisted upon in case of selection on deputation (without absorption). In case of posts in which there is a provision for holding a common written test, all the eligible candidates, subject to the minimum 3, may be called for the written test notwithstanding the maximum prescribed ratio. However, the successful candidates in the written test may be called for interview, wherever required in order of merit subject to maximum ratio of 1:15.
- The Screening Committee(s) may at its discretion, recommend the candidate for the post on conditional basis and the conditions must be complied with, by the candidate before the written test/skill test/interview as the case may be. Till such time, the candidature of the candidate shall continue to remain provisional.

Note: The Acting/In-charge Vice-Chancellor shall not make any appointment to permanent non-teaching positions. However, the Acting/In-charge Vice-Chancellor may constitute a Screening Committee/Selection Committee for the appointment of temporary posts as per MHRD (now MoE) letter F. No. 19-58/2014-Desk (U) dated 09/01/2014 subject to approval of the Executive Council.

16. CONSTITUTION OF SELECTION COMMITTEES / DEPARTMENTAL PROMOTION COMMITTEES/ DEPARTMENTAL CONFIRMATION COMMITTEES *

The Constitution of the Selection Committees and Departmental Promotion Committees (DPC)/ Departmental Confirmation Committees* are specified in the Schedule-2. The Vice- Chancellor, at his discretion, may include the Head or any other senior member of the unit concerned (in the absence of the Head of the Unit) in the Selection Committee/Departmental Promotion Committee at the time of selection/promotion to any post in the University. Any other member/members can also be included in the Selection Committee/Departmental Promotion Committee as per the GoI/UGC guidelines.

(* Ref: DoPT O.M.No.AB.14017/21/2011-Estt.(RR) dated 10th May, 2013)

A person shall be disqualified for sitting as a member of any Selection/Departmental Promotion Committee and Departmental Confirmation Committee and from taking part in any selection/promotion process under these Rules, if he is related to any candidate or there would be any conflict of interest in case of his association with the selection process. For this purpose, the **TERI SAS** shall obtain an undertaking to this effect from the member concerned prior to the commencement of the selection process as per Govt. of India norms.

17. QUORUM:

17.1 The Quorum for the Selection Committee/Departmental Promotion Committee/Departmental Confirmation Committee prescribed under the UGC Regulations/Notifications/Statutes of the University/Instructions shall be applicable *mutatis mutandis* as amended from time to time.

17.2 For other posts, two-thirds of the members present shall form the quorum for the meeting of a Selection Committee, which shall include the Chairperson, the Chancellor's nominee (wherever applicable), at least one external expert out of the two Experts or at least two external experts out of three Experts and one representative from the respective prescribed category as per GOI norms.

18. DIRECT RECRUITMENT BY OPEN SELECTION:

18.1 Wherever the UGC guidelines in respect of any particular non-teaching post are not available or framed, the University shall frame its own recruitment rules, laying down the qualifications, experience and nature of duties, etc., according to the requirements and suitability of the post.

18.2 Recruitment to any regular post in the University shall be made on the recommendations of a duly-constituted Selection Committee, as prescribed under these rules.

18.3 The Chairman shall be entitled to vote at the Selection Committee meeting and, in case of a tie, shall have a casting vote.

18.4 In case two or more candidates are recommended for appointment, the recommendation shall be in order of merit.

18.5 The recommendations of the Selection Committee for Statutory posts and other Group 'A' academic posts covered under the UGC Regulations, 2018 as amended from time to time (such as Librarian, Deputy Librarian, Director of Physical Education, Deputy Director of Physical Education, Assistant Librarian, Assistant Director of Physical Education, etc.) shall be

placed before the Executive Council for approval. If the Executive Council is unable to accept the recommendations made by a Selection Committee, it shall record its reasons and submit the case to the chancellor for final orders as prescribed under Statutes.

- 18.6** The recommendations of the Selection Committee for non-statutory Group 'A', 'B' & Group 'C' posts shall be placed before the competent authority as prescribed under these rules for consideration and approval. In case the recommendations of the Selection Committee are not accepted, the reason(s) for non-acceptance of such recommendations shall be recorded and submitted to Executive Council. The power to reject the recommendations of the Selection Committee shall rest with the Executive Council and the decision of the Executive Council shall be final.

19. SENIORITY:

The seniority of each candidate in the respective cadre shall be determined on the basis of his/her position in the merit list recommended by the Selection Committee and in accordance with the relevant rules of the Govt of India/UGC.

20. APPOINTMENT AND JOINING TIME:

- 20.1** The appointment of a candidate shall be subject to the verification of antecedents, educational qualifications, experience and medical fitness.
- 20.2** An offer of appointment issued by the TERI SAS should clearly specify the period (which shall not normally exceed three months) after which the offer would lapse automatically if the candidate did not join within the specified period.
- 20.3** If, however, within the specified period, a request is received from the candidate for extension of time, it may be considered by the University but extension beyond three months shall not be ordinarily granted. It may however be granted by the competent authority only as an exception where facts and circumstances so warrant. In any case extension may be given only up to a maximum of six months from the date of issue of the original offer of appointment. An offer of appointment would lapse automatically after expiry of six months from the date of issue of the original offer of appointment. The candidate who joins within the above-mentioned period of six months shall have his seniority fixed under the seniority rules applicable to the service/post concerned to which he/she is appointed, without any suppression of seniority.

21. GENERAL TERMS AND CONDITIONS OF RECRUITMENT:

- 21.1** Candidate who is already in service shall submit his application through proper channel along with vigilance clearance certificate from the competent authority. However, he may send an advance copy of his application and in case his application is not forwarded due to whatever reasons till the time of written test or interview as the case may be, he/she, should produce a "No Objection Certificate along with the Vigilance Clearance Certificate in a sealed cover" from the employer.
- 21.2** The application for appointment on deputation shall be forwarded by the employer along with the Annual Performance Appraisal Reports (APARs)/ACR for the preceding five years and Vigilance Clearance Certificate, duly certified by the Competent Authority.
- 21.3** It shall be the responsibility of the candidate to ascertain his/her own eligibility for the post for which he/she is applying in accordance with the prescribed qualifications, experience,

etc., and submit his application duly filled-in, along with the desired information and documents as per the advertisement. Suppression of factual information, supply of fake documents, providing false or misleading information or canvassing in any manner on the part of the candidates shall lead to his disqualification. In case, it is detected at any point of time in future, even after appointment, that the candidate was not eligible, his appointment shall be liable to termination forthwith as per this clause. This must be mentioned in the letter of offer and appointment clearly. Acceptance of documents submitted by an applicant shall be subject to verification by the competent authority at any point of time even after joining the employment. If any document is found to be false/fake/incorrect either before or after appointment, the document shall be summarily rejected or action may be initiated against the candidate which shall lead to cancellation of his appointment, as the case may be.

- 21.4** The person appointed against any post shall be governed by the Act/Statutes/Ordinances/Rules of the University and also the CCS (Conduct) Rules, 1964, CCS (CCA) Rule,1965 or any other rules of the Government of India, as amended from time to time and any other rule/resolution prescribed specifically for maintaining the conduct of the employees by the Executive Council of the University.
- 21.5** The appointment of a candidate shall be subject to verification of character and antecedents by the competent authority. Until the verification of character and antecedents reports are received, the appointment shall be treated as provisional. In case the report/s with regard to his conduct, character, antecedents, etc., is found to be unsatisfactory, the appointment shall be cancelled/terminated forth with.
- 21.6** Canvassing in any form on behalf of any candidate shall be treated as a disqualification which shall lead to cancellation of candidature.
- 21.7** The selected candidate shall produce a medical fitness certificate issued by a Govt. Hospital/or Govt./CGHS empaneled Hospital duly countersigned by the concerned civil surgeon or the Medical Superintendent/Director of the concerned hospital for Group B and C post and certificate from the Medical Board issued by a Govt. Hospital/or Govt./CGHS empaneled Hospital for Group A post as the case may be prior to his joining.
- 21.8** The terms and conditions of appointment shall be communicated to the candidate in the form of 'Offer of Appointment' to the selected candidates. If the candidate does not accept the terms and conditions mentioned in the offer of appointment within the stipulated time, the offer shall be treated as withdrawn.
- 21.9** The selected candidates shall be required to perform duties as per the Rules of the University, as amended from time to time. The University shall be free to assign any duty as per the exigency of the situation at any time even during non-working hours/holidays which the employee shall have to perform without fail to avoid any disciplinary action.
- 21.10** The minimum educational qualification and experience, constitution of Selection Committee, prescribed quota, method of recruitment or any other eligibility criteria, etc. for direct recruitment or promotion/under career progression scheme, wherever applicable on the posts of Registrar, Finance Officer, Controller of Examinations, Librarian, Deputy Registrar, Assistant Registrar, Assistant Librarian, etc. and equivalent posts shall be governed strictly as per the UGC's guidelines/regulations. Any amendment to the Notification/Regulations/Guidelines of the UGC/Government of India in future shall be adopted *mutatis-*

mutandis by the University for Implementation in supersession of the existing provisions already adopted and incorporated in these Rules.

21.11 At the time of recruitment, a 'Service Agreement' shall be executed between the University and the employee concerned and a copy of the same shall be kept with the Registrar. Such service agreement shall be duly stamped as per the rates applicable.

21.12 The candidate shall bring all original certificates relating to his age, qualifications, experience, etc. at the time of tests or interview wherever applicable. In case the candidate fails to submit the

original documents for verification of the certified photocopies of the enclosures to his application, he may not be allowed to appear at the tests/interview and his candidature may be treated as cancelled without any further communication in this regard.

21.13 (i) The details of the vacancies shall be indicated in the advertisement. The University may also include the details with regard to anticipated vacancies arising due to retirement of employee(s) of that particular year or any case of voluntary retirement or resignation for which the employee has served notice prior to the issue of advertisement shall be included in the instant advertisement. The University reserves the right to fill or not to fill up the posts advertised for any reasons whatsoever. **However, the number of posts filled up shall not exceed the number of posts advertised including anticipated vacancies.**

(ii) **The University may draw a reserved panel to fill up a post. In case a candidate on higher merit regrets to join within a period of six months or resigns/dies after joining, within a period of one year, the offer shall be made to the next candidate in the merit list, (if otherwise in order), to reduce the delay in filling up of the vacancies. Such a vacancy should not be treated as fresh vacancy.**

(Reference: DoPT OM No.41010/18/97-Estt(B) dated 13th June, 2000)

(iii) The University reserves the right to withdraw an advertisement, either partly or wholly, at any time without assigning any reason.

(iv) If any advertisement for any post is withdrawn by the University, the application fee collected from the candidates shall be refunded within a reasonable period of time.

(v) In case of any ambiguity pertaining to the eligibility criteria for any post, the decision of the Executive Council shall be final.

22. DEPUTATION:

The University may fill up any post on deputation by drawing officers from Govt. of India/Autonomous Bodies/PSUs as per UGC/GOI Rules. The officer to be considered for deputation against any post below Pay Level-14 must be less than 56 years of age and Pay Level-14 and above must be less than 58 years of age. In case the appointment is made on deputation by following the due process of selection prescribed for the post under the Cadre Recruitment Rules, the incumbent may be allowed to continue for the period as prescribed by the Govt. of India from time to time or till he attains the age of superannuation prescribed for that particular cadre, whichever is earlier. An appointment on deputation may be made initially for a period of three years (except statutory posts) which may be extended further at the discretion of the Competent Authority subject to satisfactory performance. The University, however, shall have the right to repatriate all incumbents, including the incumbents holding the statutory posts, at any time even before the prescribed period in case his performance, integrity or conduct are

found to be unsatisfactory at any stage, in the opinion of the competent authority.

Ordinarily, no person working on deputation shall be absorbed in any post of the University after expiry of his period of deputation. In case, it is decided in the interest of the University to absorb any such person, then the University may take up the matter with his parent organisation for concurrence after obtaining the option of the employee concerned subject to the condition that the matter of absorption is specifically mentioned in the advertisement. After obtaining the consent of the parent department, the case shall be placed before the Competent Authority for a final decision. In case he is absorbed in the University, he shall be assigned the bottom seniority of that particular cadre as per the Govt. of India rules.

23. PROBATION:

23.1 In case of direct recruitment, the selected candidate shall be kept on probation for a period as specified in these rules. The date from which confirmation should be given effect is the date following the date of satisfactory completion of the prescribed period of probation or the extended period of probation, as the case may be. The decision to confirm the probationer or to extend the period of probation as the case may be should be communicated to the probationer normally within 6 to 8 weeks prior to the completion of Probation period. Probation should not be extended for more than a year and, in nocircumstances, an employee should be kept on probation for more than double the normal prescribed period of probation. The officer will be deemed to have successfully completed the probation period if no order confirming, discharging or reverting the officer is issued within eight weeks after expiry of double the normal period of prescribed probation. On completion of the probation period or any extension thereof, employees shall, if considered fit for permanent appointment, be retained in the appointments on regular basis and be confirmed against the available substantive vacancies as the case may be. In case there is noperceivable improvement despite all this, his/her services shall be discharged by givinghim/her one month's notice in advance or on payment of one month's salary in lieu of notice. The employee concerned may also exercise his/her option to resign by giving one month's notice.

As regards other matters relating to probation, the employee will be governed by the instructions issued by the Government of India in this regard from time to time.

23.2 In the case of promotion to the next higher group, the employee(s) shall be kept on probation for a period of two yearsfrom the date of joining. The appointing authority may at its discretion, extend the period of probation by one year on ground of non-performance, misconduct or misbehaviour or if he/she fails to comply with the terms and conditions of the appointment to the post to which he/she was promoted. In case there is no perceivable improvement despite all this, he shall be reverted to his parent post, with immediate effect, and consequently all theemployeespromoted against the consequential vacancies due to the promotion of this employee shall be reverted to their respective parent posts, in case they cannot be adjusted in any other similar vacant posts. However, there shall not be any probation for promotion within the same group.

Note:

- (i) *If an employee who has been recruited/promoted to any post, avail himself of leave on a piecemeal basis, or at a time for a period of two months or more during the period of probation, his probation shall be extended proportionately, i.e., equal to the total period of leave availed by the employee concerned.*

- (ii) *In order to avoid any anomalous situation, all cases of probation of the officials should be reviewed in every six months. In case, the result of review of performance of an official is found to be unsatisfactory, or not up to the mark, he shall be apprised of the consequences of unsatisfactory performance during the period of probation. Such an appraisal should be issued in advance after which the performance of the official concerned should be continuously kept under observation.*
- (iii) *Notwithstanding anything contained in the above-mentioned provision, if a probationer is placed under suspension during the period of probation, the period of probation may be extended till such period as the appointing authority deems fit in the circumstances.*
- (iv) *As for temporary Government servants they should, as a matter of rule, be asked to resign from the parent department/office at the time of release from the parent department/office. An undertaking to the effect that he/she will resign from the parent department/office, in the event of his/her selection and appointment to the post applied for, may be taken from his/her at the time of forwarding the application. This procedure is to be followed even in case of a temporary Government servant applying as a direct recruit for a post in the same organisation.*
- (v) *An employee of the University shall be confirmed through Departmental Confirmation Committee.*
- (vi) *An employee of the University shall not be confirmed on his post unless and until he signs the 'Service Agreement'.*
- (vii) *There shall be no probation in the case of an employee appointed to a post on deputation, tenure or on re-employment after superannuation.*
- (viii) *The appointing authority shall record the reasons in writing while terminating the appointment of a probationer or extension of the normal period of probation.*

24. APPLICATION OF GOVT. OF INDIA RULES/ UGC REGULATIONS:

If any particular provision concerning the qualifications for recruitment and promotion or seniority under these Rules is silent, the corresponding rules operating in the Govt. of India/UGC, or the qualifications prescribed by the Govt. of India/UGC shall apply mutatis mutandis.

Further, the Pay Matrix contained in the Schedules for various posts shall be revised as per the GOI/UGC regulations/guidelines as amended from time to time.

25. POWER TO RELAX:

25.1 Relaxation in age, experience, qualifying marks, etc., may be granted to the candidates belonging to the Schedule Caste/Schedule Tribes/OBC/PwBD or any other reserved category for reserved posts as per the UGC/Govt. of India guidelines. A certificate to this effect issued from the competent authority should be attached with the prescribed application form. Wherever a relaxation of qualification, including percentage of marks, is permitted under the UGC/Govt. of India guidelines, such relaxation shall also be considered in appropriate cases subject to recommendations of the Screening Committee.

25.2 The relaxation in age shall also be given in respect of the following categories as mentioned against each:

S.No.	Category of Persons	Extent of age relaxation
1.	Regular Employees of the Central Govt/State Govt./Central Universities/UGC maintained deemed to be Universities/other Central/State autonomous bodies/organisations/Institutions.	As per Government of India rules.
2.	Ex-Servicemen	

The upper age limit for appointment of Group 'C' posts is relaxable for Group 'C' and erstwhile Group 'D' departmental candidates up to 40 years in case of General candidates and 45 years in case of candidates belonging the SC/ST who has rendered three years continuous regular service in university in accordance with the instructions or orders issued by the Govt. of India.

26. DISQUALIFICATION:

The following categories of persons shall not be eligible to apply for any position in the University:

- 26.1** Who has been convicted by any Court of Law or any criminal proceedings are pending against him;
- 26.2** Who is a person of unsound mind and questionable conduct or not medically fit to perform his duties.
- 26.3** Who has entered into or contracted a marriage with a person having a living spouse; Provided that the Competent Authority of the University may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for doing so, exempt any person from the operation of these rules;
- 26.4** Who is not a citizen of India; and
- 26.5** Any other category of person disqualified for appointment by the Govt. of India/State Govt./UGC from time to time.

27. VIGILANCE CLEARANCE:

- 27.1** Candidate who is already in service shall submit the Vigilance Clearance Certificate from the employer or his authorised officer, to the effect that no disciplinary/criminal proceedings are pending or contemplated against him. It shall be directly sent by the parent department or be handed over to the employee concerned in sealed cover at the time of written/skill test/interview as applicable or along with the application.
- 27.2** Wilful suppression of factual information or any document relating to the eligibility or otherwise as a candidate, followed by supply of fake documents or misleading statement or information in the application or tampering with the documents or providing such information relating to the achievements, caste, educational qualifications, experience or domicile, etc., the Chief Vigilance Officer of the University shall have the powers to investigate/inquire into the matter and submit his report to the Vice-Chancellor for further action at any stage of recruitment process or employment. If any of these acts is found to be true, the candidate shall be disqualified for appointment to the post or if already appointed, his/her services shall

be liable to be terminated, with immediate effect after adhering to the procedures.

27.3 Notwithstanding the provisions of para 10 in Schedule 2 of the CRR, wherever, there is only one sanctioned post in any cadre, the post shall be filled through direct recruitment only.

28. REMOVAL OF DIFFICULTIES:

If any difficulty arises in the implementation or operation of any of the provision of these rules, the Vice-Chancellor may, from time to time issue with the approval of the Executive Council, such general or specific directions but not inconsistent with the provisions of the Act, Statutes, Ordinances or directives of the Government of India, Ministry of Education/University Grants Commission, which appear to be necessary for the purpose of removing such difficulty.

29. INTERPRETATION:

Any ambiguity or lack of clarity with regard to any clause of the Rules, the matter may be referred to UGC for clarification.

30. AMENDMENT OF RULES:

Amendment, modification, changes, withdrawal, suspension and relaxation in any or all of provisions of these Rules shall be done with prior approval of Govt. of India/UGC.

31. RESIDUARY MATTERS:

In regard to the matters not specified or referred to in these rules, the corresponding provisions as provided by the UGC for their employees or as prescribed by the Govt. of India relating to its employees, as amended from time to time, shall be followed. In case any particular provision in these Rules is in conflict with any provision of the UGC Regulations/guidelines or Govt. of India Orders, the provisions of the UGC Regulations/guidelines or Govt. of India Orders shall prevail.

32. TERRITORIAL JURISDICTION:

In case of any dispute, the territorial jurisdiction for adjudication shall be the **High Court New Delhi**

33. REPEAL:

All the existing rules and orders in relation to the matters covered under these rules shall stand repealed but any action already taken pursuant to such existing rules and orders shall be deemed to have been taken under these rules.

**Selection Committee for Direct Recruitment /Departmental Promotion
Committee/Departmental Confirmation Committee
of Non-Teaching Employees**

(1) Following shall be the constitution of the Selection Committees:

(a) For **Group 'A'** posts (other than statutory posts and those covered under UGC Regulations):

1.	Vice-Chancellor/ProVice-Chancellor* (*in the absence of Vice-Chancellor)	:	Chairperson
2.	Two experts, not in service of the University, nominated by the Vice-Chancellor out of the panel approved by the EC.	:	Member
3	Head of the Unit/Department	:	Member
4	One member of the EC nominated by it.	:	Member
5	A representative of SC/ST/OBC/Minority#/Women/PwBD, if any of the candidates belonging to these categories, to be nominated by the Vice-Chancellor, if any of the above members of the Selection Committee do not belong to the same category.	:	Member
6	Registrar	:	Member

(b) For **Group 'B'** posts:

1.	ProVice-Chancellor/Registrar* (*in the absence of Pro Vice-Chancellor)	:	Chairperson
2.	Two experts, not in the service of the University, nominated by the Vice-Chancellor out of the panel approved by the EC.	:	Member
3	Head of the Unit/ Department	:	Member
4	A representative of SC/ST/OBC/Minority#/Women/PwBD, if any of the candidates belonging to these categories, to be nominated by the Vice-Chancellor, if any of the above members of the Selection Committee do not belong to the same category.	:	Member
5	Registrar/Joint Registrar/Deputy Registrar	:	Member

(c) For **Group 'C'** posts:

1.	Registrar	:	Chairperson
2.	Two experts, not in service of the University, nominated by the Vice-Chancellor out of the panel approved by the EC.	:	Member
3	Head of the Unit/Department	:	Member
4	A representative of SC/ST/OBC/Minority/Women/PwBD, if any of the candidates belonging to these categories, to be nominated by the Vice-Chancellor, if any of the above members of the Selection Committee do not belong to the same category.	:	Member
5	Joint Registrar/Deputy Registrar	:	Member

(2) Following shall be the constitution of the Departmental Promotion Committee:

(a) For **Group 'A'** posts (other than statutory posts):

1.	Vice-Chancellor/Pro Vice-Chancellor* (*in the absence of Vice Chancellor)	:	Chairperson
2.	One expert, not in service of the University, nominated by the Vice-Chancellor	:	Member
3.	Head of the concerned Unit/Department	:	Member
4.	A representative of SC/ST/OBC/Minority/Women/PwBD, if any of the candidates belonging to these categories, to be nominated by the Vice-Chancellor, if any of the above members of the Selection Committee do not belong to the same category.	:	Member
5.	Registrar	:	Member

(b) For **Group 'B'**:

1.	ProVice-Chancellor/Registrar* (*in the absence of Pro Vice-Chancellor)	:	Chairperson
2.	One expert, not in service of the University, nominated by the Vice-Chancellor	:	Member
3.	Head of the concerned Unit/Department	:	Member
4.	A representative of SC/ST/OBC/Minority/Women/PwBD, if any of the candidates belonging to these categories, to be nominated by the Vice-Chancellor, if any of the above members of the Selection Committee do not belong to the same category.	:	Member
5.	Registrar/Joint Registrar/Deputy Registrar	:	Member

(c) For **Group 'C'**:

1.	Registrar	:	Chairperson
2.	One expert, not in service of the University, nominated by the Vice-Chancellor	:	Member
3.	Head of the concerned Unit/Department	:	Member
4.	A representative of SC/ST/OBC/Minority#/Women/PwBD, if any of the candidates belonging to these categories, to be nominated by the Vice-Chancellor, if any of the above members of the Selection Committee do not belong to the same category.	:	Member
5	Joint Registrar/Deputy Registrar of the unit concerned	:	Member

(3) Following shall be the constitution of the Departmental Confirmation Committee:

(a) For **Group 'A'** posts (other than statutory posts):

1.	Vice-Chancellor/Pro Vice-Chancellor* (*in the absence of Vice-Chancellor)	:	Chairperson
2.	Head of the concerned Unit/Department	:	Member
3.	A representative of SC/ST/OBC/Minority/Women/PwBD, if any of the candidates belonging to these categories, to be nominated by the Vice-Chancellor, if any of the above members of the Selection Committee do not belong to the same category.	:	Member
4	Registrar	:	Member

(b) For **Group 'B'** posts:

1.	ProVice-Chancellor/Registrar* (*in the absence of Pro Vice-Chancellor)	:	Chairperson
2.	Head of the concerned Unit/Department	:	Member

3.	A representative of SC/ST/OBC/Minority/Women/PwBD, if any of the candidates belonging to these categories, to be nominated by the Vice-Chancellor, if any of the above members of the Selection Committee do not belong to the same category.	:	Member
4.	Registrar/Joint Registrar/Deputy Registrar		Member

(c) For **Group 'C'** posts:

1.	Registrar	:	Chairperson
2.	Head of the concerned Unit/Department	:	Member
3.	A representative of SC/ST/OBC/Minority/Women/PwBD, if any of the candidates belonging to these categories, to be nominated by the Vice-Chancellor, if any of the above members of the Selection Committee do not belong to the same category.	:	Member
4.	Joint Registrar/Deputy Registrar of the unit concerned	:	Member

The representative of the Minority shall be associated in the Selection Committee if the number of vacancies is 10 or more than 10.

Quorum:

Two-thirds of the members shall form the quorum for the meeting of a Selection Committee, which shall include the Chairperson, the Vice-Chancellor's nominee (wherever applicable), at least one external expert out of the two experts and one representative from the respective reserved category as per requirement.

Two-thirds of the members shall form the quorum for the meeting of a Departmental Promotion Committee/Departmental Confirmation Committee.

REGISTRAR

1	Name of Post	Registrar
2	Number of Post	1 (One)
3	Classification	Group 'A'
4	Scale of Pay/Pay Band / Grade Pay	Level 14
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	Preferably below 57 years
7	Educational and other qualifications required for direct recruits	<p>Essential:</p> <p>i) Master's degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.</p> <p>ii) At least 15 years of experience as Assistant Professor in the Academic Level 11 and above or with 8 years of service in the Academic Level 12 and above including as Associate Professor along with experience in educational administration</p> <p style="text-align: center;">or</p> <p>Comparable experience in research establishment and/ or other institutions of higher education,</p> <p style="text-align: center;">or</p> <p>15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.</p>
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	Not Applicable
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	<p>Direct/Deputation for a tenure of five years or till attaining the age of superannuation i.e. 62 years, whichever is earlier</p> <p>(Eligible for reappointment after observance of due selection process)</p>
11	In case of recruitment by promotion/ deputation / absorption, grades from which promotion / deputation / absorption to be made	<p>Deputation:</p> <p>Qualifications & Experience: As indicated at col. 7.</p> <p>Grade: Holding analogous post or eight years' experience at Pay Level-12</p> <p>Selection Committee: As at column 12.</p>

12	Composition of DPC or Selection Committee	As per Act/Statutes /UGC Notification
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FINANCE OFFICER

1	Name of Post	Finance Officer
2	Number of Post	1 (One)
3	Classification	Group 'A'
4	Scale of Pay/Pay Band / Grade Pay	Level 14
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	Preferably below 57 years
7	Educational and other qualifications required for direct recruits	<p>Essential:</p> <p>i) Master's degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.</p> <p>ii) At least 15 years of experience as Assistant Professor in the Academic Level 11 and above or with 8 years of service in the Academic Level 12 and above including as Associate Professor along with experience in educational administration</p> <p style="text-align: center;">or</p> <p>Comparable experience in research establishment and/ or other institutions of higher education,</p> <p style="text-align: center;">or</p> <p>15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.</p>
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	Not Applicable
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct/Deputation for a tenure of five years or till attaining the age of superannuation i.e. 62 years, whichever is earlier (Eligible for reappointment after observance of due selection process)

11	In case of recruitment by promotion/ deputation / absorption, grades from which promotion / deputation / absorption to be made	<p><u>Deputation:</u> Appointment preferably by drawing officers not below the Level 12 belonging to the Indian Audit and Accounts services or other similar organized Services in Central/ State Govt. or University System/ Other organisation subject to fulfilment of qualification as indicated under col. 7 on Deputation for a tenure of 5 years or till attaining the age of 62 years, whichever is earlier. Note: The Selection Committee for deputation shall be the same as at column 12.</p>
12	Composition of DPC or Selection Committee	As per Act/Statutes /UGC Notification

CONTROLLER OF EXAMINATIONS

1	Name of Post	Controller of Examinations
2	Number of Post	1 (One)
3	Classification	Group 'A'
4	Scale of Pay/Pay Band / Grade Pay	Level 14
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	Preferably below 57 years
7	Educational and other qualifications required for direct recruits	<p>Essential:</p> <p>i) Master's degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.</p> <p>ii) At least 15 years of experience as Assistant Professor in the Academic Level 11 and above or with 8 years of service in the Academic Level 12 and above including as Associate Professor along with experience in educational administration</p> <p style="text-align: center;">or</p> <p>Comparable experience in research establishment and/ or other institutions of higher education,</p> <p style="text-align: center;">or</p> <p>15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.</p>
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	Not Applicable
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	<p>Direct/Deputation for a tenure of five years or till attaining the age of superannuation i.e. 62 years, whichever is earlier</p> <p>(Eligible for reappointment after observance of due selection process)</p>

11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/ absorption to be made	Deputation: Qualifications & Experience: As indicated at col. 7. Grade: Holding analogous post or eight years' experience at PayLevel-12 Selection Committee: As at column 12.
12	Composition of DPC or Selection Committee	As per Act/Statutes /UGC Notification

DEPUTY REGISTRAR

1	Name of Post	Deputy Registrar
2	Number of Post (s)	As per the UGC approved sanctioned strength of the University
3	Classification	Group – A
4	Scale of Pay/Pay Band / Grade Pay	Level 12
5	Whether Selection or non-selection post	Selection Not applicable in case of Direct Recruitment/Deputation
6	Age Limit for Direct Recruits	50 Years
7	Educational and other qualifications required for direct recruits	Essential Qualifications: i. Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed. ii. Five years of experience as Assistant Registrar or in equivalent post in the Pay Level 10 and above.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Age: No Academic Qualification: Must possess at least Bachelor's degree from a recognized University.
9	Period of probation, if any	One year
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	75% by Direct Recruitment 25% by promotion, failing which by deputation. (Ref: MHRD Letter No.1-7/2015-.U.II (2) dated 02/11/2017)
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Promotion: Assistant Registrar with five years regular service in Pay Level 11. Deputation: Officers holding analogous posts on regular basis or with five years regular service in Pay Level 11 or with eight years regular service in Pay Level 10 in the Central/State Government, Universities and other autonomous organisations.
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.

ASSISTANT REGISTRAR

1	Name of Post	Assistant Registrar
2	Number of Post (s)	As per the UGC approved sanctioned strength of the University
3	Classification	Group – A
4	Scale of Pay/Pay Band / Grade Pay	Level 10
5	Whether Selection or non-selection post	Selection Not applicable in case of Direct Recruitment/Deputation
6	Age Limit for Direct Recruits	40 Years
7	Educational and other qualifications required for direct Recruits	Essential Qualifications: I. Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed. II. The appointment under direct recruitment shall be made through an All India open competition by conducting a written test and interview.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Age: No Qualification: No, but must possess at least Bachelor's degree from arecognized University/Institute.
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	50% by direct recruitment 50% by promotion, failing which by deputation/direct recruitment.
11	In case of recruitment by promotion/ deputation / absorption, grades from which promotion / deputation / absorption to be made	Promotion: 5 years of regular service as Section Officer / PrivateSecretary (pay level 7 & above). Deputation: Officers holding analogous posts on regular basis or with 5 years regular service in lower grades position in Level 7/Level 8 in the Central /State Government, Universities and other autonomous organizations. Knowledge of Computer Applications
12	Composition of DPC or Selection Committee	As per schedule II of these Rules

ADMINISTRATIVE OFFICER (IN COLLEGES)

1	Name of Post	Administrative Officer (In Colleges)
2	Number of Post (s)	As per the UGC approved sanctioned strength of the University
3	Classification	Group – A
4	Scale of Pay/Pay Band / Grade Pay	Level 10
5	Whether Selection or non-selection post	Selection Not applicable in case of Direct Recruitment/Deputation
6	Age Limit for Direct Recruits	40 Years
7	Educational and other qualifications required for direct Recruits	Essential Qualifications: 1. Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed. 2. The appointment under direct recruitment shall be made through an All India open competition by conducting a written test and interview.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Age: No Academic Qualification: No, but must possess at least Bachelor's degree from a recognized University/Institute.
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	50% by direct recruitment 50% by promotion, failing which by deputation/direct recruitment.
11	In case of recruitment by promotion/ deputation / absorption, grades from which promotion / deputation / absorption to be made	Promotion: 5 years of regular service as Section Officer / Private Secretary (pay level 7 & above). Deputation: Officers holding analogous posts on regular basis or with 5 years regular service in lower grades position in Level 7/Level 8 in the Central /State Government, Universities and other autonomous organizations. Knowledge of Computer Applications
12	Composition of DPC or Selection Committee	As per schedule II of these Rules

SECTION OFFICER

1	Name of Post	Section Officer
2	Number of Post (s)	As per the UGC approved sanctioned strength of the University
3	Classification	Group – B
4	Scale of Pay/Pay Band / Grade Pay	Level 7
5	Whether Selection or non-selection post	Selection Not Applicable in case of Direct Recruitment/Deputation
6	Age Limit for Direct Recruits	35 Years
7	Educational and other qualifications required for direct recruits	Essential Qualifications: i) A Bachelor's Degree in any discipline from any recognised Institute/ University. ii) Three Years' Experience as Assistant in the Level 6 or eight years as UDC in Level 4 in any Central / State Govt./ University/ PSU and other Central or State Autonomous Institutions or holding equivalent positions in any reputed Private companies. iii) Proficiency in Computer Operation, noting and drafting.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Age: No Academic Qualification: Yes (As indicated at column 7)
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	75% by Promotion from the cadre of Assistant subject to qualifying the departmental test, failing which by deputation. 25% by Direct Recruitment (based on written test and skill test)
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion / deputation / absorption to be made	Promotion: 05 years of regular service from the feeder grade of Assistant in Level 6 subject to seniority-cum-fitness with academic qualification as in Col.7 above. Deputation: Officers holding analogous post on regular basis or with three years regular service in Level 6 or equivalent in the Central/ State Govt. Universities or autonomous organisations and possess the Bachelor's degree as prescribed for direct recruits at Col.7 above.

12	Composition of DPC or Selection Committee	As per schedule II of these Rules
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ASSISTANT

1	Name of Post	Assistant
2	Number of Post (s)	As per the UGC approved sanctioned strength of the University
3	Classification	Group – B
4	Scale of Pay/Pay Band / Grade Pay	Level 6
5	Whether Selection or non-selection post	Non-Selection in case of promotion Not Applicable in case of Direct Recruitment/Deputation
6	Age Limit for Direct Recruits	35 Years
7	Educational and other qualifications required for direct recruits	Essential Qualifications: Bachelor Degree from a recognized University / Institution. Five Years of experience as LDC or equivalent in the Level 2 in Central/ State Government/ University/ PSU and other Central / State Autonomous Bodies or equivalent pay package in the reputed private Companies/ corporate banks. Proficiency in Typing, Computer applications, noting and drafting.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Age: No Academic Qualification: Yes (As indicated at column 7)
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	75% by Promotion 25% by Direct Recruitment (based on written test and skill test)
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Promotion: UDC with 3 years of regular service in Level 4 according to seniority-cum-fitness Or LDC with 6 years of regular service in Level 2 according to seniority-cum-fitness
12	Composition of DPC or Selection Committee	As per schedule II of these Rules

UPPER DIVISION CLERK

1	Name of Post	Upper Division Clerk
2	Number of Post (s)	As per the UGC approved sanctioned strength of the University
3	Classification	Group – C
4	Scale of Pay/Pay Band / Grade Pay	Level 4
5	Whether Selection or non-selection post	Selection Not applicable in case of Direct Recruitment
6	Age Limit for Direct Recruits	32 Years
7	Educational and other qualifications required for direct recruits	Essential Qualifications: 1. A Bachelor's Degree from any recognized Institute/ University. 2. Two year experience at any HEI / Research organization in clerical assistance / job. 3. Speed in English Typing @ 35 wpm OR Speed in Hindi Typing @ 30 wpm 4. Proficiency in Computer Operations.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	No
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	75% by Promotion 25% by Direct Recruitment (based on written test and skill test)
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Promotion: Lower Division Clerk/Administrative Assistant /Junior Assistant with 03 years regular service in Pay Level 2 according to seniority cum fitness failing which by directrecruitment.
12	Composition of DPC or Selection Committee	As per schedule II of these Rules

**The post of Hindi Typist is to be clubbed with LDC for the purpose of Career progression with bottom seniority in future, inter-se-seniority between the two cadre shall be maintained.*

LOWER DIVISION CLERK

1	Name of Post	Lower Division Clerk
2	Number of Post (s)	As per the UGC approved sanctioned strength of the University
3	Classification	Group – C
4	Scale of Pay/Pay Band / Grade Pay	Level 2
5	Whether Selection or non-selection post	Selection Non-Selection for Col. 10 (iii) Applicable for Direct Recruitment
6	Age Limit for Direct Recruits	32 Years
7	Educational and other qualifications required for direct recruits	Essential Qualifications: (i) Senior secondary (10 + 2 pass). (ii) English Typing @ 35 wpm OR Hindi Typing @ 30 wpm(35wpm and 30wpm correspond to 10500KDPH/ 9000KDPH on an average of 5 Key depressions for each work) (iii) Proficiency in Computer Operations.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	No
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	i) 85% by Direct Recruitment through written and skill test in various components of MS Office particularly in MS Word, MS Excel, etc. ii) 10% of vacancies shall be filled up from amongst the Group 'C' employees in the Level 1 and who possess Senior Secondary (10+2) or equivalent qualification and have rendered three years regular service in the grade, on the basis of the departmental qualifying examination. The maximum age limit for eligibility for such examination is 45 Years** Note: The panel shall be valid for a period of one year. iii. Promotion: 5% of the vacancies shall be filled on seniority- cum- fitness basis from Group 'C' (MTS) employees who have five years regular service in posts in the Level 1 subject to fulfilling the educational qualification of (10+2) or equivalent. The relaxation of Skill/Typing Test for the promotion from

		<p>MTS toLDC shall be governed as per DoPT OM No. F.o.14020/1/2014-Estt. (D) dated 22nd April, 2015.</p>
11	<p>In case of recruitment by promotion/ deputation / absorption, grades from which promotion/ deputation /</p>	<p>As in Column No. 10</p>

	absorption to be made	
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.

****Only those Group-C (Level-1) employees, who are holding the posts of MTS/Isolated posts shall be considered eligible for the post of LDC through Departmental Qualifying Examination.**

ATTENDANT

1	Name of Post	Attendant
2	Number of Post (s)	As per the UGC approved sanctioned strength of the University
3	Classification	Group – C
4	Scale of Pay/Pay Band / Grade Pay	Level 2
5	Whether Selection or non-selection post	Selection Not Applicable for Direct Recruitment
6	Age Limit for Direct Recruits	32 Years
7	Educational and other qualifications required for direct recruits	Essential Qualifications: (i) 10 + 2. (ii) 7 years service at Level 1
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable for Direct Recruitment
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Only through promotion as per essential qualifications
11	In case of recruitment by promotion/ deputation / absorption, grades from which promotion/ deputation / absorption to be made	As in Column No. 10
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.

****Only those Group-C (Level-1) employees, who are holding the posts of MTS/Isolated posts shall be considered eligible for the post of Attendant through Departmental Qualifying Examination.**

MULTI TASKING STAFF

1	Name of Post	Multi-Tasking Staff (MTS)
2	Number of Post (s)	As per the UGC approved sanctioned strength of the University
3	Classification	Group – C
4	Scale of Pay/Pay Band / Grade Pay	Level 1
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	32 Years
7	Educational and other qualifications required for directrecruits	Essential Qualifications: 10 th Pass from a recognized Board. OR ITI Pass.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment through Written and Trade Test.
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.

INTERNAL AUDIT OFFICER

1	Name of Post	Internal Audit Officer (On Deputation only)
2	Number of Post (s)	As per UGC approved sanctioned strength of the University
3	Classification	Group – A
4	Scale of Pay/Pay Band / Grade Pay	Level 12
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	56 Years (on deputation)
7	Educational and other qualifications required for direct recruits	Not Applicable
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	Not Applicable
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Deputation
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	<p>Deputation: By drawing officers belonging to Audit and Accounts Services or other similar organised Accounts Services in Central / State Govt., holding analogous posts on regular basis.</p> <p align="center">OR</p> <p>with three years regular service in Level 11 or equivalent in the area of Audit and Accounts in any Govt. Department/ Autonomous Bodies.</p> <p align="center">OR</p> <p>with five years regular service in Level 10 or equivalent in the area of Audit and Accounts in any Govt. Department/ Autonomous Bodies.</p>
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.

PUBLIC RELATION OFFICER

1	Name of Post	Public Relation Officer
2	Number of Post (s)	As per UGC approved sanctioned strength of the University
3	Classification	Group – A
4	Scale of Pay/Pay Band / Grade Pay	Level 10
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	40 Years
7	Educational and other qualifications required for direct recruits	<p>Essential Qualifications:</p> <p>i. Masters' Degree with at least 55% of marks or its equivalent grade of B in the UGC 7 point scale in Journalism and Mass Communication from recognised University / Institute.</p> <p>ii. At least Five years experience in the editorial department/ Centre of any Central / State Govt. department / PSU / Central / State Educational Institutions/ Private HEIs established English/ regional Newspaper accredited with ABC, National News Agencies, Radio or Television, Film Media, reputed advertising agencies with excellent command of speaking in English, Hindi and Regional Language.</p> <p>Desirable: Good working knowledge of computer applications.</p>
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.

LAW OFFICER

1.	Name of Post	Law Officer
2.	Number of Post	As per UGC approved sanctioned strength of the University
3.	Classification of the post	Group 'A'
4.	Scale of Pay/Pay Band/Grade Pay/Pay Level	Level 10
5.	Selection or Non-Selection Post	Not Applicable
6.	Age limit for direct Recruits	40 Years
7.	Educational and other qualifications required for direct recruits	<p>Essential Qualification:</p> <p>(i) LLB. from a recognized Indian Universities / Institutions with at least 7 years' experience of law practice in a Court of Law in the civil/criminal/service matter duly certified.</p> <p>(ii) LL.M. from the recognized Indian Universities / Institutions with at least 55% of marks or an equivalent grade point in the grade point scale.</p>
8.	Whether age & educational qualifications prescribed for direct recruits will apply in the case of 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/absorption and percentage of the vacancies to be filled by various methods.	Direct Recruitment
11.	In case of recruitment by promotion / deputation / absorption, grades from which promotion/deputation/absorption to be made.	Not Applicable
12.	If a Departmental Promotion Committee exists what is its composition.	As per Schedule II of these rules.

TRAINING AND PLACEMENT OFFICER

1.	Name of Post	Training and Placement Officer
2.	Number of Post	As per UGC approved sanctioned strength of the University
3.	Classification of the post	Group 'A'
4.	Scale of Pay/Pay Band/GradePay/Pay Level	Level 10
5.	Selection or Non-Selection Post	Not Applicable
6.	Age limit for direct Recruits	40 Years
7.	Educational and other qualifications required for direct recruits	<p>Qualification</p> <p>(i) MBA (HR)/ B.Tech from a recognized Indian Universities/ Institutions with at least 55% of marks or an equivalent grade point in the grade point scale.</p> <p>(ii) At least 7 years' experience in the area of Training/Placement in a University or big corporate of repute.</p>
8.	Whether age & educational qualifications prescribed for direct recruits will apply in the case of 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/absorption and percentage of the vacancies to be filled by various methods.	Direct Recruitment
11.	In case of recruitment by promotion / deputation /absorption, grades from which promotion/deputation/absorption to be made.	Not Applicable
12.	If a Departmental Promotion Committee exists what is its composition.	As per Schedule II of these rules.

ESTATES OFFICER

1	Name of Post	Estates Officer
2	Number of Post (s)	As per UGC approved sanctioned strength of the University
3	Classification	Group – B
4	Scale of Pay/Pay Band / Grade Pay	Level 7
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	35 Years
7	Educational and other qualifications required for directrecruits	A second class Bachelor's degree in Civil Engineering with a minimum of 5 years' experience in construction and maintenance of Building, Transportand Estate Management.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment through written test
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.

STATISTICAL OFFICER / RESEARCH CUM STATISTICAL OFFICER

1	Name of Post	Statistical Officer / Research cum statistical Officer
2	Number of Post (s)	As per UGC approved sanctioned strength of the University
3	Classification	Group – B
4	Scale of Pay/Pay Band / Grade Pay	Level 7
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	35 Years
7	Educational and other qualifications required for direct recruits	Essential Qualification : (i) Master's degree in Statistics/Mathematical Statistics / Applied Statistics. (ii) 03 years experience in collection, compilation, tabulation, analysis & interpretation of statistical data in a Central/StateGovt., PSUs/Statutory Bodies/ Autonomous Organizations
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.

SENIOR STATISTICAL ASSISTANT

1.	Name of Post	Senior Statistical Assistant
2.	Number of Post	As per UGC approved sanctioned strength of the University
3.	Classification of the post	Group 'B'
4.	Scale of Pay/Pay Band/GradePay/Pay Level	Level 6
5.	Selection or Non-Selection Post	Selection
6.	Age limit for direct Recruits	35 Years
7.	Educational and other qualifications required for direct recruits	<p>Essential Qualification :</p> <p>1. Bachelor's degree in relevant field from a recognized Institution with 05 years post qualification experience in the relevant field from any Institution / Organization of Repute.</p> <p style="text-align: center;">OR</p> <p>02 years diploma in the relevant field from a recognized Institution with 08 years of post-qualification experience in the relevant field from any Institution / Organization of Repute.</p> <p>2. Degree or Diploma in Computer Application.</p>
8.	Whether age & educational qualifications prescribed for direct recruits will apply in the case of promotions?	<p>Age : No.</p> <p>Qualification : Yes</p> <p>Five years' experience as Statistical Assistant based on Seniority-cum-fitness.</p>
9.	Period of probation, if any.	Two Years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption an dpercentage of the vacancies to be filled by various methods.	<p>50% by promotion failing which by Deputation / Direct Recruitment.</p> <p>50% by Direct Recruitment.</p>
11.	In case of recruitment by promotion / deputation /absorption, grades from which promotion/deputation/ absorption to be made.	<p>Promotion: 5 years regular service in the Pay Level 5 based on Seniority-cum-fitness subject to fulfillment of qualification mentioned at Column 8</p> <p>Deputation: Analogous post / Level 5 with requisite experience at Column 7.</p>

12.	Composition of DPC or Selection Committee	As per Schedule II of these rules.
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STATISTICAL ASSISTANT

1	Name of Post	Statistical Assistant
2	Number of Post (s)	As per UGC approved sanctioned strength of the University
3	Classification	Group – C
4	Scale of Pay/Pay Band / Grade Pay	Level 5
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	32 Years
7	Educational and other qualifications required for direct recruits	Bachelor's Degree in Statistics OR Bachelor's degree in Mathematics with Statistics as one of the subjects OR Bachelor's degree in Economics with Statistics as one of the subjects OR Bachelor's degree in Commerce with Statistics as one of the subjects
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment through written test
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.

PRIVATE SECRETARY

1	Name of Post	Private Secretary
2	Number of Post (s)	As per UGC approved sanctioned strength of the University
3	Classification	Group – B
4	Scale of Pay/Pay Band / Grade Pay	Level 7
5	Whether Selection or non-selection post	Selection Not applicable in case of Direct Recruitment
6	Age Limit for Direct Recruits	35 Years
7	Educational and other qualifications required for direct recruits	<p>Qualifications:</p> <ol style="list-style-type: none"> 1. A Bachelor's Degree from a recognized University/Institute. 2. At least 03 Years experience as Personal Assistant or 5 years as Stenographer in a University/ Research establishment/ Central/ State Govt. /PSU and other autonomous bodies. 3. English/Hindi Stenography speed:120 wpm in English or 100 wpm in Hindi 4. English/Hindi Typing speed: 35 w.p.m. in English or 30 w.p.m.in Hindi. 5. Knowledge of computer applications. <p>Skill Test Norms on Computer: Dictation: 10 minutes @ 120 w.p.m. in English/100 w.p.m. in Hindi Transcription: 50 minutes (English)/ 60 minutes (Hindi)</p> <p>Desirable: Proficiency in English & good communication skills.</p>
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Age: No Academic Qualification: Yes
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	i) 75% by promotion ii) 25 % by direct recruitment failing which by deputation.

11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	<p>Promotion: Personal Assistant with 05 (five) years regular service in Level 6 on the basis of seniority-cum-fitness, subject to qualifying in the stenography test as mentioned under column 7..</p> <p>Deputation: Persons holding analogous posts on regular basis or with 3 years regular service as Personal Assistant in the Level 6/Level 7 of any Central/State Govt./ University/ Public Sector Undertaking as other Central or State Autonomous bodies and fulfilling the educational qualifications and other professional requirements as prescribed at column 7.</p>
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.

PERSONAL ASSISTANT

1	Name of Post	Personal Assistant
2	Number of Post (s)	As per UGC approved sanctioned strength of the University
3	Classification	Group – B
4	Scale of Pay/Pay Band / Grade Pay	Level 6
5	Whether Selection or non-selection post	Selection Not Applicable in case of Direct Recruitment
6	Age Limit for Direct Recruits	35 Years
7	Educational and other qualifications required for direct recruits	<p>Essential Qualifications:</p> <ol style="list-style-type: none"> 1. A Bachelor’s Degree in any discipline from any recognised Institute/ University. 2. Proficiency in Stenography in English or Hindi with minimum speed of 100wpm. 3. Proficiency in Typing in English or Hindi with minimum speed of 35 / 30 wpm respectively. 4. Knowledge of Computer Applications. 5. Two years experience as Stenographer or equivalent in Central State Govt. Organisations / University Research Institution or Central / State autonomous Institution/reputed private institutions having a turnover 200 Crores. <p>Desirable: Proficiency in English and good communication skills.</p> <p>Skill Test Norms on Computer: Dictation: 10 minutes @ 100 w.p.m. Transcription: 40 minutes English/55 minutes Hindi</p>
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	<ol style="list-style-type: none"> i) 75% by promotion failing which by deputation. ii) 25 % by direct recruitment failing which by deputation.

11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	<p>Promotion : Stenographer with 05 (five) years regular service in Level 4 on the basis of seniority-cum-fitness, subject to qualifying in the stenography test as mentioned under column 7.</p> <p>Deputation: Officers holding analogous post on regular basis or with three years regular service in Level 4/Level 5 or equivalent in the Central/ State Govt. Universities or autonomous organisations and possess the qualification as prescribed for direct recruits at Col.7 above.</p>
12	Composition of DPC or Selection Committee	As per schedule 2 of these Rules.

STENOGRAPHER

1	Name of Post	Stenographer
2	Number of Post (s)	As per UGC approved sanctioned strength of the University
3	Classification	Group – C
4	Scale of Pay/Pay Band / Grade Pay	Level 4
5	Whether Selection or non-selection post	Not applicable
6	Age Limit for Direct Recruits	32 Years
7	Educational and other qualifications required for direct recruits	<p>Essential Qualifications:</p> <ol style="list-style-type: none"> 1. A Bachelor's Degree in any discipline from any recognised Institute/ University. 2. Proficiency in Stenography in English or Hindi with minimum speed of 80wpm. 3. Proficiency in Typing in English or Hindi with minimum speed of 35 / 30 wpm respectively. 4. Knowledge of Computer Applications. <p>Desirable Qualifications: Proficiency in English and good communication skills.</p> <p>Skill Test Norms on Computer: Dictation: 10 minutes @ 80 w.p.m. Transcription: 50 minutes English/65 minutes Hindi</p>
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	100% by Direct Recruitment
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Not Applicable
12	Composition of DPC or Selection	As per schedule II of these Rules.

	Committee	
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LIBRARIAN

1	Name of Post	Librarian
2	Number of Post	As per UGC approved sanctioned strength of the University
3	Classification	Group – A
4	Scale of Pay/Pay Band / Grade Pay	Academic Level 14
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	Preferably below 57 Years
7	Educational and other qualifications required for direct recruits	<p>Essential Qualifications:</p> <p>i) Master's Degree in Library Science/ Information Science/ Documentation Science with at least 55% of marks or an equivalent grade in a point scale wherever the grading system is followed.</p> <p>ii) At least 10 years as a Librarian at any level in University Library or ten years of teaching as Assistant/ Associate Professor in Library Science or ten years' experience as a College Librarian.</p> <p>iii) Evidence of innovative Library services, including the integration of ICT in a library.</p> <p>iv) A Ph.D. Degree in library science/ documentation/ archives and manuscript keeping.</p>
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	One Year
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct recruitment failing which by Deputation.
11	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation/absorption to be made	Deputation: Officers of Central/ State Governments, Universities and other Autonomous Organizations holding analogous posts on regular basis subject to possessing educational qualification and experience as prescribed in column 07.
12	Composition of DPC or Selection	As per UGC Regulations 2018

	Committee	
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DEPUTY LIBRARIAN

1	Name of Post	Deputy Librarian
2	Number of Post (s)	As per UGC approved sanctioned strength of the University
3	Classification	Group – A
4	Scale of Pay/Pay Band / Grade Pay	Academic Level 13A
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	50 Years
7	Educational and other qualifications required for direct recruits	Qualifications:- <ol style="list-style-type: none"> i. Master's degree in Library Science/ Information Science/ documentation science, with at least 55% of the marks or an equivalent grade in a point scale wherever the grading system is followed. ii. Eight years experience as an Assistant University Librarian/ College Librarian. iii. Evidence of innovative library services including integration of ICT in library. iv. A Ph.D. Degree in library science / information science/ Documentation Science/ Archives and manuscript keeping/ computerization of library
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	One Year
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee	As per UGC Regulations 2018

ASSISTANT LIBRARIAN

1	Name of Post	Assistant Librarian
2	Number of Post (s)	As per UGC approved sanctioned strength of the University
3	Classification	Group – A
4	Scale of Pay/Pay Band / Grade Pay	Academic Level 10
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	40 Years

7	Educational and other qualifications required for direct recruits	<p>Qualifications:</p> <ol style="list-style-type: none"> i. A Master’s degree in Library Science, Information Science or Documentation Science or an equivalent professional degree with at least 55% of marks (or an equivalent grade in a point scale wherever grading system is followed) ii. A consistently good academic record with knowledge of computerization of library. iii. Qualifying in the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET or who are or have been awarded a Ph.D. degree in accordance with the "University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree), Regulations 2009 or 2016 and their amendments from time to time as the case may be: <p>Provided that the, candidates registered for the Ph.D. programme prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances / Bye-laws / Regulations of the Institutions awarding the degree and such Ph.D. candidates shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges / Institutions subject to the fulfilment of the following conditions:</p> <ol style="list-style-type: none"> a) The Ph.D. degree of the candidate has been awarded in regular mode b) The Ph.D. thesis has been evaluated by at least two external examiners; c) Open Ph.D. viva voce of the candidate had been conducted; d) The candidate has published two research papers from his/her Ph.D. work out of which at least one must be in a refereed journal; e) The Candidate has presented at least two papers based on his/her Ph.D. work in conferences/ seminars sponsored/ funded/ supported by the UGC/ ICSSR/ CSIR or any other similar agency. <p>Note:</p> <ol style="list-style-type: none"> (i) The fulfilment of these conditions is to be certified by the Registrar or the Dean (Academic Affairs) of the university concerned.
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		(ii) NET/SLET/SET shall also not be required for such Masters Programmes for which NET/SLET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET.
8	Whether Age and educational qualifications prescribed for directrecruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	One Year
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion / deputation / absorption to be made	Not Applicable
12	Composition of DPC or SelectionCommittee	As per UGC Regulations 2018

INFORMATION SCIENTIST

1	Name of Post	Information Scientist
2	Number of Post (s)	As per UGC approved sanctioned strength of the University
3	Classification	Group – A
4	Scale of Pay/Pay Band / Grade Pay	Level 10
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	40 Years
7	Educational and other qualifications required for directrecruits	<p>Essential Qualifications: First Class M.E. / M.Tech. (Computer Science) / InformationTechnology) Or equivalent.</p> <p style="text-align: center;">OR</p> <p>First Class B.E. / B.Tech (Computer Science) / Information Technology) or equivalent with two years of relevant experience.</p> <p style="text-align: center;">OR</p> <p>First Class Master in Computer Applications (MCA) or equivalent with two years of relevant experience.</p> <p style="text-align: center;">OR</p> <p>First Class M.Sc. (Computer Science/ Information Technology) from a recognized University/ Institute with three years of relevant experience.</p> <p style="text-align: center;">OR</p> <p>First Class Masters Degree in Library and Information Science (M.Lib. or M.LIS) and Post Graduate Diploma in Computer Applications orMCA or M.Sc. (Computer Science/Information Technology)</p> <p>Desirable Qualification: Relevant experience in Library/office automation/server configuration/maintenance of e-resource/data base management/ content management/ programming/ development of website/ portals/information systems/gateway and networking.</p>
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case ofpromotions	Not Applicable
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment failing which by deputation

11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	<p>Deputation: Officers of the Central/ State Government, Autonomous or Statutory Organisation, PSU, University or recognised research institution;</p> <p>(i) Holding analogous post on regular basis in the parent cadre or department or</p> <p>(ii) with 5 years' service rendered after appointment to the post on regular basis in the Level 6/7 or equivalent in the parent cadre or department; and</p> <p>(iii) Possessing the qualifications and experience prescribed for direct recruitment under column 7.</p>
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.

PROFESSIONAL ASSISTANT

1	Name of Post	Professional Assistant
2	Number of Post (s)	As per UGC approved sanctioned strength of the University
3	Classification	Group – B
4	Scale of Pay/Pay Band / Grade Pay	Level 6
5	Whether Selection or non-selection post	Selection Not applicable in case of Direct Recruitment
6	Age Limit for Direct Recruits	35 Years
7	Educational and other qualifications required for directrecruits	<p>Qualifications:</p> <p>1. Master’s Degree in Library & Information Science from any recognised University /Institution with 02 years experience in the relevant field in a University/Research establishment / Central / State Govt. / PSU and Library of other autonomous Institutions.</p> <p style="text-align: center;">OR</p> <p>Bachelor’s Degree in Library / Library and Information Science from any recognised Institute/ University with 03 years experience in the relevant field in a University / Research Establishment / Central / State Govt. / PSU and Library of other autonomous Institutions.</p> <p>2. Knowledge of Computer Applications.</p>
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Age: No Academic Qualification: Yes as at (column 7).
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	i) 75% by promotion ii) 25 % by direct recruitment failing which by deputation.

11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	<p>Promotion: Semi Professional Assistant with five years regular service in Level 5 through seniority-cum-fitness, subject to qualifying in the Computer typing test failing which by deputation / direct recruitment</p> <p>Deputation: Employees of the Central/ State Government, Autonomous or Statutory Organisation, PSU, University or recognised research institution;</p> <p>(i) Holding analogous post on regular basis in the parent cadre or department.</p> <p>(ii) With 5 years' service rendered as Semi Professional Assistant in the Level 5 or equivalent in the parent cadre or department.</p> <p>(iii) Possessing the qualifications and experience prescribed for direct recruitment under column 7.</p>
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.

SEMI PROFESSIONAL ASSISTANT

1	Name of Post	Semi Professional Assistant
2	Number of Post (s)	As per UGC approved sanctioned strength of the University
3	Classification	Group – C
4	Scale of Pay/Pay Band / Grade Pay	Level 5
5	Whether Selection or non-selection post	Selection Not applicable in case of Direct Recruitment
6	Age Limit for Direct Recruits	32 Years
7	Educational and other qualifications required for directrecruits	Qualifications: Master's Degree in Library Science and Information Science from anyrecognised University/Institution OR Bachelor's Degree in Library/ Library and Information Science from a recognised Institute/ University with two years relevant experience in a University/ Research Establishment / Central / State Govt./ PSU Autonomous Institutions.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Age: No Academic Qualification: Yes
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	75% by Promotion failing which by direct recruitment.25% by Direct Recruitment
11	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	Promotion: Library Assistant with 5 years of regular service in Level 4.
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.

LIBRARY ASSISTANT

1	Name of Post	Library Assistant
2	Number of Post (s)	As per UGC approved sanctioned strength of the University
3	Classification	Group – C
4	Scale of Pay/Pay Band / Grade Pay	Level 4
5	Whether Selection or non-selection post	Selection Not applicable in case of Direct Recruitment.
6	Age Limit for Direct Recruits	32 Years
7	Educational and other qualifications required for direct recruits	Essential Qualifications: i) Bachelor's degree in Library & Information Science or equivalent from a recognized University. ii) Typing speed of 30 words per minute in English. iii) Knowledge of Computer Applications.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Age: No Qualification: No. But must possess the qualification as indicated in Column 11.
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	75% by promotion 25% by Direct Recruitment
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Promotion: Library Attendant possessing 10+2 qualification or equivalent and certificate in Library Science with five years regular service in Level 1.
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.

LIBRARY ATTENDANT

1	Name of Post	Library Attendant
2	Number of Post (s)	As per UGC approved sanctioned strength of the University
3	Classification	Group – C
4	Scale of Pay/Pay Band / Grade Pay	Level 1
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	32 Years
	Educational and other qualifications required for direct recruits	Qualifications: i) 10+2 or its equivalent examination from a recognized Board. ii) Certificate course in Library Science from a recognized Institution. iii) One year experience in a University/ College/ Educational Institution Library. iv) Basic knowledge of computer applications.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.

TECHNICAL OFFICER / MAINTANANCE ENGINEER

1	Name of Post	Technical Officer / Maintanance Engineer
2	Number of Post(s)	As per UGC approved sanctioned strength of the University
3	Classification	Group 'A'
4	Scale of Pay/Pay Band/Grade Pay	Level 10
5	Whether selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	40 Years
7	Educational and other qualifications required for directrecruits	<p>Qualifications:</p> <p>(i) Master's Degree with 55% marks in the relevant subject.</p> <p>(ii) 5 years' experience of maintenance / operation of sophisticated scientific Instruments in the Laboratory as Senior Technical Assistant or equivalent.</p> <p align="center">OR</p> <p>Researchers having 5 years experience of operation of Sophisticated scientific Instruments in the Laboratory at Post Doctoral Level will also be eligible.</p> <p>The experience should be in University/ Research establishment / Central / State Govt. / PSU and other autonomous bodies or Private organization of repute with annual turnover of at least Rs.200/- Crores or more.</p>
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	Two Years
10	Method of recruitment whetherby direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment
11	In case of recruitment bypromotion/ deputation/absorption, gradesfrom which promotion/deputation/absorption	NA

	to be made	
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.

SENIOR TECHNICAL ASSISTANT

1	Name of Post	Senior Technical Assistant
2	Number of Post(s)	As per UGC approved sanctioned strength of the University
3	Classification	Group 'B'
4	Scale of Pay/Pay Band/Grade Pay	Level 6
5	Whether selection or non-selection post	Non-Selection Not Applicable for direct recruitment
6	Age Limit for Direct Recruits	35 Years
7	Educational and other qualifications required for directrecruits	<p>Qualifications: Master's Degree in the relevant subject with at least two yearsexperience in relevant field</p> <p style="text-align: center;">OR</p> <p>First Class Bachelor's Degree in the relevant subject with minimum five years of working and maintenance experience of sophisticated scientific Instruments in the Laboratory. However, the relevant subject will be as decided by the university as per the functional requirement of the department concerned.</p> <p>The experience should be in University/ Research establishment / Central / State Govt. / PSU and other autonomous bodies or Private organization of repute with annual turnover of at least Rs.200/- Crores or more.</p>
8	Whether age and educational qualifications prescribed for directrecruits will apply in the case of promotions	No
9	Period of probation, if any	Two Years
10	Method of recruitment whether bydirect recruitment or by promotion or by deputation/absorption and percentage of the post to be filledby various methods.	75% by Promotion 25% by Direct Recruitment (based on written test and skill test)
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/deputation/absorption to be made	Promotion: Technical Assistant with five years regular service inthe Level 5according to seniority-cum-fitness
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.

TECHNICAL ASSISTANT

1	Name of Post	Technical Assistant
2	Number of Post (s)	As per UGC approved sanctioned strength of the University
3	Classification	Group – C
4	Scale of Pay/Pay Band / Grade Pay	Level 5
5	Whether Selection or non-selection post	Non Selection Not Applicable in case of direct recruitment.
6	Age Limit for Direct Recruits	32 Years
7	Educational and other qualifications required for direct recruits	Essential Qualifications: Bachelor's degree with minimum five years of working in University/ Research establishment / Central / State Govt. / PSU and other autonomous bodies or Private organization of repute.
8	Whether Age and education qualifications prescribed for direct recruits will apply in the case of promotions	No
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	75% by Promotion. 25% by Direct Recruitment (based on written test and skill test)
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Promotion: Laboratory Assistant with five years of regular service in Level 4 according to seniority-cum-fitness failing which by direct recruitment/deputation
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.

LABORATORY ASSISTANT

1	Name of Post	Laboratory Assistant
2	Number of Post (s)	As per UGC approved sanctioned strength of the University
3	Classification	Group – C
4	Scale of Pay/Pay Band / Grade Pay	Level 4
5	Whether Selection or non-selection post	Selection Not Applicable for Direct Recruitment
6	Age Limit for Direct Recruits	32 Years
7	Educational and other qualifications required for direct recruits	Essential Qualifications: Bachelor's degree with minimum two years of working and maintenance experience of sophisticated scientific Instruments in the Laboratory. However, the relevant subject will be as decided by the university as per the functional requirement of the department concerned. The experience should be in University/ Research establishment / Central / State Govt. / PSU and other autonomous bodies or Private organization of repute.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Age: No Academic Qualification: Yes
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	25% by Promotion 75% by Direct Recruitment ·
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Promotion: Laboratory Attendant with eight years of regular service in Level 1 with the requisite qualification prescribed at Col.No.7.
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.

LABORATORY ATTENDANT

1	Name of Post	Laboratory Attendant
2	Number of Post (s)	As per UGC approved sanctioned strength of the University
3	Classification	Group – C
4	Scale of Pay/Pay Band / Grade Pay	Level 1
5	Whether or non- Selectio n selection post	Not Applicable
6	Age Limit for Direct Recruits	32 Years
7	Educational and other qualifications required for directrecruits	Essential Qualifications: 10+2 with Science stream from any recognized Central/ State Board OR 10 th Pass from any recognized Central/ State Board with Science as one of the subjects and skill certificate programme in Laboratory Technology.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.

SYSTEM MANAGER / SENIOR SYSTEM ANALYST

1.	Name of Post	System Manager / Senior System Analyst
2.	Number of Post	As per UGC approved sanctioned strength of the University
3.	Classification of the post	Group 'A'
4.	Scale of Pay/Pay Band/Grade Pay/Pay Level	Level 12
5.	Selection or Non-Selection Post	Not Applicable
6.	Age limit for direct Recruits	50 Years
7.	Educational and other qualifications required for direct recruits	<p>Qualification: B.E./B.Tech.(Computer Science & Engineering) with at least 55% of marks and 9 years of experience of extensive programming and System Management from a recognized Public/PUS/Private organization.</p> <p align="center">OR</p> <p>M.Sc. (Computer Science)/MCA/M.Tech.(Computer Science & Engineering) with 55% of marks and 8 years' experience of extensive programming and system management from a recognized Public/PUS/Private organization.</p>
8.	Whether age & educational qualifications prescribed for direct recruits will apply in the case of promotions?	Not Applicable
9.	Period of probation, if any.	One Year
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods.	Direct Recruitment failing which by deputation.
11.	In case of recruitment by promotion / deputation / absorption, grades from which promotion/ deputation/absorption to be made.	<p>Deputation : An Officer of Central Government, State Government, Union Territories, Autonomous/ Statutory Organizations, PSUs, Universities or recognized Research Institutions holding the analogous post and pay in parent cadre of department.</p> <p align="center">OR</p> <p>Having five years of experience in the above mentioned organization in pay level 10/11 or equivalent on regular basis in parent cadre or department.</p>

12.	Composition of DPC or Selection Committee	As per schedule II of these Rules.
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SYSTEM ENGINEER / SENIOR MAINTENANCE ENGINEER

1.	Name of Post	System Engineer / Senior Maintenance Engineer
2.	Number of Post	As per UGC approved sanctioned strength of the University
3.	Classification of the post	Group 'A'
4.	Scale of Pay/Pay Band/Grade Pay/Pay Level	Level 12
5.	Selection or Non-Selection Post	Not Applicable
6.	Age limit for direct Recruits	50 Years
7.	Educational and other qualifications required for direct recruits	<p>E.Q.: B.E./B.Tech in Computer Science & Engineering/ Electronics Engineering/M.Sc. Computer Science/MCA with 07 years of experience.</p> <p align="center">OR</p> <p>M.E./M.Tech. in Computer Science & Engineering/Electronics Engineering with 05 years of experience.</p> <p>Experience: Experience should be at appropriate level in industry / University level Computer Centre in the areas of Servers configuration, storage systems, backup systems, Linux/Unix Software Engineering, Design and Validation, Databases, Computer Networks from a recognized Public/PUS/Private organization.</p>
8.	Whether age & educational qualifications prescribed for direct recruits will apply in the case of promotions?	Not Applicable
9.	Period of probation, if any.	One Year
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods.	Direct Recruitment failing which by deputation.

11.	In case of recruitment by promotion / deputation / absorption, grades from which promotion/ deputation/absorption to be made.	<p>Deputation : An Officer of Central Government, State Government, Union Territories, Autonomous/ Statutory Organizations, PSUs, Universities or recognized Research Institutions holding the analogous post and pay in parent cadre of department.</p> <p style="text-align: center;">OR</p>
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		Having five years of experience in the above mentioned organization in pay level 10/11 or equivalent on regular basis in parent cadre or department.
12.	Composition of DPC or Selection Committee	As per schedule II of these Rules.

JUNION MAINTENANCE ENGINEER / NETWORKING ENGINEER

1.	Name of Post	Junior Maintenance Engineer / Networking Engineer
2.	Number of Post	As per UGC approved sanctioned strength of the University
3.	Classification of the post	Group 'A'
4.	Scale of Pay/Pay Band/Grade Pay/Pay Level	Level 10
5.	Selection or Non-Selection of Post	Not Applicable
6.	Age limit for direct Recruits	40 Years
7.	Educational and other qualifications required for direct recruits	<p>Essential Qualification.:</p> <p>(1) B.E./B.Tech. in Electronics & Communication Engineering/Computer Science & Engineering</p> <p>(2) 05 years" experience of Computer Network administration and Computer hardware including Massive UPS systems and Centralized Air-conditioning Plants/ Computer Systems Management and administration /Maintenance of a campus wide large computer network preferably with fibre optic backbone links from a recognized Public/PUS/Private organization.</p> <p>Desirable Qualification :</p> <p>Experience of Industrial background.</p>
8.	Whether age & educational qualifications prescribed for direct recruits will apply in the case of promotions?	Not Applicable
9.	Period of probation, if any.	Two Years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods.	Direct Recruitment
11.	In case of recruitment by promotion / deputation / absorption, grades from which promotion/ deputation/absorption to be made.	Not Applicable

12.	Composition of DPC or Selection Committee	As per schedule II of these Rules.
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SYSTEM ANALYST/ PROGRAMMER/COMPUTER PROGRAMMER/SYSTEMPROGRAMMER

1.	Name of Post	System Analyst/ Programmer/Computer Programmer/System Programmer
2.	Number of Post	As per UGC approved sanctioned strength of the University
3.	Classification of the post	Group 'A'
4.	Scale of Pay/Pay Band/GradePay/Pay Level	Level 10
5.	Selection or Non-Selection Post	Not Applicable
6.	Age limit for direct Recruits	40 Years
7.	Educational and other qualifications required for direct recruits	<p>Essential Qualification :</p> <ol style="list-style-type: none"> 1. B.E./B.Tech. in Computer Science & Engineering/Electronics Engineering. 2. 05 years programming experience in languages like C/C++/JAVA etc. databases: MySQL/ORACLE with PHP etc. Foundations and practices under WINDOWS/LINUX/UNIX platforms from a recognized Public/PUS/Private organization. <p align="center">OR</p> <ol style="list-style-type: none"> 1. M.E./M.Tech. in Computer Science & Engineering/Electronics Engineering/M.Sc. Computer Science/MCA. 2. 03 years' programming experience in languages like C/C++/JAVA etc. databases: MySQL/ORACLE with PHP etc. Foundations and practices under WINDOWS/LINUX/UNIX platforms from a recognized Public/PUS/Private organization.
8.	Whether age & educational qualifications prescribed for direct recruits will apply in the case of promotions?	Not Applicable
9.	Period of probation, if any.	Two Years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption	Direct Recruitment

	percentage of the vacancies to be filled by various methods.	
11.	In case of recruitment by promotion / deputation / absorption, grades from which promotion/ deputation/ absorption to be made.	Not Applicable
12.	Composition of DPC or Selection Committee	As per schedule II of these Rules.

JOINT SYSTEM ANALYST/ PROGRAMMER/COMPUTER PROGRAMMER/SYSTEM PROGRAMMER

1.	Name of Post	Deputy System Analyst /Programmer / Computer Programmer/System Programmer
2.	Number of Post	As per UGC approved sanctioned strength of the University
3.	Classification of the post	Group 'A'
4.	Scale of Pay/Pay Band/GradePay/Pay Level	Level 8
5.	Selection or Non-Selection Post	Not Applicable
6.	Age limit for direct Recruits	40 Years
7.	Educational and other qualifications required for direct recruits	<p>Essential Qualification :</p> <p>3. B.E./B.Tech. in Computer Science & Engineering/Electronics Engineering.</p> <p>4. 03 years programming experience in languages like C/C++/JAVA etc. databases: MySQL/ORACLE with PHP etc. Foundations and practices under WINDOWS/LINUX/UNIX platforms from a recognized Public/PUS/Private organization.</p> <p align="center">OR</p> <p>3. M.E./M.Tech. in Computer Science & Engineering/Electronics Engineering/M.Sc. Computer Science/MCA.</p> <p>4. 02 years' programming experience in languages like C/C++/JAVA etc. databases: MySQL/ORACLE with PHP etc. Foundations and practices under WINDOWS/LINUX/UNIX platforms from a recognized Public/PUS/Private organization.</p>
8.	Whether age & educational qualifications prescribed for direct recruits will apply in the case of promotions?	Not Applicable
9.	Period of probation, if any.	Two Years

10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption an percentage of the vacancies to be filled by various methods.	Direct Recruitment & Promotion
11.	In case of recruitment by promotion / deputation / absorption, grades from which promotion/ deputation/ absorption to be made.	Promotion Deputy System Analyst or any ICT appointment at Level 7 with 3 years of work experience according to seniority cum fitness failing which by direct recruitment.
12.	Composition of DPC or Selection Committee	As per schedule II of these Rules.

SENIOR TECHNICAL ASSISTANT (COMPUTER) / JUNIOR PROGRAMMER / ASSISTANT PROGRAMMER

1.	Name of Post	Senior Technical Assistant (Computer) / Junior Programmer / Assistant Programmer
2.	Number of Post	As per UGC approved sanctioned strength of the University
3.	Classification of the post	Group 'B'
4.	Scale of Pay/Pay Band/GradePay/Pay Level	Level 6
5.	Selection or Non-Selection Post	Not Applicable
6.	Age limit for direct Recruits	35 Years
7.	Educational and other qualifications required for direct recruits	Essential Qualification : (1) B.E./B.Tech. in Computer Science & Engineering/Electronics Engineering. OR M.C.A./M.Sc. in Computer Science (2) 02 years programming experience in in languages like C/C++/JAVA etc. databases: MySQL/ORACLE with PHP etc. Foundations and practices under WINDOWS/LINUX/UNIX platforms from a recognized Public/PUS/Private organization.

8.	Whether age & educational qualifications prescribed for direct recruits will apply in the case of promotions?	Not Applicable
9.	Period of probation, if any.	Two Years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods.	Direct recruitment through Written Test and Skill Test (if required)
11.	In case of recruitment by promotion / deputation / absorption, grades from which promotion/ deputation/ absorption to be made.	Not Applicable
12.	Composition of DPC or Selection Committee	As per schedule II of these Rules.

TECHNICAL ASSISTANT (COMPUTER)

1	Name of Post	Technical Assistant (Computer)
2	Number of Post (s)	As per UGC approved sanctioned strength of the University
3	Classification	Group – C
4	Scale of Pay/Pay Band / Grade Pay	Level 5
5	Whether or non-Selection post	Not applicable
6	Age Limit for Direct Recruits	32 Years
7	Educational and other qualifications required for direct recruits	<p>Essential Qualification :</p> <p>i) Bachelor’s Degree in Engineering / Technology in Computer Science and Technology / Information Technology from any recognized University or Institute.</p> <p style="text-align: center;">OR</p> <p>Master’s Degree in Computer Science/Technology / MCA from any recognized University / Institute.</p> <p>ii) At least 02 years experience in relevant field in University/ Research establishment / Central / State Govt. / PSU and other autonomous bodies or Private organization of repute with annual turnover of at least Rs.200/- Crores or more.</p>
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not applicable.
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment

11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Not applicable.
12	Composition of DPC or Selection Committee	As per Schedule II of these rules.

SUPERINTENDENT ENGINEER (CIVIL) / UNIVERSITY ENGINEER

1	Name of Post	Superintendent Engineer (Civil)/University Engineer
2	Number of Post (s)	As per UGC approved sanctioned strength of the University
3	Classification	Group – A
4	Scale of Pay/Pay Band / Grade Pay	Level 13
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	56 Years (for deputation)
7	Educational and other qualifications required for direct recruits	<p>Essential Qualifications:</p> <p>i) First Class Bachelor’s Degree in Civil Engineering from a recognised Institute/ University or equivalent.</p> <p>ii) 08 years of experience as Executive Engineer in the relevant field from CPWD/State Government PWD services or similar organized services/Semi Government/ PSU/ Statutory or Autonomous organization/ University System or reputed private organizations with an annual turnover of at least Rs.200/- Crores or more</p> <p>Desirable Qualifications:</p> <p>i) Experience in construction of projects of multi-storey buildings and have experience in planning/estimation/measurement/tendering as per the CPWD/ PWD norms. Good knowledge of CPWD manuals, preparations/checking of estimates, drawings, structural details, bill of quantities, substitute/deviation items statements and other associated issues related with building and constructions.</p> <p>ii) Knowledge of Computer Aided Design (CAD) and latest Management Technology/other relevant software.</p>
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	Not Applicable
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	By Deputation or Appointment on Tenure basis.

11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Deputation: Officers holding analogous post or with 8 years experience as Executive Engineer (Pay Level 11) or equivalent, in the CPWD/ State Government PWD services or similar organized services/ Semi Government/ PSU/ Statutory or Autonomous Organisation/ University System:
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.

EXECUTIVE ENGINEER (CIVIL)

1	Name of Post	Executive Engineer (Civil)
2	Number of Post (s)	As per UGC approved sanctioned strength of the University
3	Classification	Group – A
4	Scale of Pay/Pay Band / GradePay	Level 11(after 5 years of service as Executive Engineer with level 11, an incumbent shall be assessed by the Departmental Promotion Committee –DPC for moving to the level 12 in the same designation)
5	Whether or non-Selection selection post	Not Applicable
6	Age Limit for Direct Recruits	45 Years
7	Educational and other qualifications required for direct recruits	<p>Essential Qualifications:</p> <p>a) First Class Bachelor’s Degree in the Civil Engineering from a recognised Institute/ University or equivalent.</p> <p>b) 08 years of experience as Assistant Engineer in the relevant field from CPWD/State Government PWD services or similar organized services/Semi Government/ PSU/ Statutory or Autonomous organization/ University System or reputed private organizations with an annual turnover of at least Rs.200/- Crores or more</p> <p>Desirable Qualifications:</p> <p>1. Experience in construction of projects of multi-storey buildings and have experience in planning/estimation/measurement/tendering as per the CPWD/ PWD norms. Good knowledge of CPWD manuals, preparations/checking of estimates, drawings, structural details, bill of quantities, substitute/deviation items statements and other associated issues related with building and constructions.</p> <p>2. Knowledge of Computer Aided Design (CAD) and latest Management Technology/other relevant software.</p>
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and	By promotion failing which deputation/direct recruitment

	percentage of the post to be filled by various methods.	
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	<p>Promotion: Assistant Engineer having degree relevant branch of engineering with 08 years of regular services in the pay level 7 based on Seniority-cum-fitness from Assistant Engineers subject to fulfilment of academic qualification mentioned at Column 7</p> <p>Deputation: Officers holding analogous post or one below category with 3 years experience, in the CPWD/ State Government PWD services or similar organized services/ Semi Government/ PSU/ Statutory or Autonomous Organisation/ University System:</p>
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.

EXECUTIVE ENGINEER (ELECTRICAL)

1	Name of Post	Executive Engineer (Electrical)
2	Number of Post (s)	As per UGC approved sanctioned strength of the University
3	Classification	Group – A
4	Scale of Pay/Pay Band / GradePay	Level 11 (after 5 years of service as Executive Engineer with level 11, an incumbent shall be assessed by the Departmental Promotion Committee – DPC for moving to the level 12 in the same designation)
5	Whether or non-Selection selection post	Selection
6	Age Limit for Direct Recruits	45 Years
7	Educational and other qualifications required for direct recruits	<p>Essential Qualifications:</p> <ol style="list-style-type: none"> 1. First Class Bachelor's Degree in Electrical Engineering from a recognised Institute/ University or equivalent. 2. 08 years of experience as Assistant Engineer in the relevant field from CPWD/State Government PWD services or similar organized services / Semi Government / PSU / Statutory or Autonomous organization/ University System or reputed private organizations with an annual turnover of at least Rs.200/- Crores or more <p>Desirable Qualifications:</p> <p>Experience in construction / maintenance of sub-stations/ multi-storey buildings, distribution system and have experience in planning / estimation / tendering as per the CPWD/ PWD norms. Good knowledge of CPWD manuals, preparations/checking of estimates, drawings, bill of quantities, substitute/deviation items statements and other associated issues related with electrical installations.</p>
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Age: No Qualification: Yes(as at column 7)
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption an percentage of the post	By promotion failing which by Deputation / Direct Recruitment

	to be filled by various methods.	
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	<p>Promotion: Assistant Engineer having degree relevant branch of engineering with 08 years of regular services in the pay level 7 (GP 4600) based on Seniority-cum-fitness from Assistant Engineers subject to fulfilment of academic qualification mentioned at Column 7</p> <p>Deputation: Officers holding analogous post or one below category with 3 years experience, in the CPWD/ State Government PWD services or similar organized services/ Semi Government/ PSU/ Statutory or Autonomous Organisation/ University System:</p>
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.

ASSISTANT ENGINEER(CIVIL / ELECTRICAL / MECHANICAL)

1	Name of Post	Assistant Engineer (Civil / Electrical / Mechanical)
2	Number of Post (s)	As per UGC approved sanctioned strength of the University
3	Classification	Group – B
4	Scale of Pay	Level 7
5	Whether Selection or non-selection post	Selection
6	Age Limit for Direct Recruits	35 Years
7	Educational and other qualifications required for direct recruits	Qualifications: i) First Class Bachelor's Degree in relevant field from a recognised Institute/ University or equivalent. ii) Three years' experience in the relevant field as Junior Engineer or Equivalent in State Government PWD services or similar organized services/ Statutory or Autonomous organization/ University System or reputed private organizations with an annual turnover of at least Rs.200/- Crores or more.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Age: No Qualification: Yes as in (column.7)
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	50% by direct recruitment 50% by promotion NOTE: Wherever there is only one sanctioned post selection will be made by direct recruitment.
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Promotion: Five years of regular service as Junior Engineer having degree in a relevant branch of engineering and technology; or 08 years of regular service having diploma in engineering. Deputation: Officers holding analogous post or one below category with 3 years experience, in the CPWD/ State Government PWD services or similar organized services/ Semi Government/ PSU/ Statutory or Autonomous Organisation/ University System:
12	Composition of DPC or Selection	As per schedule II of these Rules.

	Committee	
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JUNIOR ENGINEER

1	Name of Post	Junior Engineer
2	Number of Post (s)	As per UGC approved sanctioned strength of the University
3	Classification	Group – B
4	Scale of Pay/Pay Band / Grade Pay	Level 6
5	Whether or non-Selection post	Not Applicable
6	Age Limit for Direct Recruits	35 Years
7	Educational and other qualifications required for direct recruits	<p>Essential Qualifications: Bachelor's Degree of Engineering/Technology in relevant field from a recognised Institute/ University with one year relevant experience</p> <p style="text-align: center;">OR</p> <p>Diploma in Engineering in the relevant field and three years' experience in relevant field in CPWD / State PWD or Similar Organised Services / Statutory or Autonomous Organisations / Central / State Universities / Autonomous Institutions or reputed Private construction company with an annual turnover of at least Rs.200/- Crores or more.</p>
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Not Applicable

12	Composition of DPC or Selection Committee	As per schedule II of these Rules.
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HINDI OFFICER

1	Name of Post	Hindi Officer
2	Number of Post (s)	As per UGC approved sanctioned strength of the University
3	Classification	Group – A
4	Scale of Pay/Pay Band / Grade Pay	Level 10
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	40 Years
7	Educational and other qualifications required for direct recruits	<p>Essential Qualifications:</p> <p>Master's Degree of a recognised University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level;</p> <p style="text-align: center;">OR</p> <p>Master's Degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level;</p> <p style="text-align: center;">OR</p> <p>Master's degree of a recognised University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of examination at the degree level;</p> <p style="text-align: center;">OR</p> <p>Master's degree of a recognised University in any subject other than Hindi or English. With English Medium and Hindi as a compulsory or elective subject or as a medium of a examination at the degree level;</p> <p style="text-align: center;">OR</p> <p>Master's Degree of a recognized University in any subject other than Hindi or English, with Hindi and English as a compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at the degree level</p> <p style="text-align: center;">AND</p> <p>Three Years experience of using / applying terminology (terminological work) in Hindi and translation work from English to Hindi or vice-versa, preferably of technical or scientific literature under Central / State Govt. / Autonomous Body / Statutory Organisation / PSU / Universities or recognised research or educational institutes</p> <p style="text-align: center;">OR</p> <p>Three Years experience of teaching in Hindi and English or research in Hindi or English under Central / State Govt./ Autonomous Body/ Statutory Organisations/ PSUs/ Universities or recognised research or educational institutions.</p>

		<p>Desirable Qualifications: Studied one of the languages other than Hindi included in the 8th schedule of the Constitution at 10th level from a recognised board.</p>
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by	Direct Recruitment

	promotion or by deputation/absorption and percentage of the post to be filled by various methods.	
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.

HINDI TRANSLATOR

1	Name of Post	Hindi Translator
2	Number of Post (s)	As per UGC approved sanctioned strength of the University
3	Classification	Group – B
4	Scale of Pay/Pay Band / Grade Pay	Level 6
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	35 Years
7	Educational and other qualifications required for direct recruits	<p>Qualifications:</p> <p>Master’s Degree of a recognised University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level;</p> <p align="center">OR</p> <p>Master’s Degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level;</p> <p align="center">OR</p> <p>Master’s degree of a recognised University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of examination at the degree level;</p> <p align="center">OR</p> <p>Master’s degree of a recognised University in any subject other than Hindi or English. With English Medium and Hindi as a compulsory or elective subject or as a medium of a examination at the degree level;</p> <p align="center">OR</p> <p>Master’s Degree of a recognized University in any subject other than Hindi or English, with Hindi and English as a compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at the degree level</p> <p align="center">AND</p> <p>Recognized Diploma or Certificate course in translation from Hindi to English & vice versa or two years experience of translation work from Hindi to English and vice versa in Central or State Government office, including Government of India Undertaking.</p> <p>Studied one of the languages other than Hindi included in the 8th schedule of the Constitution at 10th level from a recognised board.</p>
8	Whether Age and educational qualifications prescribed for	Not Applicable

	direct recruits will apply in the case of promotions	
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.

HINDI TYPIST

1	Name of Post	Hindi Typist
2	Number of Post (s)	As per UGC approved sanctioned strength of the University
3	Classification	Group – C
4	Scale of Pay/Pay Band / Grade Pay	Level 2
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	32 Years
7	Educational and other qualifications required for direct recruits	Essential Qualifications: i. Bachelor's Degree from a recognized University/ Institute. ii. 30 words per minute in Hindi Typing Speed. iii. Knowledge of Computer Applications
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.

SECURITY OFFICER

1	Name of Post	Security Officer
2	Number of Post (s)	As per UGC approved sanctioned strength of the University
3	Classification	Group – B
4	Scale of Pay/Pay Band / Grade Pay	Level 7
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	35 Years
7	Educational and other qualifications required for direct recruits	<p>Essential Qualifications: Bachelor's Degree from a recognized University/ Institution with five years experience as Security Supervisor / Supervisory Position in Security in a Govt. Office, Educational Institute / Private Organisation of repute with an annual turnover of at least Rs.200/- Crores or more</p> <p style="text-align: center;">OR</p> <p>Persons who have served in the Army or such Uniformed Service at JCO level or equivalent or above, with 10th standard pass or Army class I Examination or an equivalent examination.</p> <p style="text-align: center;">AND</p> <p>Holding a valid Driving License (LMV/ Motor cycle).</p>
8	Whether Age and education qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment failing which by deputation.
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	<p>Deputation: Officer from the Central/ State Govt./ Universities/ Other autonomous organizations.</p> <p>i. Holding analogous post on regular basis.</p> <p style="text-align: center;">OR</p> <p>ii. With three years regular service in the relevant field in the Level 6.</p>
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.

ASSISTANT SECURITY OFFICER

1	Name of Post	Assistant Security Officer
2	Number of Post (s)	As per UGC approved sanctioned strength of the University
3	Classification	Group – B
4	Scale of Pay/Pay Band / Grade Pay	Level 6
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	35 Years
7	Educational and other qualifications required for direct recruits	<p>Qualifications: Bachelor's Degree from a recognized University/ Institution with five years experience as Security Supervisor / Supervisory Position in Security in a Govt. Office, Educational Institute / Private Organisation of repute with an annual turnover of at least Rs.200/- Crores or more</p> <p style="text-align: center;">OR</p> <p>Persons who have served in the Army or such Uniformed Service at JCO level or equivalent or above, with 10th standard pass or Army class I Examination or an equivalent examination.</p> <p style="text-align: center;">AND</p> <p>Holding a valid Driving License (LMV/ Motor cycle).</p>
8	Whether Age and education qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment failing which by deputation.
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	<p>Deputation: Officer from the Central/ State Govt./ Universities/ Other autonomous organizations.</p> <p>i. Holding analogous post on regular basis.</p> <p style="text-align: center;">OR</p> <p>ii. With three years regular service in the relevant field in the Level 5.</p>
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.

SECURITY INSPECTOR

1	Name of Post	Security Inspector
2	Number of Post (s)	As per UGC approved sanctioned strength of the University
3	Classification	Group – C
4	Scale of Pay/Pay Band / Grade Pay	Level 5
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	32
7	Educational and other qualifications required for direct recruits	<p>Essential Qualifications: Bachelor's Degree from a recognized University/ Institution with three years' experience as Security Supervisor / Supervisory Position in Security in a Govt. Office, Educational Institute / Private Organisation of repute with an annual turnover of at least Rs.200/- Crores or more.</p> <p align="center">OR</p> <p>Persons who have served in the Army or such Uniformed service with at least Class 10th standard pass or Army Class I examination or an equivalent examination.</p> <p align="center">AND</p> <p>Holding a valid Driving License (LMV / Motor cycle).</p>
8	Whether Age and education qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	100% by Direct Recruitment
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.

SECURITY ASSISTANT

1.	Name of Post	Security Assistant
2.	Number of Post	As per UGC approved sanctioned strength of the University
3.	Classification of the post	Group 'C'
4.	Scale of Pay/Pay Band/Grade Pay/Pay Level	Level 2
5.	Selection or Non-Selection Post	Not Applicable
6.	Age limit for direct Recruits	32 Years.
7.	Educational and other qualifications required for direct recruits	<p>Essential Qualifications:</p> <ol style="list-style-type: none"> 1. Should have passed Intermediate examination from a recognized examining body or an equivalent qualification from an Army Establishment. 2. Should be an Ex-Army/Para-Military Personnel with proper discharge certificate with Medical Category "AYE" and Character "Very Good" or equivalent.
8.	Whether age & educational qualifications prescribed for direct recruits will apply in the case of promotions?	Not Applicable
9.	Period of probation, if any.	Two Years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods.	Direct recruitment through Written Test and Skill Test (if required)
11.	In case of recruitment by promotion / deputation / absorption, grades from which promotion/deputation/absorption to be made.	Not Applicable

12.	Composition of DPC or Selection Committee	As per schedule II of these Rules.
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GUEST HOUSE MANAGER

1	Name of Post	Guest House Manager
2	Number of Post (s)	As per UGC approved sanctioned strength of the University
3	Classification	Group – B
4	Scale of Pay/Pay Band / Grade Pay	Level 6
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	35 Years
7	Educational and other qualifications required for directrecruits	<p>Essential Qualifications:</p> <p>1. Bachelor’s Degree in Hotel Management or allied field from a recognized University / Institution with one year relevant experience</p> <p style="text-align: center;">OR</p> <p>Diploma in Hotel Management or allied field from a recognizedUniversity / Institute with two years relevant experience</p> <p>2. Knowledge of Computer applications</p>
8	Whether Age and education qualifications prescribed for directrecruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	2 Years
10	Method of recruitment whether bydirect recruitment or by promotionor by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment
11	In case of recruitment by promotion/ deputation/absorption,grades from which promotion/ deputation/absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.

COOK

1	Name of Post	Cook
2	Number of Post (s)	As per UGC approved sanctioned strength of the University
3	Classification	Group – C
4	Scale of Pay/Pay Band / Grade Pay	Level 2
5	Whether Selection or non-selection post	Not applicable.
6	Age Limit for Direct Recruits	32 Years
7	Educational and other qualifications required for direct recruits	Qualifications: 1. 10 th Class from a recognized Board. 2. ITI Trade certificate in Bakery and Confectionery (one year duration) 3. 03 years experience in cooking / catering services in educational institutions/ guest houses, at least 3 starred hotels or similar organisations.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct recruitment
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.

KITCHEN ATTENDANT

1	Name of Post	Kitchen Attendant
2	Number of Post (s)	As per UGC approved sanctioned strength of the University
3	Classification	Group – C
4	Scale of Pay/Pay Band / Grade Pay	Level 1
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	32 Years
7	Educational and other qualifications required for direct recruits	<p>Essential Qualifications:</p> <p>1. 10th Pass from any State/ Central School / Board.</p> <p align="center">OR</p> <p>ITI Trade Certificate in the relevant trade.</p> <p>2. Two years experience in cooking/ catering services in a Canteen/ reputed Hotel/ Guest Houses of reputed organizations/ University</p>
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.

HOSTEL ATTENDANT

1	Name of Post	Hostel Attendant
2	Number of Post (s)	As per UGC approved sanctioned strength of the University
3	Classification	Group – C
4	Scale of Pay/Pay Band / Grade Pay	Level 1
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	32 Years
7	Educational and other qualifications required for directrecruits	<p>Essential Qualifications:</p> <p>(i) 10th Pass from any State/ Central School / Board</p> <p style="text-align: center;">OR</p> <p>ITI Pass</p> <p>(ii) At least two years of experience in a Hostel / Canteen/ Hotel/ GuestHouse etc.</p>
8	Whether Age and education qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.

DRIVER

1	Name of Post	Driver
2	Number of Post (s)	As per UGC approved sanctioned strength of the University
3	Classification	Group – C
4	Scale of Pay/Pay Band / Grade Pay	Level 2
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	32 Years
7	Educational and other qualifications required for direct recruits	Essential Qualifications: (i) 10 th Pass from any recognised Board (ii) Possession of a Valid Commercial Driving License for Light/ Medium/ Heavy Vehicles issued by the Competent authority having no adverse endorsement (iii) Knowledge of motor mechanism (the candidate should be able to remove minor defects in vehicles). (iv) Experience of driving motor vehicles for at least 05 years in an organization.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment through driving test, knowledge of traffic rules and skill test.
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.

***Note: For promotion to different higher grades of Driver, Staff car driver rules of Gol shall be applicable.**



10, Institutional Area, Vasant Kunj, New Delhi - 110 070
Phone: 71800222

NOTIFICATION
No.51 of 2023-24

Ref.: NOT/R35

06 May 2024

Sub: Composition of Restructuring Committee

To confirm the restructuring in respect of the Non-Teaching staff as proposed in the 50th EC meeting, a committee as follows is hereby constituted:-

- (a) Col B Venkat, Registrar TERI SAS, convenor
- (b) Prof. Shaleen Singhal
- (c) Dr. Sandeep Chatterjee, Pro Vice-Chancellor, D Y Patil International University

Mandate of the committee shall be as follows:-

- (a) The restructuring (change of level) proposed in respect of the Non-Teaching staff be scrutinised for their academic / educational qualifications and eligibility.
- (b) Methodology to be adopted for restructuring (should the above be found in order).

The committee may incorporate additional members (if required).

This is issued with the approval of the competent authority.


Col. B Venkat
Registrar
TERI School of Advanced Studies
10, Institutional Area, Vasant Kunj
New Delhi - 110 070
Col. B Venkat
Registrar

Copy to:

Prof. Shaleen Singhal
Dr. Sandeep Chatterjee, Pro Vice-Chancellor, D Y Patil International University
Notification file (Hard copy)

Minutes of the Restructuring Committee for the Non-Teaching Staff at the TERI School of Advanced Studies (TERI SAS)

Date: 25 July 2024
Time: 10:30 am onwards
Place: Seminar Hall, TERI SAS

The following members were present.

- (a) Dr. Sandeep Chatterjee, Pro Vice-Chancellor, D Y Patil International University
- (b) Prof. Shaleen Singhal, Professor, TERI SAS
- (c) Col B Venkat, Registrar TERI SAS
- (d) Mr Kamal Sharma, Deputy Registrar (Academic Administration) - Special Invitee

The Registrar briefed the committee members about the objectives and basic purpose of the meeting and appraised the mandate (Notification No 51 of 2023 -24 dated 06.05.2024), as follows-

- (a) *The restructuring (change of level) proposed in respect of the Non-Teaching staff be scrutinised for their academic/educational qualifications and eligibility.*
- (b) *Methodology to be adopted for restructuring (should the above be found in order).*

Recommendations:

- ❖ **The restructuring (change of level) proposed in respect of the Non-Teaching staff be scrutinised for their academic/educational qualifications and eligibility.**

The data pertaining to all non-teaching staff were shared with the committee members in the form of an excel sheet along with the Cadre Recruitment Rules (CRRs) (Annexure - I) of TERI SAS. The Excel Sheet (Annexure - II) contains the detail. Data pertaining to all non-teaching staff, in terms of academic qualifications, experience and eligibility, as already scrutinised and provided by the office of the Registrar, TERI SAS, was considered. The following were the options-

- 1. No change is mandated in the existing level but designation to be aligned to the CRR.
- 2. A change is desirable in the existing level, along with similar / proposed designation, as per the CRR.

The Committee went into the details of individual non-teaching staff members and examined their cases based on their academic qualifications and eligibility. The recommendations of the committee are mentioned in the remarks column of the excel sheet.

❖ **Methodology to be adopted for restructuring (should the above be found in order).**

The Committee suggested that all these cases of non-teaching staff after the approval of the Executive Council be put up to the duly constituted Department Promotion Committee (DPC), as per Rules. The Recommendations of the DPC, once approved, be put up to the Executive Council (EC) for information, as applicable.

Reference is drawn to the Agenda Item No. 6 to the 35th Executive Council meeting of TERI SAS held on 29 July 2020, wherein 51 sanctioned teaching posts were approved by the Executive Council in the year 2019-2020.

Further, as per UGC Regulations and mandate the strength of teaching (51) vis-à-vis non-teaching (56) is in the ratio of 1:1.1 and accordingly, the sanction strength of non-teaching staff at the TERI SAS is proposed and works out to be 56.

The committee also suggested maintaining the following at the University for future promotions.

1. The seniority list of all non-teaching staff borne in each cadre, including the combined seniority of posts shall be maintained.
2. Service record register for all non-teaching staff be maintained.
3. A training calendar be prepared, and regular in-house trainings / capacity development be organised to orient the non-teaching staff as per guidelines. The MTS staff shall be oriented as per UGC norms.

The committee suggested the above recommendations to be considered by the Executive Council (EC).

The meeting ended with thanks to the Chair.


(Sandeep Chatterjee)


(Shateen Singhal)


(B Venkat)


(Kamal Sharma)

(Annexure - II)

Sr No.	Name of the employee	Present level as per 7 CPC	Present designation	Highest academic qualification	Minimum academic qualification and Minimum service experience as per proposed designation / Level	Service experience	Proposed Level	Proposed designation	Vigilance case (Yes/No)	Remarks/Action proposed as per eligibility or otherwise
1	Pooja Choudhary	7	Deputy System Analyst (IT)	Master of Computer Application from IGNOU in the year 2007	Deputy System Analyst or any ICT appointment at Level 7 with 3 years of work experience	18	8	Joint System Analyst	No	Skill certification needs to be on record for qualification/experiences mentioned in the RR. Note sheet for the same be put up along with detailed statement for consideration to Level 5, if applicable. Recommendations may be taken up through DPC
2	Devinder Kumar	1	Junior Programme Assistant	B Tech (Information Technology) from Gautam Buddha Technical University, Lucknow in the year 2013	Bachelor's degree with minimum five years of working in University/ Research establishment / Central/ State Govt / PSU and other autonomous bodies or Private organization of repute.	10	2	Lower Division Clerk	No	The case proposed for Level 4, UDC may be considered for notional upgradation to level 2 before considering upgradation, applicable under the RRs. Note sheet for the same be put up along with detailed statement for consideration to Level 4.
3	Sushil Kumar	4	Programme Assistant	MA (History) from Himachal Pradesh University in the year 2001	Bachelor's degree with minimum five years of working in University/ Research establishment / Central/ State Govt / PSU and other autonomous bodies or Private organization of repute.	21	4	Upper Division Clerk	No	Note sheet for the same be put up along with detailed statement for consideration to Level 5, if applicable. Recommendations may be taken up through DPC
4	Raj	4	Programme Assistant	MA (Political Science) from Himachal Pradesh University in the year 2006	Bachelor's degree with minimum five years of working in University/ Research establishment / Central/ State Govt / PSU and other autonomous bodies or Private organization of repute.	30	4	Upper Division Clerk	No	Note sheet for the same be put up along with detailed statement for consideration to Level 5, if applicable. Recommendations may be taken up through DPC
5	Sunil Kumar	3	Administrative Assistant	BA (Pass) from Delhi University	Administrative Assistant with 05 years of regular service in pay level 2	34	4	Upper Division Clerk	No	As per eligibility, fitness and RRs
6	Vikas Prasad	3	Accountant	B Com (P) from University of Delhi in the year 2009	Bachelor Degree from a recognized University / Institution	20	4	Upper Division Clerk	No	As per eligibility, fitness and RRs
7	Devvraja Gogiani	2	Junior Assistant	M Com from Indira Gandhi National Open University	Bachelor Degree from a recognized University / Institution	11	4	Upper Division Clerk	No	As per eligibility, fitness and RRs

8	Vidhya Rawat	1	Junior Programme Assistant	B Com (P) from University of Delhi	1. A Bachelor's Degree from any recognized Institute/ University. 2. Two year experience at any HEI / Research organization in clerical assistance / job. 3. Speed in English Typing @ 35 wpm OR Speed in Hindi Typing @ 30 wpm 4. Proficiency in Computer Operations.	19	2	Lower Division Clerk	No	Notional to Level 2 (LDC) with a self-contained note subsequently for promotion to UDC. This is subject to eligibility, fitness and RRs.
9	Donis Justina	1	Junior Administrative Assistant	Bachelor of Arts from Manav Bharti University in the year 2012	1. A Bachelor's Degree from any recognized Institute/ University. 2. Two year experience at any HEI / Research organization in clerical assistance / job. 3. Speed in English Typing @ 35 wpm OR Speed in Hindi Typing @ 30 wpm 4. Proficiency in Computer Operations.	11	2	Lower Division Clerk	No	Notional to Level 2 (LDC) with a self-contained note subsequently for promotion to UDC. This is subject to eligibility, fitness and RRs.
10	Sudhanshu Kumar Jena	1	Office Attendant	12 th Pass	(i) 10 + 2. (ii) 7 years service at Level 1	29	1	Multi Tasking Staff	No	Notional to Level 1 (MTS) with a self-contained note subsequently for promotion to LDC (Level 2). This is subject to eligibility, fitness and RRs.
11	Rajesh Nishad	1	Junior Technical Assistant	12 th pass from JJMVP, Lohra, UP ITI in Electrical from Lucknow, UP	(i) 10 + 2. (ii) 7 years service at Level 1	24	1	Multi Tasking Staff	No	Notional to Level 1 (MTS) with a self-contained note subsequently for promotion to LDC (Level 2). This is subject to eligibility, fitness and RRs.
12	Gajendra Singh	1	Junior Technical Assistant	Bachelor of Arts from Dr Ambedkar University, Agra ITI (Electrician) from Government ITI, Manipuri, UP in 1998	(i) 10 + 2. (ii) 7 years service at Level 1	26	1	Multi Tasking Staff	No	Notional to Level 1 (MTS) with a self-contained note subsequently for promotion to LDC (Level 2). This is subject to eligibility, fitness and RRs.
13	Akhilesh Roy	1	Office Attendant	12 th Pass from Bihar Board in the year 2007	(i) 10 + 2. (ii) 7 years service at Level 1	15	1	Multi Tasking Staff	No	Notional to Level 1 (MTS) with a self-contained note subsequently for promotion to LDC (Level 2). This is subject to eligibility, fitness and RRs.
14	Umesh Chandra Singh	1	Library Attendant	12 th Pass from Uttarakhnad Board in the year 2005	(i) 10 + 2. (ii) 7 years service at Level 1	14	1	Multi Tasking Staff	No	Notional to Level 1 (MTS) with a self-contained note subsequently for promotion to LDC (Level 2). This is subject to eligibility, fitness and RRs.
15	Jyoti Mehlawat	1	Junior Department Assistant	Master of Business Administration (Finance and HR) from Swami Vivekanand Subharti University in the year 2020	1. A Bachelor's Degree from any recognized Institute/ University. 2. Two year experience at any HEI / Research organization in clerical assistance / job. 3. Speed in English Typing @ 35 wpm OR Speed in Hindi Typing @ 30 wpm 4. Proficiency in Computer Operations.	13	2	Lower Division Clerk	No	Notional to Level 2 (LDC) with a self-contained note subsequently for promotion to UDC (Level 4). This is subject to eligibility, fitness and RRs.
16	Abhishek Singh	1	Junior Technical Assistant	12 Pass from Government Boys Secondary School, New Usmaampur Delhi in the year 2011 ITI (Electrician) passed from Dhuai, Ghazitbad in the year 2016	(i) 10 + 2. (ii) 7 years service at Level 1	8	1	Multi Tasking Staff	No	Notional to Level 1 (MTS) with a self-contained note subsequently for promotion to LDC (Level 2). This is subject to eligibility, fitness and RRs.








डॉ. के. पी. सिंह
संयुक्त सचिव
Dr. K.P. Singh
Joint Secretary



विश्वविद्यालय अनुदान आयोग
University Grants Commission
(मानव संसाधन विकास मंत्रालय, भारत सरकार)
(Ministry of Human Resource Development, Govt. of India)
बहादुरशाह ज़फ़र मार्ग, नई दिल्ली-110002
Bahadur Shah Zafar Marg, New Delhi-110002
दूरभाष Phone : कार्यालय Off : 011-2323 9597
फैक्स Fax : 011-2323 6347, e-mail: kpsingh.ugc@nic.in

F. No 6-7/97 (JCRC) Vol. IV

1 OCT 2014
October, 2014

Registrar
All Central Universities (39)
Deemed to be Universities (8)

Sub : Report of the Joint Cadre Review Committee (JCRC) on reforms in Cadre Recruitment Rules for various categories of posts in respect of 24 identified services/cadre structures on uniform staffing pattern of the non-teaching staff of the Central Universities, UGC maintained deemed to be Universities and Delhi Colleges.

Sir,

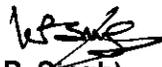
The undersigned in directed to state that on the request of the MHRD, UGC had constituted the Joint Cadre Review Committee (JCRC) to recommend uniform staffing pattern, service conditions etc. of non-teaching staff (Group A, B, C & D) of Central Universities, UGC-maintained Deemed to be Universities and the colleges affiliated to Delhi University. The Report of JCRC containing its recommendations on 24 cadres (Non-teaching) were submitted to the MHRD vide letters dated 18.1.2008, 12.6.2009 and 23.9.2010. In this regard MHRD has conveyed its decision vide their letter No.F.No.19-16/2008-Desk(U) dated 7.05.2014 on the following aspects of the report.

- (i) As per MHRD letter No.1-32/2006-U.II/U(II) dated 31.12.2008, Deputy Registrar, in the pay scale of 15600-39100 with Grade Pay of 7600, on completion of 5 years is eligible to move to the Pay Band of Rs.37400-67000 with a Grade Pay of Rs.8700. MHRD has now approved the proposal to re-designate such Deputy Registrars as Joint Registrar, with the stipulation that the post will revert as Deputy Registrar when it falls vacant.
- (ii) The requirement of 8 years' service in respect of Assistant Registrars who are placed in PB 3 with Grade Pay 6600, is reduced to 5 years' service for promotion to Deputy Registrar.
- (iii) Extension of Career Advancement Scheme (CAS) to the posts of Scientific Officers / Technical Officers is not agreed to. Instead, Modified Assured Career Scheme (MACP) will govern their career progression.
- (iv) The following recommendations of JCRC in respect of University Science Instrumentation Centre (USIC) professionals are accepted with the stipulation that utilizing their services in teaching in absence of their specified work would not entail extension of Academic Grade Pay and applicability of CAS to them:
 - a. Continuing with services of USIC personnel until they vacate their positions.
 - b. Once the posts are vacated, the Universities will follow the XIth Plan guidelines to engage persons on contractual basis as per provision under the Scheme, and
 - c. Expertise of Scientific and Technical Officers may be utilized in strengthening teaching and learning besides handling of sophisticated equipment.

- (v) MHRD has agreed to creation/re-designation of the post of Vice Principal in schools having students' strength more than 1000 and to be filled from among the PG Teachers based on seniority-cum-fitness. The Vice-Principal designated be paid an honorarium of Rs.2000/- per month (applicable for Schools under Banaras Hindu University, Aligarh Muslim University, Visva-Bharati, Jamia Millia Islamia, University of Hyderabad and Maulana Azad National Urdu University and Delhi University).
- (vi) Recommendations of JCRC to equate the post of ICT with scientists of ICAR is not agreed to.
- (vii) Parity of the posts of Assistant Documentation Officer and Assistant Documentation Officer (Senior Scale) with the posts of Assistant Librarian and Assistant Librarian (Senior Scale) with the Grade Pay of Rs.6000/- and Rs.7000/- respectively is agreed to. However, the MHRD has not agreed for parity at further levels viz. Assistant Librarian (Selection Grade) / also designated as Deputy Librarian as post as Assistant Documentation Officer (Selection Grade) did not exist earlier.
- (viii) Abolition of Posts like Malis and Head Malis as and when such posts fall vacant, has been agreed to and such services are to be outsourced.

The UGC is separately communicating with the MHRD seeking clarification regarding other aspects of the JCRC recommendations. In the meanwhile, the University may initiate action for giving effect to the above decisions of the MHRD under intimation to the UGC. The above decision will be effective from the date of the issue of this letter.

Yours faithfully,


(K.P. Singh)

Copy to :-

1. Shri Surat Singh, Deputy Secretary MHRD, Department of Higher Education, Central University & Language Bureau, with reference to his letter No. F.No.19-16/2008-Desk(U) dated 7.05.2014.
2. PO (Website) UGC, with a request to upload the letter on the UGC website.
3. JS (PS) UGC, New Delhi.

Sl. No.	CENTRAL UNIVERSITIES
1	Aligarh Muslim University, Aligarh - 202 002
2	Banaras Hindu University, Varanasi - 221 005.
3	University of Delhi, Delhi - 110 007.
4	University of Hyderabad, Hyderabad - 500 046.
5	Jamia Millia Islamia, Jamia Nagar, New Delhi - 110 025.
6	Jawaharlal Nehru University, New Mehrauli Road, New Delhi - 110 067
7	North Eastern Hill University, NEHU Campus, Shillong - 793 022.
8	Pondicherry University, R. Venkataraman Nagar, Kalapet, Puducherry - 605 014
9	Visva Bharati, Shantiniketan – 731235, West Bengal
10	Assam University, P.O. Assam University, Silchar - 788 011, Assam
11	Tezpur University, Distt. Sonitpur, P.B.No.72, Tezpur - 784 001
12	Nagaland University, Campus Kohima - 797 001, Headquarter Lumani, Nagaland
13	Mizoram University, Post Box No.910, Aizwal - 796 012, Mizoram
14	Babasaheb Bhimrao Ambedkar University, Vidya Vihar, Rae Bareilly Road, Lucknow - 226 025.
15	Maulana Azad National Urdu University, Gachibowli, Hyderabad - 500 032
16	Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya, Post Box No.16, Panchtila, Umri Village, Arvi Road, Wardha – 442 001, Maharashtra
17	University of Allahabad, Allahabad - 211 002, Uttar Pradesh
18	Manipur University, Canchipur, Imphal – 795 003, Manipur
19	Rajiv Gandhi University , Rono Hills, Doimukh, Itanagar – 791 111, Arunachal Pradesh
20	Tripura University, Suryamaninagar, Tripura – 799 130
21	English and Foreign Languages University, Osmania University Campus, Hyderabad- 500 007
22	Sikkim University, 6 th Mile, Samdur, P.O. Tadong- 737 102, Gangtok, Sikkim
23	Indira Gandhi National Tribal University, Makal Sadan, Amarkantak, Madhya Pradesh
24	Dr. Harisingh Gour Vishwavidyalaya, Sagar, Madhya Pradesh-470 003
25	Guru Ghasidas Vishwavidyalaya, Main Campus, Koni, Bilaspur, Chhatisgarh, - 495 009,
26	Hemwati Nandan Bahuguna Garhwal University, Srinagar, Garhwal-246 174, Uttrakhand
27	Central University of Bihar, BIT Campus – Patna , P.O. B.V. College, Patna – 800014, Bihar
28	Central University of Gujarat, Sector-30, Gandhinagar – 382 030, Gujarat
29	Central University of Haryana, Jant-Pali Villages, Mahendergarh, Haryana - 123029
30	Central University of Himachal Pradesh, PO Box No. 21, Dharamshala Dist – Kangra, Himachal Pradesh – 176 215
31	Central University of Jharkhand, Ratu Lohardaga Road, Brambe, Ranchi – 835 205, Jharkhand
32	Central University of Karnataka , Kadaganchi, Aland Road, Aland Taluk, Gulbarga (Dist.) – 585311, Karnataka
33	Central University of Jammu, 8/8, Trikuta Nagar, Jammu – 180 012 (J & K)
34	Central University of Kashmir, Transit Campus : Sonwar, Near GB Pant Hospital, Srinagar-190 005 (J & K)
35	Central University of Kerala, KM Towers, Nayanmar Moola, Vidyanagar P.O. Kasaragod – 671 123 (Kerala)
36	Central University of Orissa, Landiguda, Koraput, Odisha – 764 020
37	Central University of Punjab, Mansa Road, Bathinda – 151 001
38	Central University of Rajasthan, NH-8, Bandar Sindri, Distt- Ajmer-305801, Rajasthan
39	Central University of Tamil Nadu, Neelakudi Campus, Kandalancherry (Post), Thiruvarur – 610 101

SI No.	UGC MAINTAINED DEEMED TO BE UNIVERSITIES
1.	Avinashilingam Institute for Home Science and Higher Education for Women, Coimbatore - 641 043, TAMILNADU
2.	Dayalbagh Educational Insititute, Dayalbagh, Agra - 202 005. UTTAR PRADESH
3.	Gandhigram Rural Institute, Gandhigram PO, Dindigul Distt. 624 302, TAMILNADU
4.	Gujarat Vidyapeeth, PO Navjivan, Ashram Road, Ahmedabad - 380 014. (GUJRAT)
5.	Gurukula Kangri Vishvavidyalaya, Haridwar - 249 404, UTTRANCHAL
6.	Rashtriya Sanskrit Vidyapeeth, Tirupati - 517 064
7.	Shri Lal Bahadur Shastri Rashtriya, Sanskrit Vidyapeeth, Katwaria Sarai, New Mehrauli Road New Delhi - 110 016
8.	Tata Insititute of Social Sciences, Sion - Tromby, Deonar, Mumbai - 400 088.

							Annexure 2	
TERI School of Advanced Studies								
10, Institutional Area, Vasant Kunj, New Delhi - 110070								
Revised Financial Budget for the Financial Year 2024-25								
Particulars		Original Budget		Revised Budget		%		
		Amount in Lakhs						+/-
A	Receipts							
1	Academic Receipts							
a	PG, UG and Doctoral Course Fees	2,623.45		2,694.28			2.70	
b	Sales of Applications	5.00		5.00			-	
c	Convocation Fees	3.75		3.75			-	
d	Fellowships (Hemendra Kothari, RK Bawa, VVRSMF etc)	3.00	2,635.20	3.00	2,706.03		-	2.69
2	Interest Receipts		2.75		2.75			-
3	Other Receipts							
a	Rental Receipts (Net of Goods and Service Tax)	584.90		584.90			-	
b	Hostel Fees	172.20		172.20			-	
c	Miscellaneous (Rental for tower and infrastructure usage charges)	8.23	765.33	8.23	765.33		-	-
4	Receipts from Completed Research Projects (Including Centres)		400.00		400.00			-
	Total A		3,803.28		3,874.11			1.86
B	Payments							
1	Salary (Teaching and Non Teaching Staffs)		1,640.30		1,640.30			-
2	Academic Course Expenses		207.75		207.75			-
3	Utilities, Maintenance and Overheads		497.17		497.17			-
4	Expenditure of Completed Research Projects		320.00		320.00			-
5	Hyderabad Expenditures		595.55		595.55			-
	Total B		3,260.77		3,260.77			-
	Excess of Receipts over Payments		542.51		613.34			13.06

Faculty Recruitment Rationalisation Committee (22nd July 2024)

Minutes of Meeting

Following faculty attended the meeting:

Prof. Shaleen Singhal (DoSE)

Prof. Shashi Bhushan Tripathi (DBT)

Prof. Arun Kansal (DoRWS)

Dr. Adwitiya Sinha (DoNAS)

Dr. Shruti Sharma (DoPMS, nominated by Dr. Gopal Sarangi)

Prof. Anandita Singh (Chairperson & Member Secretary)

Committee members reviewed faculty requirements in DoSE, DBT, DoNAS and DoPMS based on information provided in Annexure 1.1, 1.2, 1.3 and 1.4, respectively. No requests were received from DoRWS. Given the inherent differences across four departments, committee used following parameters for rationalising faculty recruitment:

1. Optimising faculty student ratio
2. Ensuring minimal faculty strength (6) per department
3. Preserving core academic strength of TERI SAS

The criteria were used as mere guides since no single criteria could be uniformly and strictly applied across departments which are inherently distinct with regard to features, operations and nature of contributions to the University. The four departments differ with respect to number of programmes being offered, faculty strength, total number of students and new initiatives (new programmes committed to be launched by academic year 2025). While few departments offer programmes with greater degree of disciplinary overlap (eg. MA SDP intersects with MA PPSD and ESRM intersects with CSP), others are unique (eg. Geoinformatics, Data Science and Biotechnology). The committee was also of the view that in large sized departments such as DoPMS and DNAS, faculty student ratios are a better determinant for assessing faculty deficits. In smaller departments such as DBT, DoSE and DoRWS, however, determining absolute number of faculty is more important since a critical mass (minimum number of faculty) is crucial for viability of smaller Departments. Finally, committee recommends that a detailed mapping of credits and courses shared across Departments needs to be undertake at a University wide level to support decision making and rationalising faculty recruitment.

Note: The factors mentioned below were excluded while assessing faculty requirements across departments:

1. Number of consultancy projects and executive training programmes being undertaken
2. Number of extra-murally funded research projects being implemented
3. Programmes with heavier practical courses which are run in several batches and account for twice the number of contact hours per credit relative to theory courses
4. Programmes with greater weightage of faculty driven field-work component
5. Programmes with mandatory requirement for carrying out major project thesis within University

Following facts were considered while making recommendations:

Department of Sustainability Engineering (Annexure 1.1)

Total number of regular faculty: 5

Student strength (Existing + entrants AY2024): 56

Requirements from Department: 3

Faculty student ratio (AY2023/24): 1:11

Recommendations:

Recruitment of **two faculty** with proposed specialisations:

1. Thermal/mechanical engineering with expertise in Solar PV, Solar Thermal, Wind, coal, oil or Faculty student ratio (AY2023/24): Chemical engineering with expertise in Biomass, biofuel, waste, green hydrogen
2. Electrical/energy engineering with expertise in AI, EV, ESS, Grid stability, energy modelling

The committee sensed an urgent need to recruit faculty in the field of Renewable Energy, an area integral to TERI/ TERI SAS, and of enormous national importance meriting capacity building. Only three faculty with domain specific expertise are currently managing a total of 3 programmes (including a weekend programme and a new MSc. Programme to be offered in AY2024).

Department of Biotechnology (Annexure 1.2)

Total number of regular faculty: 4

Student strength (Existing + entrants AY2024): 37 + 45 =80

Requirements from Department: 3

Faculty student ratio (AY2023/24): 1:20

Recommendations

Committee considered approval of **1 faculty** with specialisation Bioinformatics against the continuing vacancy since last 4 years in the existing MSc. Biotechnology programme (already approved in Executive Committee, TERI SAS). However, the committee suggested deferment of faculty in Systems and Synthetic Biology.

Department of Natural and Applied Studies (Annexure 1.3)

Total number of regular faculty: 9

Student strength (Existing + entrants AY2024): 350

Requirements from Department: 6

Faculty student ratio (AY2023/24): 1:39

Recommendations:

The committee considered faculty student ratio and deficits in data science while recommending recruitment of **six faculty** in following areas:

1. Two faculty with background in Data Science (Network Security, Computer Networks, Cyber Security, IoT)
2. One in Geoinformatics (Cartography LIDAR, UAV, Thermal, Hyperspectral, Microwave)
3. One in Climate Modelling, Climate Change, Downscaling
4. Two in Ecology and Biodiversity

With these recruitments, the faculty strength will increase to 15 and faculty student ratio will stabilise at 1:24.

Department of Policy and Management Studies (Annexure 1.4)

Total number of regular faculty: 15

Student strength (Existing + entrants AY2024): 621

Requirements from Department: 28

Faculty student ratio (AY2023/24): 1:41

Recommendations:

The committee examined clusters of programmes with similar requirement within DoPMS while making recommendations.

Cluster 1: MBA (Business Studies) and BBA (UG)

Existing number of faculty: 4

Students:

MBA (Existing + Projected): 54 + 90= 144

BBA (Existing +Projected): 6 + 40= 46

Total number of students (AY2023/24): 190

Exiting Faculty student ratio (AY2023/24): 1:48

Recommendation: The committee recommended recruitment of **two faculty** for this cluster. With a total of 6 faculty, the student faculty ratio will stabilise at 1:31. The committee suggested that remaining needs be fulfilled by guest faculty.

Cluster 2: MA (SDP), MA (PPSD) and LLM (One year Programme)

Existing number of faculty: 7

Students:

MA SDP (Existing + Projected): 50 + 60= 110

PPSD (Existing + Projected): 8 + 60= 68

LLM (Existing + Projected): 21 +35 =56

Total number of students (AY2023/24): 234

Exiting Faculty student ratio (AY2023/24): 1:56

Recommendations: Recruitment of **two faculty** was approved for this cluster. The committee held the view that MA PPSD programme is supported by several experts from TERI, Law faculty and Mr. Shri Prakash in addition to Prof. Arun Kansal and Prof. Shaleen Singhal.

Cluster 3: MSc. Economics and BSc. Economics

Existing number of faculty: 5

Students:

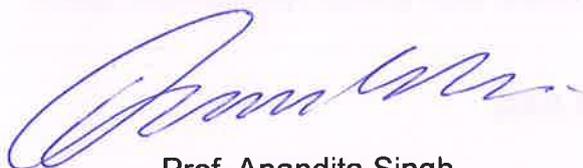
MSc. Economics (Existing + Projected): 70 + 80= 150

B.Sc. Economics (Existing + Projected): 7 +20=27

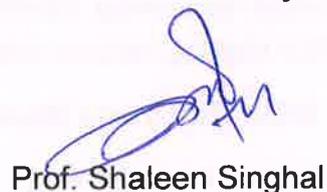
Total number of students (AY2023/24): 177

Exiting Faculty student ratio (AY2023/24): 1:35.4

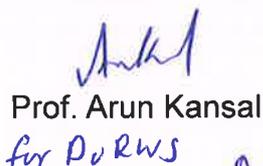
Recommendations: The committee approved recruitment of **one faculty**.



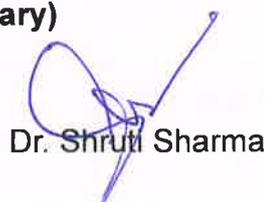
Prof. Anandita Singh
(Chairperson & Member Secretary)



Prof. Shaleen Singhal



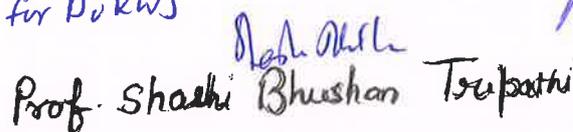
Prof. Arun Kansal
for DORWS



Dr. Shruti Sharma



Dr. Adwitiya Sinha



Prof. Shashi Bhushan Tripathi

Annexure 1.1

Academic Year 2024

Department of Sustainable Engineering						
Programmes	No. of Students (existing/projected)	Existing faculty			Faculty Requirement (Discipline)	Priority
	Odd and Even semester	Professor	Associate Professor	Assistant Professor	Academic Year 2024	
M.Tech (REEM)	21 + 18	1	1	1		
M.Tech (REEM) – weekend						
PGDREM	1 + 4					
M.Sc (ESM)	0 + 20				2 (Assistant Professor) Specialization: 1. Background of thermal/mechanical engineering with expertise in Solar PV, Solar Thermal, Wind, coal, oil 2. Background of chemical engineering with expertise in Biomass, biofuel, waste, green hydrogen	1
					1 (Associate Professor) 1. Background of electrical/energy engineering with expertise in AI, EV, ESS, Grid stability, energy modelling	2

Note: Immediate requirement for 2 Assistant & 1 Associate Professor level for MSc. ESM

Annexure 1.2

Department of Biotechnology

1. Minimum requirement for regular faculty required in forthcoming semester (1st and 3rd, AY2024) in order of priority

Academic Year 2024

Programmes	No. of Students (existing/projected)	Existing faculty			Faculty Requirement (Discipline)	Priority
		Professor	Associate Professor	Assistant Professor		
	Odd & Even semester				Academic Year 2024	
MSc Biotechnology	37 (Existing) + 50 (Projected)	3	1	0	Bioinformatics (Approved by EC, TERI SAS & BoS)	1
					Synthetic/ Systems Biology (Approved by BoS)	2
					Virology (Approved by BoS)	3
MSc. Biotechnology (Integrated, UG+PG): To be offered from 2025)	50 X 5=250 (5 batches by 2030)			4	(To be approved by BoS)	

Note: Disciplinary strengths required for 21 Credit equivalent of Practical component (Hand's on) and generating EMR grants, attracting fellowship holders for PhD and post-docs (indicator for various Audits)

2. Guest and Adjunct faculty to be appointed in forthcoming semester (1st and 3rd, AY2024)

Guest and Adjunct Faculty (Area/ Discipline)	Programme (s)	Department(s)	Batches (UG/ PG)	Number of students (Current/ Projected)
Nanotechnology	MSc Biotechnology	DBT	2 batches of PG	37 (Existing) + 50 (Projected)
Bio-analytical Techniques				
Bioethics				

General guidelines to be followed while prioritizing:

1. Ascertain if faculty support is forthcoming from existing faculty across programmes and departments.
2. Number of students benefiting from the course
3. If deficit is against optional electives, identify guest faculty for a minimum cohort of 7

The committee will rationalise and approve recruitment after assessing existing faculty strengths, teaching load and availability.

A. Minimum requirement for regular faculty required in forthcoming semester (1st and 3rd, AY2024) in order of priority

Programmes	No. of Students (existing/projected) (two semesters)	Existing faculty			Faculty Requirement (Discipline)	Priority
		Professor	Associate Professor	Assistant Professor	Academic Year 2024	
MSc (Geo)	48+48	1		1*	1 (Cartography, LIDAR and UAV, Thermal, Hyperspectral, Microwave)	1
MSc (ESRM)	60+60		1	1+1*	1 (Climate modelling, Climate Change, Downscaling)	1
MSc (CSP)	30+30			2		
UG/PG (DS)	40+40 (160)		1		2 (Network Security, Computer Networks, Cyber Security, IoT)	1
UG/PG (ES)	40+40 (160)			1	2 (Ecology, Biodiversity)	1

*contractual faculty

Note: 2 Faculty members at Assistant Professor level for each programme is required on long-term basis with following specialization.

1. PG GEO: Spatial Data Modelling, Web-GIS, Mobile-GIS, Drones in GIS
2. PG ESRM: Environmental Chemistry, Science Modeling
3. PG CSP: Climate modelling, Downscaling, Economics of climate change, Spatio temporal data analysis
4. UG DS: Statistical Modelling, Stochastics, NLP, Generative AI, Blockchain, Image Processing
5. UG ES: Ecology, Biodiversity, Sustainable Development

B. Guest and Adjunct faculty to be appointed in forthcoming semester (1st and 3rd, AY2024)

S.No.	Guest and Adjunct Faculty (Area/ Discipline)	Programme (s)	Department(s)	Batches (UG/ PG) per semester	Number of students (Current/ Projected)
1	Communication skills and technical writing	MSC ESRM	Department of Natural & Applied Sciences	1 (PG)	138+140
2	Applied mathematics				60+60
3	Ecology				60+60
4	Environmental chemistry and microbiology				60+60
5	Governance and management of natural resources				60+60
6	Wildlife conservation and management				60+60
7	Project management	MSC GEO		2 (PG)	48+48
8	Principles of Cartography				48+48
9	Advances in remote sensing: Thermal, Hyperspectral, Microwave, LIDAR and UAV				48+48
10	Economics of climate change	MSC CSP		1 (PG)	30+30
11	Spatio temporal data analysis				30+30
12	Basic Concepts of Sustainable Development	BSC ES		1 (UG)	40+40 (160)
13	Cybersecurity for Data Science	BSC DS		1 (UG)	40+40 (160)
14	Statistics for Data Science				40+40 (160)
15	Fundamentals of Computers and Programming				40+40 (160)
16	Data Science Fundamentals				40+40 (160)

General guidelines to be followed while prioritizing:

1. Ascertain if faculty support is forthcoming from existing faculty across programmes and departments
2. Number of students benefiting from the course
3. If deficit is against optional electives, identify guest faculty for a minimum cohort of 7

The committee will rationalise and approve recruitment after assessing existing faculty strengths, teaching load and availability.

Annexure 1.4

Department of Policy and Management Studies (DoPMS)

3. Minimum requirement for regular faculty required in forthcoming semester (1st and 3rd, AY2024-25) in order of priority

Academic Year 2024

Programmes	No. of Students (existing/projected)	Existing faculty			Faculty Requirement (Discipline)	Priority
		Professor	Associate Professor	Assistant Professor	Academic Year 2024	
MSc Economics	69 (Existing) + 80 (Projected)	1	0	2	(11 Assistant Professors in the domain of Mathematics + Microeconomics, Game Theory, Theory of Industrial Organization, Public Economics, Behavioural Economics, Macroeconomics, Statistics/Econometrics [theory and its application with softwares] / Impact Evaluation, Environmental Economics/Natural Resource Economics, International Economics, Development Economics – Tobe approved by BoS)	11 (total for MSc and BSc – Eco)
BSc (Economics)	05 (Existing) + 40 (Projected)	0	0	2 (including the contractual)		
MBA (BS)	54 (Existing) + 90 (Projected)	0	1	1	(3 Assistant Professors around General Management, and Accounting – to be approved by BoS)	3
MA-SDP	53 (Existing) + 60 (Projected)	0	1	3	(2 Assistant Professors in the domain of Public Policy and Project Management and ESG)	2
MA-PPSD	08 (Existing) + 60 (Projected)	0	0	0	(1 at Assistant Professor level – with specialisation in Public Policy – BoS approved)	4
					(4 Assistant Professors with specialisation in international relations,	

					Geopolitics, Public Administration, Public Management, Organisational Behaviour, Digital Economy, Development Economics, Economic Policy, Sustainable Infrastructure Development, Sustainable Industrial Development to be approved by BoS)	
LLM	21 (Existing) + 35 (Projected)	0	0	3	(2 Assistant Professors – in the domain of contract law, urban infrastructure law and management – BoS approved) (2 Assistant Professors, - in the domain on Infrastructure Project Finance Law and Economic Foundations for Law – To be approved by BoS)	2
BBA	06 (Existing) + 40 (Projected)	0	0	1	(3 Assistant Professors in the area of Accounting, Operation Management, General Management – BoS approved)	3
7 Programmes	216 (Existing)+ 405 (projected)	1	2	12	28	25

Note: The above is based on teaching only. In addition to the above 2 replacement faculty is required for MSc-Eco and BSc-Eco. We have hardly any space left with faculty for Research and Capacity Building programmes such as FDPs and MDPs

4. Guest and Adjunct faculty to be appointed in forthcoming semester (1st and 3rd, AY2024)

Guest and Adjunct Faculty (Area/ Discipline)	Programme (s)	Department(s)	Batches (UG/ PG)	Number of students (Current/ Projected)
Microeconomics-I	MSc Economics	DOPMS	PG	69 (Existing) + 80 (Projected)
Real Analysis and Optimization				
Trade, Development and Environment				
Natural resource economics				
Project design and management for	MA-SDP		PG	53 (Existing) + 60 (Projected)

sustainable development practice			
Economic foundations of environmental and infrastructure law	LLM		PG 21 (Existing) + 35 (Projected)
Public Policy: A Concise Exposure	PPSD		PG 08 (Existing) + 60 (Projected)
Social Policies & Sustainable Development			
Public Administration and Systems Management			
Globalization and Changing Geopolitics: Implications for Economic & Foreign Policies			
Economics for Public Policy			
Business Communication	MBA (BS)		PG 54 (Existing) + 90 (Projected)
Principles and Concepts of Sustainability			
Entrepreneurship			
Design Thinking			
International financial management			
Financial Accounting	BBA		UG 06 (Existing) + 40 (Projected)
Operations Management			

Note: Total 18 Guest Faculties are required to run the programme. This is the bare minimum, without which it would be difficult to run the programmes.

General guidelines followed while prioritizing:

4. Ascertained faculty support forthcoming from existing faculty across programmes and departments. Please check the detailed Guest Faculty List (Enclosures)
5. Number of students benefiting from the course – checked carefully
6. If deficit is against optional electives, identify guest faculty for a minimum cohort of 7 (carefully checked and vetted by the PCs of the respective programmes)

The committee will rationalise and approve recruitment after assessing existing faculty strengths, teaching load and availability.

Annexure VI

External Expert Name	Recommendation
<p>Samudrala Gourinath, Ph.D, FNA, FAPAS, FTAS Professor School of Life Sciences Jawaharlal Nehru University New Delhi - 110067</p>	<p>It is a great privilege to evaluate Prof. Rakesh Bhatnagar for an Honorary distinguished professor position. Professor Bhatnagar is a distinguished scholar and researcher renowned for his work on the development of B. anthracis vaccines. With over 30 years of teaching experience at Jawaharlal Nehru University (JNU), he has served multiple terms as Dean of his department, significantly contributing to its growth and development. His impressive career includes roles at esteemed institutions such as the National Institutes of Health (NIH) in the USA, CHU in France, and as Vice Chancellor at both Banaras Hindu University (BHU) and Amity University, Jaipur.</p> <p>Professor Bhatnagar has authored approximately 200 research publications, led numerous research projects, and secured several patents. Notably, he has facilitated the commercialization of genetically engineered vaccine technology through a private firm.</p> <p>His exceptional contributions have earned him recognition as a fellow of all three major science academies, and he has been honored with the JC Bose National Fellowship and the Best Innovation Award from the President of India. Currently, he holds the National Science Chair position at JNU.</p> <p>Given his vast experience and academic record, he can deliver special lectures, conduct short-term refresher courses to researchers/faculty, aid in conceptualizing new research ideas, be a mentor and advisor in both academic and administrative matters across the University, and help in furthering linkages with the industry.</p> <p>Given Professor Bhatnagar's outstanding academic and administrative achievements, I believe he is exceptionally well-suited for the distinguished professor position.</p>
<p>Professor Ganesh Nagaraju Department of Biochemistry Indian Institute of Science, Bangalore</p>	<p>I am pleased to write this letter of strong recommendation for Prof. Rakesh Bhatnagar, who has applied for an Honorary Distinguished Professorship at TERI School of Advanced Studies, New Delhi. Prof. Bhatnagar's scientific journey, accomplishments and contributions are immense. His major scientific contributions are in the area of infectious diseases, vaccine development and humanized therapeutic antibodies. He has published over 200 scientific research articles in several high-impact international journals. In addition to contributing to basic science, his</p>

	<p>work towards the development of vaccines and therapeutic antibodies is remarkable. He has developed several vaccines, including a vaccine against Streptococcal infection, a DNA vaccine and therapeutic antibodies for Anthrax and Rabies. He has also developed a Genetically Engineered vaccine against Anthrax, and this technology has been taken over by M/s. Panacea Biotec Ltd., New Delhi. Currently, it has successfully undergone Phase I and Phase II human clinical trials. He has obtained several patents and IPRs both Indian and International. He has also immensely contributed to the development and growth of various scientific organizations by taking administrative responsibilities. He has served as Chair at the Centre of Biotechnology, JNU; IP cell, JNU; as Director of Advanced Instrumentation Facility and Academic Staff College, JNU; and as Dean, JNU. He has served as VC at Kauman University Nainital, BHU and Amity University. During his tenure, BHU received Institute of Eminence status, where he was responsible for recruiting more than 450 faculty members and several administrative and non-teaching staff. In addition, he established several facilities to improve the infrastructure at BHU. He has served as a member and Chair of various national committees. He has received several awards and recognitions, including the ICMR award, the JC Bose Fellowship and the President's Award for Best Innovation. He is an elected fellow of all three national academies and is currently the National Science Chair. His scientific knowledge, experience, and advice will certainly continue to benefit the scientific community at various levels. He will undoubtedly be a great asset for TERI School of Advanced Studies, New Delhi and I strongly recommend Prof. Bhatnagar for the Honorary Distinguished Professorship at this organization.</p>
<p>Professor Manoj Prasad Professor of Genetics University of Delhi South Campus New Delhi</p>	<p>I am writing to offer my highest recommendation for Prof. Rakesh Bhatnagar, whom I have had the privilege of knowing him since 2004. Prof. Bhatnagar's contributions to biotechnology and infectious disease research have been nothing short of transformative. His pioneering work has not only advanced scientific understanding but also delivered tangible societal benefits, making him an exceptional candidate for the position of Distinguished Professor at TERI School of Advanced Studies, New Delhi.</p> <p>Prof. Bhatnagar has been at the forefront of vaccine development, with his groundbreaking achievement in</p>

creating a genetically engineered vaccine against anthrax standing as a remarkable testament to his expertise. This vaccine has successfully completed Phase I and II clinical trials and was transferred to Panacea Biotec Ltd. for commercialization, with a technology transfer fee of Rs. 2 Crore and a 10-year royalty agreement. This underscores both the scientific and commercial impact of his research.

Further expanding the frontier of vaccine development, Prof. Bhatnagar pioneered the expression of the protective antigen gene in plants—a vital step toward creating the world's first edible vaccine against anthrax. This innovation is particularly significant for improving global access to vaccines, especially in resource-limited regions where traditional vaccine distribution can be challenging.

In addition to his work on anthrax, Prof. Bhatnagar has developed DNA vaccines against both anthrax and rabies, with the rabies vaccine poised for technology transfer. His ongoing work on a vaccine for streptococcal infections—responsible for over 500,000 deaths annually—has shown impressive results, offering 70-90% protection in preclinical mouse models, and is advancing towards clinical trials. This research holds the potential to become a major life-saving intervention.

Prof. Bhatnagar's impact extends beyond the laboratory. He has been instrumental in establishing cutting-edge research infrastructure, including the creation of a state-of-the-art BSL-3 laboratory, which has facilitated high-level research in infectious diseases. Moreover, his success in securing major research funding—such as the Rs. 8.32 Crore DST PURSE grant—highlights his ability to lead large-scale scientific projects that make lasting contributions to both science and society.

Prof. Bhatnagar's blend of visionary research, leadership, and unwavering commitment to public health makes him an extraordinary asset to any institution. I am confident that his future contributions will continue to shape the fields of biotechnology and vaccine development, with wide-reaching impacts.

It is with the utmost confidence that I recommend Prof. Bhatnagar for the Distinguished Professor position at TERI-SAS, New Delhi. His expertise, dedication, and profound contributions to science make him a perfect fit for this role.

